

## **Job Description Educational Supervisor**

<b>Accountable to:</b>	Deanery, Foundation/Speciality School, NHS Board
<b>Reports to:</b>	Director of Medical Education via Foundation Programme Director or Speciality Training Programme Director/College Tutor.
<b>Tenure:</b>	Indefinite, to be reviewed annually
<b>Job Purpose:</b>	A named educational supervisor is a trainer who is selected and appropriately trained to be responsible for the overall supervision and management of a trainee's trajectory of learning and educational progress during a placement or series of placements. Every PG trainee in a specialty programme must have a named ES
<b>Time allocation:</b>	8 hrs/trainee/year (Equivalent to 2 hours of Educational supervision (including preparation) every 4 months and 2 hours for ESSR completion pre-ARCP)

### **Key Requirements for Appointment:**

- Current equality and diversity training.
- Evidence of induction to role.
- Evidence of training for role.
- Ability to describe how and where to get support.
- Ability to describe the principles of the quality assurance process for training and education.
- A working knowledge of the curriculum the trainees are following and required workplace-based assessments.
- Time in job plan.

This evidence should be entered on SOAR and for new appointments who have not yet been appraised for role, by completion of form 1 (Recognition of Trainers: FORM 1 for INITIAL recognition (non-SOAR)).

New appointments will also be entered on Turas by the Medical Education Department Team to allow allocation of trainees.

### **Key Roles:**

- Responsibility for the overall supervision and management of a trainee's trajectory of learning and educational progress during a placement or series of placements i.e. a programme.
- Help the trainee to plan their training and achieve agreed learning outcomes over a period of time.

- Responsibility for the educational agreement and for bringing together all relevant evidence to form a **summative** judgement at the end of the placement or series of placements.
- Write the ESSR [Educational supervisor's structured report] for the trainee's annual review.
- Provide careers guidance and support for struggling trainees (including referral to TPDs) as necessary.

This does NOT apply for Foundation Trainees for whom this role is undertaken by the FPD

## Key Responsibilities

1. The educational supervisor should ensure that s/he demonstrates the requirements for recognition of their named role including:
  - a. Current equality and diversity training.
  - b. Evidence of induction for role.
  - c. Evidence of training for role.
  - d. Ability to describe how and where to get support.
  - e. Ability to describe the principles of the quality assurance process for training and education.
  - f. A working knowledge of the curriculum your trainees are following and required workplace-based assessments.
  - g. Time in job plan.
2. The educational supervisor should meet with the trainee during the first 2-3 weeks of his/her post in order to:
  - a. ensure that the trainee understands his/her responsibility for his/her own learning, the structure of the programme, the curriculum, the educational opportunities available, the assessment system and the relevant portfolio.
  - b. develop a learning agreement and educational objectives with the trainee which is mutually agreed and which will be the point of reference for future appraisals.
  - c. establish a supportive relationship.
3. The educational supervisor should meet with the trainee to carry out regular educational appraisals (generally at the beginning, mid-point and end of every training year). Before each meeting, (and if necessary after the meeting) the educational supervisor should exchange information with those involved in the clinical supervision of the trainee and other key personnel with whom the trainee is working.  
During each meeting:
  - a. progress against the learning plan and educational objectives should be reviewed.
  - b. the personal development plan and learning objectives should be updated if necessary.
  - c. the outcome of any workplace based assessments and the attendance at formal teaching events should be reviewed.
  - d. the trainee's portfolio should be reviewed to ensure that it is being maintained and developed by the trainee. **Note:** *The trainee has overall responsibility for ensuring that his/her portfolio is*

*maintained and developed and that all relevant documentation is completed at the appropriate time and signed off where necessary*

- e. the trainee's clinical performance and professionalism should be reviewed.
  - f. the trainee should be given honest but constructive feedback
  - g. the trainee should be given the opportunity to comment on his/her training and the support that is being provided. Any problems that are identified by the trainee should be discussed and a solution should be sought.
- 4. The educational supervisor should ensure that the Educational Supervisor's Structured Report is completed and returned to the Annual Review of Competence Progression Panel within the necessary timescales.
  - 5. The educational supervisor should ensure that the trainee knows how to access careers advice and support.
  - 6. If a trainee's clinical performance and/or professionalism is not reaching the required standard, the educational supervisor should ensure that
    - a. This is discussed with the trainee as soon after the problem is identified as possible and that a written record of the meeting is kept.
    - b. Remedial measures are put in place with clearly defined written objectives so that the trainee has the opportunity to correct any deficiencies.
    - c. All relevant key personnel (including the Medical Director and the Postgraduate Dean) are kept fully informed.
  - 7. If a trainee is otherwise in difficulty, the educational supervisor should ensure that the local policy for managing trainees in difficulty is followed.