



Educational Supervisors

Oversee the education of a trainee across placements
 Meet with trainee: Beginning, during*, end of every placement
 *usually every 4-6 weeks - depending on seniority/progress
 Develop Learning Agreement, LTFT training plan
 Develop supportive relationship
 Assess progress: Learning Outcomes, Learning agreement
 Review outcomes of workplace-based assessments
 Review and update PDP
 Consider and sign-off Study Leave requests
 Review portfolio
 Complete structured Educational Supervisor report
 Complete "Form R (Part B)" *Check version!*
 Make assessments and decisions in conjunction with other appropriate colleagues and not in isolation
 Report concerns about poor performance and fitness to practice
 Report Serious Incidents involving trainees
 Follow local and HEE policies for underperforming trainees....
 ...prepare remediation plan with Training Programme Director
 Facilitate access to careers advice
 Review and sign-off expenses claims from trainees
 Review and sign-off sickness absence forms
 Conduct return-to-work interviews

Self

AoME standards 1-7
 Job plan: 0.25 PAs per trainee
 Attend 75% ARCPs and faculty events (meetings, recruitment etc.)
 Ensure you are appropriately trained
 Familiar with curriculum and training structure
 Undertake annual educational appraisal

Clinical Supervisors

Oversee the education of a trainee in a placement
 Plan induction in location with "Training lead"
 Arrange work programme to achieve Learning Agreement/LOs
 Review progress at regular intervals
 Constructive feedback during placement
 Contribute to Educational Supervisor report
 Organise/contribute to workplace-based assessments
 Sign Annual Leave records

Self

AoME standards 1-4 and 7
 Job plan: No requirement
 Ensure you are appropriately trained
 Familiar with curriculum and training structure
 Undertake annual educational appraisal

AoME standards

- 1) Ensuring safe and effective patient care through training
- 2) Establishing and maintaining an environment for learning
- 3) Teaching and facilitating learning
- 4) Enhancing learning through assessment
- 5) Supporting and monitoring educational process
- 6) Guiding personal and professional development
- 7) Continuing professional development (CPD) as an educator