

### **Guidance for Remote Educational Supervision of ST1 and ST2 GP Trainees where there is ONLY an Associate Trainer in the host training practice**

The **GMC definition** of an **Educational Supervisor** is 'A trainer who is selected and appropriately trained to be responsible for the overall **supervision** and management of a specified trainee's **educational** progress during a training placement.

#### ***Support for Trainee:***

**First Meeting with Trainee:** Within 2 weeks of starting the placement (1 -2 hours)

- Discuss how the trainee is settling into the practice
- Discuss the educational environment
- Discuss the importance of reflective learning
- Discuss e-portfolio requirements e.g validation of log entries by CS and the necessary assessments
- Give advice on the trainee's PDP and how they might demonstrate their PDP objectives.
- Discuss the requirements for OOH work
- Create the first Educational Supervision Review
- Encourage the trainee to start their audit/Quality Improvement Project

This meeting should be documented as an Educators Note on the trainee's e-portfolio.

**Second Meeting:** 6-8weeks after starting the placement (1-2 hours)

- Progress since last meeting
- Offer pastoral support, as appropriate
- Review curriculum coverage
- Discuss any issues raised by the host practice or Associate Trainer
- Discuss the trainee's engagement with e-portfolio eg on track with the mandatory assessments for that post
- Discuss any significant events/Serious Untoward Incidents (SUIs)
- Offer guidance on preparing for the trainee's ESR
- Review progress with OOH work

This meeting should be documented as an Educators Note on the trainee's e-portfolio.

**Third Meeting:** ESR End of November for August Starter, end of May for Feb starter.

- Release MSF and PSQ scores
- Discuss the trainee's proposed PDP objectives
- Discuss any significant events/SUIs
- Completion of Educational Supervision Report (ESR) on e-portfolio

**Fourth Meeting:** End of placement 2-3 weeks before the placement ends. (1-2 hours)

- Offer pastoral support, as appropriate
- Review curriculum coverage and evidence presented on e-portfolio
- Review progress with the trainee's PDP
- Review any comments made by the clinical supervisor
- Discuss any significant events/SUIs
- Discuss plans for the next training post

This meeting should be documented as an Educators Note on the trainee's e-portfolio.

### ***Support for Associate Trainer:***

#### **HEE recommends:**

- Monthly contact with Associate Trainer (AT) by email, face to face or telephone to discuss the trainee's progress
- Offer support and feedback on the clinical supervision of that GP trainee
- Performing a joint CBD/COT/debrief (Good Practice).
- Inviting the Associate Trainer to be present at the ESR (Good Practice).
- Associate Trainer is advised to keep records of the feedback and support for purposes of their educator re-approval
- Associate Trainer is encouraged to attend local Trainer Workshops for ongoing training and support.

Any concerns around GP trainee or their supervision should be discussed with TPDs.

The total remuneration for a full time 6 months GP trainee placement is £4033/-. If above is completed and evidenced, HEE suggests the external Educational Supervisor invoices the training practice to claim 1/3<sup>rd</sup> of the training grant.