

Recognition of Trainers - Appraisal

Examples of supporting
evidence

Mapping tool for evidence

Recognition of Trainers: Ongoing evidence for appraisal

Your ongoing trainer status recognition is aligned with your revalidation date – the MED team will look at your form 7s at the time of your revalidation and make a recommendation about re-recognition to NES.

You can use this form to list your evidence in the left-hand column and use the checkboxes to map it against the required areas of the Framework for Trainers. You **must** provide at least one piece of evidence for each Framework area required for your role. Each piece of supporting evidence may be mapped to more than one Framework area and needs to be from the current appraisal cycle as the aim is to establish a baseline measure of your development to date i.e. in the past 5 years.

Please upload it to the [RoT](#) section on SOAR so that it can be accessed by the MED team.

[Clinical supervisor – evidence required for framework areas 1-4 & 7.](#)

Educational supervisor – evidence required for all framework areas – N.B. FY supervisors combine both roles.

More information about the Framework areas¹ and the types of evidence you might choose to submit is available [here](#).

[Becoming a Trainer & Ongoing CPD/Appraisal \(scot.nhs.uk\)](#)

Please extend the table as necessary.

Document title:	Framework area(s) addressed							Notes:
	1	2	3	4	5	6	7	
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¹ The Framework Areas are: 1 – ensuring safe and effective patient care through training; 2 – establishing an effective learning environment; 3 – teaching and facilitating learning; 4 – promoting learning through assessment; 5 – supporting and monitoring progress; 6 – guiding personal and professional development; 7 – own personal and professional development as an educator

Downloadable from MED website

Domain 1: Ensuring safe and effective patient care through training

- M&M meetings
- Induction timetables:
- Arrangements for supervision of trainees
- Minutes of Senior Staff Meetings:
- Anonymised discussions with and/or about trainees in difficulty
- Case Based Discussion
- Supervision of a QIP/ Audit completed by a trainee

Domain 2: Establishing and Maintaining an environment for learning:

- Induction
- Meetings where trainee feedback/ NTS etc is discussed
- Reflections on feedback received from trainees
- Reflections on a teaching session delivered by a trainee or a peer
- Departmental education programme /a course you teach on based on curriculae
- Teaching timetables
- Examples of when trainees have spoken out when a mistake was made or if they feel something was wrong – because they felt safe to do so – what did you do?

Domain 3: **Teaching and facilitating learning**

- Teaching programmes for your department:
- Teaching plans and evaluations
- A review of a teaching session by a peer or CEP
- Courses you are involved in delivering :
- Any certificate of a course related to teaching and facilitating learning

Domain 4: Enhancing learning through assessment

- Anonymised examples of completed WPBAs or Educational Supervisors reports
- Questions you have written for college exams
- Feedback given to candidates after an exam
- Examples of assessments you have devised for use in your area
- Certificates from acting as an examiner
- Feedback given to a trainee as part of a learning event

Domain 5: **Supporting and monitoring educational progress (ES only)**

- Induction/midpoint and end of block meeting entry for a trainee
- Anonymised example of when you had a trainee in difficulty:
- PDP plan agreed with a trainee
- ARCP panels – details of this (anonymised appropriately)
- Notes from Speciality Training Committee meetings
- Evidence of attendance at trainee interviews
- TCM notes when trainees discussed to monitor progress and highlight concerns

Domain 6: Guiding personal and professional development (ES only)

- Reflective account of when you have given advice and support
- Examples of printed or electronic materials you provide to trainees seeking guidance
- Feedback or letters of thanks from trainees for support given

Domain 7: **Continuing professional development as an educator**

- All domains mentioned count: this is about a PDP
- **Suitable evidence:**
- Reflection on next steps
- Consider: changes to curriculum: what gaps
 - e.g. Simulation
 - e.g. Doctors in difficulty (DiD)