Educational Supervisor Roles & Responsibilities

Educational Supervisors

An educational supervisor is a trainer who is selected and appropriately trained to be responsible for the overall supervision and management of a specified foundation doctor’s educational progress during a training placement or series of placements. The Educational Supervisor is responsible for the foundation doctor’s Educational Agreement. Only clinicians committed and engaged in teaching and training foundation doctors should undertake the role. Educational supervisors must help foundation doctors with their professional and personal development. They must enable foundation doctors to learn by taking responsibility for patient management within the context of clinical governance and patient safety.

Local education providers must ensure that educational supervisors have adequate support and resources to undertake their training role.

Training for educational supervisors

All educational supervisors should receive training and demonstrate their competence in promoting equality and valuing diversity. They must understand and demonstrate ability in the use of the approved in-work assessment tools and be clear as to what is deemed acceptable progress. In addition, they should understand and be able to monitor progress, provide appraisals, provide career advice and identify and contribute to the support of foundation doctors needing additional help.

Educational supervisors should complete training in equality and diversity, assessing foundation doctors and the other aspects of educational supervision at least every three years.

Local education providers should maintain a register of educational supervisor including details and dates of training.

Responsibilities

The educational supervisor must:

- Meet with the supervisee at the beginning of each placement to agree how the learning objectives for this period of training will be met and confirm how formative feedback and summative judgements will be made.

- Make sure that the supervisee’s performance is appraised at appropriate intervals including providing the results of multi-source feedback. If concerns are identified, the educational supervisor should ensure that the foundation doctor has access to the necessary support to address these issues and involves the foundation training programme director as appropriate.

- Make sure that the supervisee has the opportunity to discuss issues or problems, and to comment on the quality of the training and supervision provided.

Towards a healthier future…
• Make sure that all doctors and other health and social care workers who have worked with the supervisee have an opportunity to provide constructive feedback about their performance.

• Undertake and/or facilitate workplace based assessments of the supervisee

• Meet with the supervisee to must assess whether they have met the necessary outcomes. The educational supervisor must complete an end of placement review form for each placement and only confirm satisfactory service if the foundation doctors have met the necessary outcomes.

• Tell the NHS employer and those responsible for training of serious weaknesses in their supervisee’s performance that have not been dealt with, and any problems with training programmes. The supervisor should tell the foundation doctor the content of any information about them that is given to someone else. Where appropriate, and with the foundation doctor’s knowledge, relevant information must be given to the educational supervisor for their next placement so that appropriate training and supervision can be arranged. Information that should always be passed on includes assessment results.