**HEE - Approval/Re-approval of Educational Supervisors for the Public Health Training programme – application form**

***This form is*** *required by HEEoE and the GMC to demonstrate that clinical educators have been selected having demonstrated understanding of the areas of the AoME clinical supervisor framework. It must be completed by the supervisor**to support* ***initial approval*** *as an educational supervisor and again on re-selection, normally* ***every 3 years****.*

*Please complete the details form below*

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| Name: |  |
| Position: |  |
| GMC number or registration: |  |
| Address: |  |
| Email: |  |
| Contact telephone number: |  |
| Role applied for: | Educational Supervisor / ES AND CS *\*please delete* |
| Date of application / re-accreditation: |  |
| Date of last educational review at appraisal: |  |
| Educational PAs in Job Plan or objectives: |  |

|  |  |
| --- | --- |
| 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 3 years: |  |
| Supervisor training days attended in last year: |  |
| ARCP panel attended in last 3 years: |  |

*Please write a reflective note for each of the seven competency areas describing how you can demonstrate competence and learning in each, identifying any learning needs and describe ongoing professional development to improve in each area. One or more forms of evidence should be attached for each area.*

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| **GMC Domain** | **Reflective note to demonstrate how you meet competence or learning outcomes** | **Evidence attached** |
| 1. **Ensure safe & effective population and patient care through training** *- demonstrate the highest standards of public health practice, and incorporate high quality training into your practice*
 | * *Reflective note from at least one educational training event in the past year;*
 | * *Job plan or objectives – demonstrating protected teaching time & CPD*
* *Evidence of completing mandatory training*
 |
| 1. **Establish & maintain an environment for learning *-*** *identify and use a wide variety of learning opportunities and promote a culture of learning within your unit.*
 | * *Note reflecting on your role in induction and supporting mandatory training for registrars;*
* *Note reflecting on the contents of the Supervisor Pack (core curriculum, programme & FPH documents, legal requirements);*
 | * *Equality & Diversity certificate gained in past 3 years*
* *Evidence of induction for new registrars to Educational Supervision*
 |
| 1. **Teach & facilitate learning** - *plan and implement suitable learning and training activities for all your Registrars.*
 | * *Note on experience or development of skills in identifying and assessing learning needs;*
 | * *Example of learning needs assessment or agreement (within the past 2 years)*
* *E.g. e-module, self-directed learning, attendance at workshop*
 |
| 1. **Enhancing learning through assessment** - *use available assessment tools to assess and progress your Registrar’s performance in all aspects of public health practice.*
 | * *Note on experience or development of skills in giving feedback;*
* *Note on experience or development of skills in workplace based assessment of competence;*
 | * *Example of Feedback given e.g. WPBA, summary of conversation or written feedback*
* *E.g. e-module, self-directed learning, attendance at workshop*
 |
| 1. **Supporting and monitoring educational progress** - *set appropriate goals and review your Registrar’s progress in regard to these and the agreed curriculum*
 | * *Note on experience or development of skills in assessing competence and progress of students or registrars ;*
* *Note on experience or development of skills in developmental conversations or coaching/mentoring;*
 | * *Example of assessment or educational appraisal correspondence with colleagues e.g. CS correspondence / ES report / ARCP attendance*
* *E.g. e-module, self-directed learning, attendance at workshop*
 |
| 1. **Guiding personal and professional development** - *act as a role model and source of guidance in the wider sphere of professionalism in the public health workforce.*
 | * *Note on experience or development of skills in supporting registrars in difficulty;*
 | * *Example of remediation plan or support to registrars, students or colleagues e.g. careers advice*
* *E.g. e-module, self-directed learning, attendance at workshop*
 |
| 1. **Develop as a medical educator** - *continuously review and enhance your own performance as a supervisor.*
 | * *Note on CPD or appraisal discussion demonstrating identification of own learning needs or development;*
* *Note reflecting on feedback from registrars, students and/or training programme.*
 | * *FPH CPD certificate for last year*
* *Inclusion of educational role in appraisal*
* *Example of feedback from registrar or student e.g. 360*
 |

*Please identify one or more learning objectives for your ongoing development as an Educational Supervisor below 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.*

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

Signature of Educational Supervisor:

Date:

|  |
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| Feedback on application: |

Approved as an accredited Educational Supervisor by

Signature of EoE PH Training Programme Faculty Development SES:

Date: