

Educational supervisor (sample job description)

Job title:	Named Educational Supervisor
Grade:	NHS Consultant
LEP:	(name of Trust or local education provider)
Accountable within the LEP to:	Director of Medical Education (DME)
Reporting to:	DME or nominated deputy
Working with:	Relevant Training Programme Director from the Speciality School

Appointment

Each local education provider, (LEP) within HEEM will have a process for the appointment of named Educational Supervisors, (ES). Whilst the LEP will lead on the appointment of ES, there is an expectation that the relevant Training Programme Director, (TPD) from the Speciality school will be involved in this process.

Job Purpose

The Educational Supervisor is required to oversee the education of their trainees, ensure that they make the necessary clinical and educational progress and provide pastoral care and career guidance. S/he is responsible for delivering the trainees' educational agreement and may act additionally as a clinical supervisor.

The Educational Supervisor may therefore oversee the progress of a trainee for the duration of a training programme, part of a training programme, or an individual clinical placement.

The Educational Supervisor will work closely with the relevant TPD, in developing and supporting the training program. This should include attending appropriate training, training committees and supporting the ARCP process.

Main duties and responsibilities of the ES

1. They should have received appropriate training for the role:-
 - Completed the appropriate training, (see HEEM website for details of what the minimum standards are for ES).
 - Understand educational theory and practical educational techniques

- Be familiar with the structure of the training programme, the curriculum and the educational opportunities available.
- Be familiar with local policies for dealing with trainees in difficulty.
- Have sufficient identified time in the job plan to carry out role effectively

2. The educational supervisor should oversee the education of the trainee, acting as his/her mentor and meeting with the trainee to ensure that he/she is making the expected clinical and educational progress.

3. The educational supervisor should ensure that all meetings occur in protected time and are held in a private and undisturbed environment.

- a. They should meet with the trainee during the first weeks of his/her post to:-
- ensure that the trainee understands his/her responsibility for his/her own learning, the structure of the programme, the curriculum, the educational opportunities available, the assessment system and the relevant portfolio
 - sign the Educational Agreement
 - develop a personal learning plan with the trainee which is mutually agreed and which will be the point of reference for future appraisals
 - establish a supportive relationship

b. The educational supervisor should meet with the trainee to carry out regular educational appraisals, ensure review of and reflection on all aspects of Good Medical Practice. Before each meeting, (and if necessary after the meeting) the educational supervisor should exchange information with those involved in the clinical supervision of the trainee and other key personnel with whom the trainee is working. During each meeting:

- review progress with the personal learning plan
- the personal learning plan should be updated if necessary
- the supervised learning events, workplace based assessments and the attendance at formal teaching events should be reviewed
- the trainee's portfolio should be reviewed to ensure that it is being maintained and developed by the trainee.

Note: *The trainee has overall responsibility for ensuring that his/her portfolio is maintained and developed and that all relevant documentation is completed at the appropriate time and signed off where necessary*

- clinical performance and professionalism should be reviewed (see 6)
- any complaints and / or serious incidents should be discussed and a reflective note written in the portfolio. These should be mentioned on the Educational Supervisors Report and the Enhanced Form R for the ARCP.
- the trainee should be given honest and constructive feedback
- the trainee should be given the opportunity to comment on his/her training and the support that is being provided. Any problems that are

identified by the trainee should be discussed and a solution should be sought.

4. The educational supervisor should ensure that the Educational Supervisor's Structured Report is completed and returned to the Annual Review of Competence Progression Panel within the necessary timescales. This may require seeking feedback on the trainee's performance from other Trainers and Clinical Supervisors.

5. The educational supervisor should ensure that the trainee knows how to access careers advice and support.

6. If a trainee's clinical performance and/or professionalism is not reaching the required standard, the educational supervisor should ensure that

- This is discussed with the trainee as soon after the problem is identified as possible and that a written record of the meeting is kept
- Remedial measures are put in place with clearly defined written objectives so that the trainee has the opportunity to correct any deficiencies
- All relevant key personnel (including the Medical Director and the Postgraduate Dean) are kept fully informed.

7. If a trainee is otherwise in difficulty, the educational supervisor should ensure that the local policy for managing trainees in difficulty is followed.

8. All ES should remain up to date with their equal opportunities training, and function in their role, mindful of equal opportunities legislation.

Main duties and responsibilities of the LEP

1. Training Requirements for Educational Supervisors

HEEM has a clear strategy for the training of ES, and clear guidance for what is required to remain up to date over a 5 year revalidation cycle. Details of this can be found on the HEEM website. The LEP will ensure that ES are released and funded to attend appropriate CPD events.

2. Tenure / Appraisal

The tenure of the post will normally be three years in the first instance, subject to satisfactory consultant appraisal. The education role should be appraised annually. This does not need to be separate to the consultant's annual appraisal. The LEP will ensure that appraisers are trained to appraise all aspects of an individual's work.

3. Time commitment

The duties will normally occupy one hour (0.25SPAs) of protected time per trainee, per week. The LEP will ensure that the ES has a job plan that reflects the time spent as an educational supervisor.

4. Working Environment

The LEP will ensure that there is the necessary support and infrastructure to support education. This may include educational facilities, and administrative support for trainers. The LEP will ensure that there is the required IT facilities for ES, and trainers.

PERSON SPECIFICATION – EDUCATIONAL SUPERVISOR

SKILLS/ABILITIES/KNOWLEDGE	Essential (E)/ Desirable (D)
Understanding of human resource issues as they apply to trainees	D
Understanding of role	E
Has undertaken appropriate mandatory training for role as defined	E
Knowledge and understanding of recent developments in medical education and of key issues for the LEP	E
Understanding of use of IT in education	D
Understands their role and responsibilities within the educational governance structures of the local education provider, Deanery and College	E
EXPERIENCE	Essential (E)/ Desirable (D)
Previous experience of medical education e.g. as a clinical supervisor	E
Independent practitioner status within the LEP	E
A minimum of 5 PAs employment within the LEP	D

QUALIFICATIONS	Essential (E)/ Desirable (D)
Medical or Dental practitioner with postgraduate qualifications	E
Qualifications in Medical Education	D
PERSONAL QUALITIES	
Enthusiasm for training and developing doctors	E
Commitment to CPD, and remains up to date as set out by HEEM	E
Good communication skills, approachability and interpersonal skills	E
Understanding of equal opportunities	E