Educational Supervisor and Named Clinical Supervisor Policy for Trainers of Core and Specialty Doctors HEE TV

Version 1: Nov 2012 with minor revisions 2104, 2015 and 2017
Version 2: February 2019, supersedes all earlier versions with immediate effect
Author: Miss Jane Siddall, Associate Dean Educator Faculty Development
Review: March 2020
After 31 July 2016, all educational and ‘named clinical’ supervisors must be trained before taking on this role. This is a GMC requirement.

Definitions

The GMC has defined the roles of both clinical and educational supervisors, which are:

**Named educational supervisor**: 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 and/or series of placements. Every trainee must have a named educational supervisor. The educational supervisor’s role is to help the trainee to plan their training and achieve agreed learning outcomes. He or she is responsible for the educational agreement and for bringing together all relevant evidence to form a summative judgment at the end of the placement and/or series of placements.

It is expected that educational supervisors should have all the attributes expected of trained clinical supervisors.

**Named clinical supervisor**: a trainer who is responsible for overseeing a specified trainee’s clinical work for a placement in a clinical environment and is appropriately trained to do so. He or she will provide constructive feedback during that placement, and inform the decision about whether the trainee should progress to the next stage of their training at the end of that placement and/or series of placements. E.g. ‘Named CS’ are identified as such by foundation, general practice and surgical training programmes.

A local clinical supervisor may be identified when a trainee and trainer work in different organisations in order to support the requirements for Exception Reporting as described in the 2016 Junior Doctors’ Contract. He or she should complete the online training module for Exception Reporting on the eLearning for Health platform.

**A sessional supervisor** is a clinician who supervises a trainee for individual sessions, and who may be required to provide formal assessment and feedback on the trainee to their clinical, or educational, supervisor. Most consultants are sessional clinical supervisors. This description also covers senior professionals from allied healthcare disciplines may carry out a sessional clinical supervisory role if trained, and if their contact with trainees includes observing or assessing practice. Such individuals might include, but is not limited to, a senior (ST5+) trainee, specialist nurses, nurse consultants or sonographers, who may supervise junior medical or dental colleagues in the course of their work.

**Academic supervisor**: is usually appointed by the university. The academic supervisor’s role is to help the trainee to plan their research activity and achieve agreed outcomes. Even if he or she has a clinical contract, they should not normally be the trainee’s educational or clinical supervisor. He or she is required to provide an annual report on a trainee for the ARCP panel.
Training for the role of Named Clinical and Educational Supervisors in Core and Specialty Programmes

Frameworks for Foundation, General Practice and Public Health should be read on the relevant school pages of the Oxford Deanery website.

Training attracts CPD credits.

Trainees commencing the final year of specialty training may want to undertake training in preparation for their consultant roles. However, newly confirmed CCT / CESR holders may wish to consolidate their role as a consultant or other senior doctor before taking on an Educational Supervisor role. It is best practice to ensure they have a local educational mentor to support them in the first year.

All ‘baseline’ training for the roles is provided free of charge and is online for doctors and dentists providing supervision for doctors and dentists in HEE TV programmes.

From July 2016 to 31 July 2019, three separate online courses have / will comprise(d) required learning:

1. Equal opportunities and Diversity training
2. The Edgcumbe Health online package for Educational Supervisors*
3. The e-LearningforHealth module on exception reporting
   * you have to request login credentials by emailing SupervisorTraining.TV@hee.nhs.uk

After 31 July 2019, as Edgcumbe are withdrawing their package, HEE TV will switch to the Educator Training Resource suite developed by Kent, Surrey and Sussex Deanery, available through eLearningforHealth at this URL https://portal.e-lfh.org.uk. This suite captures all training requirements and is shown on a chart appended to this policy (appendix1). Trainers do need to register with an email containing ‘nhs’ in it, but as it is web based, can be done from any device once logged in.

If trainers prefer, or have previously received training from other providers, HEE TV will accept the following alternatives provided they were delivered after 1 August 2013 and are mapped to the seven AoME domains adopted by the GMC in their Implementation and Recognition of Trainers Plan.

1. Confirmed, completed programmes provided by other Local Offices / Deaneries for ES training,
2. Training for educational supervisor programmes run by Medical Royal Colleges and
3. Training endorsed by the AoME for educational supervisor training.

Proof of training outside HEE TV will be required: eg certificates and programmes should be sent to the Associate Dean for Educator and Faculty development at HEE
Once training has been undertaken, the prospective trainer should inform the Post-Graduate / Education Centre, or, in the case of the Mental Health Trusts, the secretary to the DME, so that their name can be entered onto their employer’s database. If this is not done, then you will not have recognition as a trainer entered on the GMC register.

**Ongoing CPD**

All educational supervisors are expected to demonstrate at least FOUR hours of educationally relevant CPD at their annual appraisal. See the Tripartite Educational Agreement (TEA) appendix 2

**Appointment to the roles**

Doctors undertaking supervisory roles must be registered with the GMC and have a current licence to practice.

Not all consultants will have training or supervisory roles.

Some SAS doctors and senior trainees in the final year of their training programmes may wish to take on these roles. It is best practice to provide a senior educator as mentor to both parties as this should be seen as a supervised, developmental role. Their appointments must be approved jointly by the DME at the employing Trust and the Head of School.

Some supervisors may not be qualified as doctors or dentists, (most usually in General Practice and Public Health) and are covered by separate guidance not included in this policy, but available to view through the appropriate School site via the HEE TV website.

**Long term Locum consultants** may take on CS or ES roles provided that

- (i) they have the CCT or CESR for the relevant specialty
- (ii) they have completed the necessary training and
- (iii) they will be in the clinical post for a minimum of six months and have already completed six months working as a GMC registered specialist.

**Clinical (named and sessional) supervisors** are appointed within individual departments at the employing Trust. The clinical lead for the specialty and the local College tutor should identify colleagues with the appropriate training and ensure the role is described within job plans.
**Educational Supervisor** appointments are to be made jointly by the trust DME and relevant Head of School, although these may delegate to Departmental / Divisional Educational Leads and College Tutors. Both Trust and specialty should be represented.

College (specialty) tutors will be appointed by the Trust DME and relevant Head of School.

FPDS, TPDs, Heads of School and Associate Deans are HETV appointments

**Remuneration**

As part of the Education and Placement Tariff for doctors and dentists in training, employing organisations receive monies to fund necessary time for supervisory activities for those with Educational Supervisor or ‘Named Clinical’ Supervisor roles. Funding for other educational roles is not covered in national Placement Tariff, nor HEE TV’s Tripartite Educational Agreement (TEA, appendix 2).

Funding for time to be an educational supervisor is explicitly limited to 0.25 SPA (one hour) per week per trainee, and is capped at a maximum of 1 SPA or four hours per week. This activity must be in the job plan, and as part of a doctor’s ‘Whole Scope of Practice’, must be declared and evidenced at the annual appraisal meeting with a representative from your main employer.

**Appraisal evidence**

Revalidation by the GMC is for ‘whole scope of practice’ and therefore individual clinician’s are advised that appraisal documents include a section on educational activity.

DMEs and revalidation leads are expected to monitor this process using local mechanisms

A supervisor’s evidence might include

1. Completion of the minimum training for the role,
2. Proof of ongoing CPD, such as certificates from course or workshops
3. Trainee feedback on performance (via 360 degree feedback used in some Trusts, or the annual trainee surveys),
4. Formal teaching sessions (feedback, copies of slides / handouts)
5. Receipts from NHS eportfolio of completed trainee assessments
6. Reflective piece written as part of the ‘extended’ training for Educational Supervisors (every three years)
7. Formal, written feedback on the quality of the annual report written by the ES on a trainee for the ARCP panel may be incorporated by individual schools if feasible

**References**

Gold Guide v7 February 2018
GMC guidance (The Trainee Doctor, July 2011 and Tomorrow’s Doctors, Oct 2011)

GMC implementation plan for Recognising and Approving Trainers, August 2012

Wales Deanery ‘Supervising the Route to Excellence’ change programme 2011

GMC Promoting excellence: standards for medical education and training 2015
Appendix 1

Baseline training for Educational and Named Clinical Supervisors HEE TV from July 2019

Developing people for health and healthcare

www.hee.nhs.uk
e-Learning for Health Educator Hub.

The seven domains described by the AoME and adopted by the GMC have been used widely to provide the framework for ES and named CS training. The thirteen modules identified below, covering the first six domains, will take a maximum of eight hours, and once done, need not be repeated. The final domain is ‘CPD for educators’, which must include a minimum of four hours each year, should be evidenced in your personal CPD and shown at your annual appraisal.

<table>
<thead>
<tr>
<th>Ensuring safe and effective patient care through training</th>
<th>Establishing and maintaining an environment for learning</th>
<th>Teaching and Facilitating Learning</th>
<th>Enhancing learning through assessment</th>
<th>Supporting and Monitoring education progress</th>
<th>Guiding personal and professional development</th>
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<tbody>
<tr>
<td>Supervision 30 mins</td>
<td>Facilitating learning in the workplace 50 min</td>
<td>Assessing educational needs 50 min</td>
<td>Effective feedback 60 min</td>
<td>Appraisal 30 min</td>
<td>Supervision of LTFT 15 mins</td>
</tr>
<tr>
<td>Supporting ES / CS 20 mins</td>
<td>Diversity, Equal Opportunities and Human Rights* 60 min</td>
<td>Facilitating learning in the workplace 50 min</td>
<td>Supporting the learner 30 min</td>
<td>Setting learning objectives 30 min</td>
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<td></td>
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<td>Assuring and maintaining quality 30 min</td>
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<tr>
<td>*Your employer EO&amp;D training is an acceptable alternative repeated according to local regulations</td>
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<td></td>
<td></td>
<td></td>
<td>Exception reporting 30 mins</td>
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<tr>
<td>50 mins</td>
<td>110 mins</td>
<td>100 mins</td>
<td>90 mins</td>
<td>120 mins</td>
<td>15 mins</td>
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**Domain 7 is CPD as an Educator. In HEE TV four hours a year are required.**

This can be accessed through workshops provided by HEE TV for any educator or HEE TV faculty days for your specialty, or your Royal College, or eLfH. HEE TV events are advertised through the Oxford Deanery web pages, and through cascading to Trust Post Graduate Education depts. These can be booked through the CBMS links on the Educator pages on the Oxford Deanery website.

<table>
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<th>Suggested eLfH modules below.</th>
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<tr>
<td>Inter-professional education 60 mins</td>
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<tr>
<td>Using simulation in health professional education 60 mins</td>
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There is a variety of video clips on the eLfH resource which may be used in addition for CPD.
Educational Supervision Agreement

Between Trainer, Trust and HEE – Thames Valley

Version 1: March 2016
Author: Miss Jane Siddall, Associate Dean Educator Faculty Development
Review: March 2017
Health Education England - Thames Valley (HEE-TV), an ‘Education Organisation’ as defined by the GMC, is accountable to the GMC in relation to the responsibilities for the development, management and quality assurance of postgraduate education and training for doctors in training posts across a number of Local Education Providers (LEPs) (such as, but not limited to, Trusts and General Practices).

To support the delivery of high quality educational supervision, HEE-TV will

- Work with LEPs to support the collation of local and Thames Valley databases of trainer names and dates when specified training was undertaken
- Support and signpost approved training for supervisors.
- Promote the annual appraisal of the supervisor role through NHS or other appropriate (e.g. SOM) appraisal processes.
- Ensure the provision of systems which enable individual supervisors and LEPs to feedback to HEE-TV, as necessary.
- Regularly review policies for quality assurance of postgraduate training programmes within individual LEP organisations.
- Monitor LEP provision of paid time within job plans or organisational timetables/schedules to deliver the role of Educational Supervisor. (HEE-TV requires 0.25 SPA for one trainee per week) in NHS secondary care settings (0.25 SPA is equal to one hour)
- Inform LEPs through the Directors of Medical Education and Educational Supervisors through Heads of School and Training Programme Directors of any material changes to national or HETV policies / directives which may affect or inform their practice as educators.

As part of this agreement, HEE-TV commits to ensuring that it is continuously monitored and revised, being responsive to the changing landscape of medical education in the UK, including emerging themes, standards and policy. This will include ensuring that any new versions of relevant documents are scrutinised, with any changes considered and, if significant, reflected in revisions to the Agreement on an annual basis.

The Local Education Provider has a key role in supporting the delivery of high quality educational supervision, and as such has a responsibility to:

- Liaise with HEE-TV to collect and share information on Educational Supervisors' training for the role
- Identify trainers currently in the role of Educational Supervisors, and identify new recruits to this role
- Ensure Educational Supervisors have time to access recognised training episodes
- Ensure that time to train is explicitly recognised in a trainer's job plan or job description (HEE-TV requires 0.25 SPA for one trainee per week) in NHS secondary care settings (0.25 SPA is equal to one hour)
- Monitor that the educational role and activity is reviewed in the annual appraisal process in place at the LEP (note: there should be no need for a separate review of educational activity for Educational Supervisors in secondary care)
• Provide local faculty support through the offices of the DME or head of the organisation
• Be actively involved in HEE-TV quality assurance of training programmes

• Support attendance at meetings relevant to the roles of Educational Supervisor, TPD and Head of School roles in both the LEP and with HEE-TV
• Provide mechanisms for educational governance at the LEP and liaise effectively with HEE-TV when significant trainer or trainee issues emerge
• Commit to the delivery of postgraduate medical education and training by meeting the requirements of the Service Level Agreement with HEE-TV and associated commissioning activity

The Educational Supervisor has a responsibility to:

• Fulfil the role as described in the HEE-TV policy for Recognising and Approving Trainers (available to download on the HEE-TV website by clicking on this link)
• Use the time allocated in their job plan or weekly schedule to deliver the role and responsibilities defined in the above policy effectively. Commit to undertake training relevant to the role of educational supervisor in order to develop, and maintain, the skills and competence for this role. Undertake a minimum of four hours of CPD related to medical education and training each year (this can include Equal Opportunities and Diversity training, Bullying / Undermining training, Royal College Regional Advisor or College Tutor development events, and HEE-TV events hosted through the TVWED portal. Postgraduate certificate or diploma modules in medical education will also count)
• Provide the DME or Postgraduate administrators with dates of training when asked, for the census returns to update LEP and HEE-TV databases
• Provide evidence of their ‘educational activity’ in their annual appraisal
• Engage with quality assurance systems to provide reports such as the annual summative report for the trainee at ARCP and School/ specialty reports for HEE-TV quality assurance procedures
• Participate in processes such as ARCP panels, recruitment to specialty training and formal teaching episodes as necessary, in addition to individual trainee educational supervisory activity.
• Liaise with their Trust DME to investigate and remedy if a trainee generates an exception report on their hours or job plans as described in the 2016 Junior Doctors’ Contract
Terms of Understanding

The signing of this Agreement commits the signatories to undertake, to the best of their abilities, the responsibilities laid out in this document. The three parties enter into the ethos of this agreement to mutually promote excellence in postgraduate medical education and training through development, provision and support of high quality educational supervision.

This Agreement should be renewed every three years by mutual accord. If any party wishes to withdraw from the Agreement, this must be with written notification to the other two parties.

I have read and understood the content of this Agreement, in particular the responsibilities of HETV, and hereby agree to adhere to them

Signature
Name: Dr Michael Bannon

On behalf of HEE-TV

Position: Postgraduate Dean
Date: 28 February 2017

I have read and understood the content of this Agreement, in particular the responsibilities of the LEP, and hereby agree to adhere to them

Signature
Name

On behalf of the Local Education Provider

Position
Date

I have read and understood the content of this Agreement, in particular the responsibilities of the Educational Supervisor, and hereby agree to adhere to them

Signature
Name

GMC number
Date

Contact email address

The LEP and Educational Supervisor should each retain a copy of this agreement for future reference.