**EoE Public Health Training Programme**

**Clinical Supervisor Training Curriculum & Accreditation Application form**

*This accreditation application is required by HEEoE and the School of Public Health to assure the GMC that clinical educators have been selected having demonstrated understanding of the seven standards of the Academy of Medical Educators (AoME) framework. It must be completed by the supervisor**to support* ***initial approval*** *as a clinical supervisor and again on re-selection, normally* ***every 3 years****.*

*This training and application form covers four broad themes. Section 2 is a personal log of all the mandatory training materials you are required to complete for each theme. Section 3 details the learning outcomes you are expected to achieve and relevant evidence you are required to attach for each of the four themes. The online Bridge ‘EoE PHTP Clinical Supervisor training and accreditation’ package (weblink) also guides you through this required training for accreditation and this application. You are advised to complete this paperwork as you follow the online package.*

*You are asked to submit a reflective note which demonstrates your learning for each of these four themes. Please complete all sections and attach the relevant evidence before submitting your completed application. If you require any further help or support, please contact* *phschool.eoe@hee.nhs.uk* *and the Lead for Faculty Development will be happy to help.*

*Please complete the details form below in* ***Word format*** *(so the Faculty Development Lead can add comments and a signature) and embed any evidence as Word, Excel or PDF documents.*

*\*Please ensure all trainee names or ID numbers are removed so the evidence is anonymous as far as possible.*

### **Section 1: Personal details**

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| GMC number or registration: |  |
| Address: |  |
| Email: |  |
| Contact telephone number: |  |
| Role applied for:(*If you wish to be considered as both an ES and CS please complete the ES form*) | Clinical Supervisor  |
| Date of previous accreditation (if any): |  |
| Date of application / re-accreditation: |  |
| Date of last educational review at appraisal: |  |

|  |  |
| --- | --- |
| Educational qualification (PG Cert/Dip/MA) & date of completion (if any): |  |
| Educational courses completed in the last 5 years: |  |
| Equality & Diversity training completed in last year: |  |
| Supervisor training days (Professional Development days) attended in last year: |  |

### **Section 2**

Summary Log of mandatory Public Health Clinical Supervisor Training materials

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Theme** | **Component** | **Modules/videos/documents to review** | **Link** | **Date completed** |
| **A. Professional development as an educator** | *PH specific content – webinar (90 mins)* | Introduction to being a PH Clinical Supervisor in the EoE |  |  |
| *PH specific content - document* | EoE PH TP policy: Supervisor accreditation & training pathway policy 2020 |  |  |
| *HEE video* | Educational and Clinical Supervision – introduction to the HEE tiered approach:  | <https://heeoe.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=054cb60f-351e-4674-921e-abe90104a1d4> |  |
| *PH specific content - document* | FPH information for Educational Supervisors | <https://www.fph.org.uk/training-careers/specialty-training/regulation-of-training/> |  |
| *PH specific content - document* | FPH Public Health curriculum  | <https://www.fph.org.uk/media/1882/ph-curriculum-2015_updated.pdf> |  |
| *PH specific content - document* | FPH Training supervisor/e-portfolio guidance  | <https://www.fph.org.uk/training-careers/specialty-training/training-eportfolio/> |  |
| *PH specific content - document* | EoE Public Health Training programme overview (inc. roles & responsibilities of the PH CS) |  |  |
| *PH specific content - document* | EoE Public Health Training programme Policies and Procedures document |  |  |
| *HEE video – 7 mins* | Professional Support and Wellbeing service  | <https://heeoe.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=9ae3d200-0402-4cb6-b0e1-abd70083b2f6> |  |
| **B. Creating and maintaining a positive and safe environment for learning** | *PH specific content** *Video (~10 mins)*
 | Induction, establishing a positive relationship & educational contract\* |  |  |
| *PH specific content - document* | EoE PH TP policy: Supervisor accreditation & training pathway policy 2020 |  |  |
| *eLfH module* | ‘Supervision’ | <https://portal.e-lfh.org.uk/Component/Details/458723> |  |
| *eLfH module* |  ‘Equality & Diversity’ (OR own organisational equivalent) | <https://portal.e-lfh.org.uk/Component/Details/458735> |  |
| *eLfH module* | ‘Supporting learners’  | <https://portal.e-lfh.org.uk/Component/Details/458768>  |  |
| *HEE video (16 mins)* | Trainees in difficulty | <https://heeoe.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=80d75f8e-ea0f-42ab-9fbf-abd000b2380c> |  |
| *HEE presentation (slides)* | Psychological and cultural safety |  |  |
| *HEI course* | Anglia Ruskin University Course topic: Planning teaching and educational conversations |  |  |
| **C. Teaching and facilitating learning** | *eLfH module* | ‘Assessing Educational Needs’  | <https://portal.elfh.org.uk/Component/Details/457940> |  |
| *eLfH module* | ‘Reflection and reflective practice’ | <https://portal.e-lfh.org.uk/Component/Details/511368> |  |
| *HEI course* | Anglia Ruskin University course topic: ‘Reflection’ & ‘Teaching/learning skills’ |  |  |
| **D. Assessment & supporting registrar progress** | *eLfH module* |  ‘Effective Feedback’ | <https://portal.e-lfh.org.uk/Component/Details/458747> |  |
| *HEI course* | Anglia Ruskin University course topic: ‘Feedback’ |  |  |
| *eLfH module* | Workplace and Practice Based Assessments  | <https://portal.e-lfh.org.uk/Component/Details/458753> |  |
| *PH specific – video (~10mins)* | Workplace based assessments in Public Health |  |  |
| *HEE video* | Educational & Clinical Supervisors reports Part 2 – Assessments and EPAs | <https://heeoe.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=39635045-8d44-4e38-bf01-abe90104a322> |  |
| *PH specific – video (~10mins)* | Assessment - Clinical Supervisor Report & ARCP |  |  |

### **Section 3 Themes for reflection, learning objectives & evidence required**

# Theme A: Professional development as an educator

**GMC/Academy of Medical Educators recognition of trainers (Requirements) standards:**

 (7) Continuing professional development as an educator

**Key learning objectives**

As a Clinical Supervisor, you should be able to:

A.1 Participate in the EoE PH supervisor development programme; participate in CPD in line with GMC / FPH / UKPHR requirements; and identify opportunities to develop further skills and knowledge as an educator.

A.2 Devise and implement strategies to seek feedback and use reflection to improve as a supervisor.

A.3. Understand the responsibilities for clinical supervision of registrars.

A.4 Understand the role of the clinical supervisor in educational governance and interactions and communication with other core members of the training team e.g. TPD, FD lead, Educational supervisors.

A.5. Demonstrate up-to-date knowledge, and support delivery of, the FPH curriculum; use the learning portfolio (including e-portfolio) and understand the East of England PH Programme structure and delivery.

**Evidence required for accreditation:**

|  |  |
| --- | --- |
| **Evidence required** | **Attached with application (tick):** |
| Attendance certificate for introductory PH CS webinar  |  |
| Job plan which includes educational role |  |
| Inclusion of educational role in appraisal |  |
| FPH CPD certificate from previous CPD year |  |
| Trainee or learner feedback example which has informed your practice |  |
| Peer feedback example which has informed your practice e.g. peer conversation/case based discussion, peer observation, MSF report |  |
| eLfH Personal log of completed modules (screenshot) (training component 1) |  |
| Certificate of attendance at HEI course (training component 2) |  |
| Log of completion of HEE & PH specific videos (see table at end) (training components 3 & 4) – *see section 2* |  |

**Reflective note:**

Please write a reflective note on key learning (using the training materials and any additional learning) to demonstrate how you have met the theme A learning objectives (min. 400 words):

(*Box will expand as you type*)

# Theme B: Creating and maintaining a positive and safe environment for learning

**GMC/Academy of Medical Educators recognition of trainers (Requirements) standards:**

1. Ensuring Safe and Effective patient Care through training
2. Establishing and maintaining an environment for learning

**Key learning objectives**

As a Clinical Supervisor, you should be able to:

B.1. Create a positive and effective environment in the workplace which encourages diversity and ensures equality of opportunity for registrars.

B.2. Describe the important features of induction to the workplace and critically evaluate and improve existing induction programmes.

B.3. Identify warning signs of a registrar in difficulty, and how to record and escalate any concerns.

B.4. Apply HEE and training programme policies; and be aware of processes for escalating any issues or concerns in relation to registrar training, progress, conduct or safety (including recommending a Professional SW referral where needed).

B.5. Develop an effective relationship for learning e.g. maintaining the confidence of registrars, being approachable, having protected time for supervision.

**Evidence required for accreditation:**

|  |  |
| --- | --- |
| **Evidence required** | **Attached with application (tick):** |
| Equality & diversity training certificate (within last 3 years) |  |
| Involvement in induction e.g. induction programme/checklist, meeting agenda, evaluation of induction programme |  |

**Reflective note**:

Please write a reflective note on key learning (using the training materials and any additional learning) to demonstrate how you have met the theme B learning objectives (min. 400 words):

(*Box will expand as you type*

Theme C: Teaching and facilitating learning

**GMC/Academy of Medical Educators recognition of trainers (Requirements) standards:**

1. *Teaching and facilitating learning*

**Key learning objectives**

As a Clinical Supervisor, you should be able to:

C.1. Use a range of tools to identify learning needs in self and in registrars; and translate a learning agreement into action plans in the workplace.

C.2. Identify and suggest areas of (multi-disciplinary) work that will develop (and stretch) individual registrars' skills, while contributing to the goals of the host organisation.

C.3. Demonstrate a range of approaches to teaching on a one to one and small group basis and identify opportunities for using simulation and other novel approaches in supervision.

C.4. Hold an effective developmental conversation with a registrar, including the use of questioning techniques to promote self-directed learning.

C.5. Encourage and support a registrar to engage in meaningful reflective practice

**Evidence required for accreditation:**

|  |  |
| --- | --- |
| **Evidence required** | **Attached with application (tick):** |
| Attendance at ARU (HEI) course OR equivalent Medical Education qualification  |  |
| Two examples of assessment of learning needs or consideration of learning needs with trainee / staff e.g. SWOT, supervision notes, Learning agreement, action plan for addressing learning needs, project plan to address learning needs. |  |

**Reflective note**:

Please write a reflective note on key learning (using the training materials and any additional learning) to demonstrate how you have met the theme C learning objectives (min. 400 words):

(*Box will expand as you type)*

# Theme D: Assessment & supporting registrar progress

**GMC/Academy of Medical Educators recognition of trainers (Requirements) standards:**

1. Enhancing learning through assessment
2. Supporting and monitoring educational progress

**Key learning objectives**

As a Clinical Supervisor, you should be able to:

D.1. Understand the requirements of, and required preparation for, MFPH exams and support the registrar in working towards these alongside service commitments.

D.2. Undertake regular trainee observation and construct appropriate feedback in line with Programme requirements.

D.3. Understand the principles of workplace-based assessment and use WPBA tools effectively with registrars.

D.4. Communicate effective feedback to the registrar, including in difficult situations.

D.5 Communicate useful feedback to the registrars' educational supervisor on progress, strengths, weaknesses and any areas of concern, and describe the key features of a good supervisors’ report.

**Evidence required for accreditation:**

|  |  |
| --- | --- |
| **Evidence required** | **Attached with application (tick):** |
| Example of feedback offered to individual e.g. response from registrar, summary of supervision, peer discussion. |  |
| Example of workplace-based assessment completed with a trainee. |  |
| Example of formal feedback to an organisation e.g. Clinical Supervisor report, written feedback to Educational Supervisor or TPD, line manager report, appraisal report for someone, MSF submission for someone |  |

**Reflective note**

Please write a reflective note on key learning (using the training materials and any additional learning) to demonstrate how you have met the theme D learning objectives (min. 400 words):

(*Box will expand as you type)*

### **Section 4 Declaration & feedback**

*If you wish, please identify one or more learning objectives for your ongoing development as a Clinical Supervisor where we can help to address this and add any further information you would like to submit or any requests for information or support as EoE PH Educator faculty. We welcome all feedback and suggestions: alternatively you can contact the Faculty Development Lead directly.*

|  |  |
| --- | --- |
| Learning needs/objectives identified for next year: |  |
| Any other information or comments: |  |

Signature of Clinical Supervisor:

Date:

|  |
| --- |
| EoE PH TP Feedback on application: |

Approved as an accredited Clinical Supervisor by

Signature of EoE PH Training Programme Faculty Development SES:

Date: