**Health Education East of England – Reflective Template for the Appraisal of Clinical Educators**

**Introduction**

1. This reflective template is intended to aid clinical trainers (clinical and educational supervisors) to reflect on their performance in their role. It is intended to both aid individual educators NHS appraisal and to assist Directors of Medical Education in evidencing the development of their educational faculty. Use of the form is not mandatory, but Health Education England would expect to see a similar model in use in each LEP including each section of the educator development framework as appropriate.

**Appraisal of Clinical Educators**

2. The educational appraisal should be a discrete part of the employer appraisal and job planning**.** This template is designed to assist the appraisee to produce supporting information for the educational component of their work and to reflect on their development needs. This completed template should be taken to an individual educators NHS appraisal. A copy should also be sent to the Director of Medical Education in the Trust.

3. The process consists of two parts – the first to review the previous year’s progress and the second to complete a new personal educational development plan. Objectives should be SMART, i.e. Specific, Measurable, Achievable, Realistic and Timely. The second part should be discussed with your appraiser.

4. In order to complete the appraisal template the educator should refer to the Academy of Medical Educators (AoME) Professional Standards Framework. Suggested evidence supporting each section is documented more fully in the framework than in the appraisal form itself. Used sequentially over several appraisals, this template allows educators to build evidence which can be used across the Domains of the AoME Standards, eventually supporting Membership or Fellowship of AoME.

6. The Appraisee should pre-populate the educational appraisal template based on his/her own views and evidence prior to the appraisal meeting. The template should be sent to their appraiser at least two weeks prior to the appraisal meeting.

7. It is suggested that three copies should be taken of the completed and signed appraisal template. A copy should be retained in the NHS appraisal and by the appraisee. It is good practice for the third copy to be retained by the Director of Medical Education in the Trust.

**Appraisal Template for Clinical Educators**

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| --- | --- | --- | --- |
| **Name of Appraisee:** |  | **Start Date and role:** |  |

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| --- | --- | --- | --- |
| Na**me of Trust:** |  | **Name of Responsible DoME:** |  |

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| --- | --- | --- | --- |
| **Date of the Start of Year**  **Appraisal:** |  | **Date of the End of Year**  **Appraisal:** |  |

**Section One – Review of Educational activities**

*This section should be completed by the appraisee and is concerned with discussion of the educational role overall. It may include reviewing past objectives.*

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| **Achievements, successes and possible areas for improvement**  *In this section you should describe your educational role overall and your main achievements since the last appraisal in this role. Discuss any changes that may have affected your role and any high points and achievements, as well as thinking about things that could have been better.* | | | | |
|  | | | | |
| **Objectives / Job Responsibilities**  *In this section you should describe any evidence of achievement against each area listed for the past year. Consider whether and how you might develop in each area; can you describe learning objectives for the coming year? If so, what might be your anticipated indicators of achieving those goals? Record these in the final column.*  ***Areas in grey should not be completed by clinical supervisors; all areas should be completed by educational supervisors*** | | | | |
| **Domain areas** | **Suggested evidence of activity** | **Record below your examples/reflections** | **Possible SMART Objectives for development** | **What will be the outcome if you achieve this objective?** |
| 1. **Ensure safe & effective patient care through training** | *Give an example of how you ensure education contributes to patient safety* |  |  |  |
| 1. **Establish & maintain an educational environment** | *Describe a unit where you feel the learning environment is good or one that could be improved, stating your reasons* |  |  |  |
| 1. **Teach & facilitate learning** | *Describe a learning activity you facilitated during the year; what prompted it, how was it delivered and how did you measure the outcomes? Include evaluations where possible* |  |  |  |
| 1. **Assess** | *Describe an assessment you undertook in your role, explaining its relevance; include an example of your feedback* |  |  |  |
| 1. **Guide personal & professional development of trainees** | *Describe an example of a review of a trainee’s progress you feel went particularly well. Explain why?* |  |  |  |
| 1. **Act as a Mentor and Appraiser** | *Give an example of how you develop and support colleagues in your role* |  |  |  |
| 1. **Develop as a medical educator** | *Provide your personal reflective learning log as an educator; including learner feedback, MSFs, complaints and SEAs* |  |  |  |