

## REFERENCE GUIDE FOR CLINICAL AND EDUCATIONAL SUPERVISORS

**Note to readers: This document tries to outline minimum standards for supervision. Expectations of supervision responsibilities in your local Trust/Practice may be higher than those outlined below.**

### Clinical Supervisors

**The Clinical Supervisor** will usually be a Consultant that a Foundation Doctor (FD) is directly responsible to for their clinical work. Clinical supervisors will change for each part of a FDs rotation through the year. In some firms in which consultants rotate through periods on duty, a number of consultants can act as the clinical supervisor. The Clinical Supervisor's responsibilities are to:

- Supervise the foundation doctor's day-to-day clinical and professional practice.
- Support the assessment process.
- Make sure that the Foundation Doctor has access to an appropriate range and mix of clinical situations.
- Ensure that the FDs Educational Supervisor is informed of progress and any concerns that arise.
- Manage professional performance of the FD in accordance to the North Thames Foundation School Managing Professional Performance policy ([www.netfs.org.uk](http://www.netfs.org.uk))

### All Clinical Supervisors should:

- Be fully trained in clinical care and understand their responsibilities for patient safety;
- Offer a level of clinical supervision appropriate for a Foundation Doctor's competence and experience, and appropriately tailored for the individual Foundation Doctor;
- Make sure that no Foundation Doctor is expected to take responsibility for, or perform, any clinical, surgical or other technique if they do not have the appropriate experience and expertise;
- Make sure that Foundation Doctors only perform tasks unsupervised if the supervisor is satisfied that they are competent to do so, and that both Foundation Doctor and supervisor are always aware of their direct responsibilities for the safety of patients in their care;

- Consider whether it is appropriate to delegate some supervision to appropriately experienced and trained colleague consultants, general practitioners or non-consultant doctors in some circumstances, although the Clinical Supervisor remains responsible and accountable for the patient's care and for the supervision of the foundation doctor in training
- Carry out initial objective setting, mid point and end of post appraisal meetings with the FD.
- Be appropriately trained to teach, provide feedback and assess foundation doctors.

The London Deanery provides written guidance for Clinical/Educational supervisors on recommended training requirements (Clinical and Educational supervisors: minimum training specification Swanwick 2007) available on the Deanery website [www.faculty.londondeanery.ac.uk/](http://www.faculty.londondeanery.ac.uk/)

- The time required to provide clinical supervision (usually embedded within service duties) and the performance of the clinical supervisor should be discussed at the annual job planning/appraisal meeting.

## **Educational Supervisor**

**The Educational Supervisor** may also be one of the FDs Clinical Supervisors for part of their rotation but need not be. The Educational Supervisor should normally be responsible for that trainee for the whole of the year. Whilst having one Educational Supervisor for the whole year is recommended it is recognized that this approach is not used in all Trusts. Where the Educational Supervisor does not remain the same throughout the year, it is recommended that robust arrangements are in place to handover the FD to the next Educational Supervisor. It would also be good practice for the Educational supervisor and clinical supervisor(s) to have regular communication about foundation doctors under their care. The Educational Supervisor is responsible for:

- Ensuring the quality and delivery of education and training of a cohort of foundation doctors during one of their two years of foundation training.
- Meeting with the foundation doctors at the start of the foundation programme to discuss learning objectives and to prepare an educational agreement.
- Undertaking a minimum of 3 formal meetings with the FD over the year; initial assessment and objective setting, mid point appraisal and end of year sign off. (NB it is the duty of the FD to arrange these meetings but of the ES to ensure that they happen)
- Supporting the Foundation Doctor in developing their portfolio;
- Making sure that the Foundation Doctor understands and gets involved in the assessment process;
- Being the first point of contact for the Foundation Doctor who has concerns or problems with their training;
- Making sure that the foundation doctor has met the training requirements outlined in the curriculum to learn and achieve the necessary competencies.

- Facilitating appropriate career management and development opportunities
- Providing appropriate feedback on assessments and performance and identifying any learning needs.
- Maintaining appropriate records of assessment for those Foundation Doctors they supervise; and
- Contacting the relevant Foundation Training Programme Directors (FTPD) if a Foundation Doctor's performance causes concern and manage professional performance of the trainee in accordance to the North Thames Foundation School Supporting Professional Performance policy ([www.netfs.org.uk](http://www.netfs.org.uk))
- Being actively involved together with the Trust Training Programme Director for FD end of year sign off.

### **Educational Supervisors:**

- Should be suitably prepared for their role and as part of their PDP they should be encouraged to gain an understanding of educational theory and practical educational techniques (for example, they should consider undertaking formal training or accessing an online training programme such as those available at [www.clinicalteaching.nhs.uk/site/homepage.asp](http://www.clinicalteaching.nhs.uk/site/homepage.asp) )
- Educational supervisors must be trained for their role. They should be trained and accredited as competent to offer educational supervision and assess the competence of Foundation Doctors during their Foundation training. This training should include equality and diversity training.

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- Should be appointed to their post through an agreed process
- Should be responsible to Director of Medical Education and report to the Foundation Training Programme Director(s).
- Supervise and review the Foundation Doctor appropriately, so Foundation Doctors should expect regular, planned reviews through educational appraisals;
- Educational supervisors should expect to have appropriate time set aside in their contracts and job plans to allow for educational supervision of Foundation Doctors.

## Work based assessments

- The Foundation Doctor (FD) is required to complete a series of work-based assessments at regular intervals throughout the year. This will include a minimum of:-
  - 4-6 (FY1) and 6 (FY2) (2 in each placement) x Directly Observed Procedural Skill (DOPs)
  - 4-6 (FY1) and 6 (FY2) x Mini –Clinical Encounter Exercise (mini-CEX)
  - 4-6 (FY1) and 6 (FY2) x Case-Based Discussion (CbD)
  - 2 rounds of Mini-Electronic Peer Assessment Tool. (Min-ePAT)
  - (If the trainee does not receive sufficient feedback from the 1st and 2nd round of Mini ePAT please contact your Trusts Foundation Programme Director for advice on Supervisor led assessment.)
- Feedback is an important part of the assessment process and should be included in the work-based assessments. FDs should expect a minimum of 5 minutes feedback from the assessor.
- The Foundation Doctor is advised to complete 2 of each assessment during each 4/12 placement<sup>1</sup>. FDs can submit assessments on line, although responsibility for inputting on to the computer lies with the clinical assessor. If necessary, the FD can download paper copies of assessment forms (not CbD) using their HcAT accounts. Paper copies for CbD can be obtained from your Trusts Coordinator. Paper Copies must be inputted into the HcAT system by either the Assessor or Coordinator.
- Completed forms are sent by your Trusts Coordinator directly to:-  
HcAT,  
Advanced data services Ltd.  
ADS House  
77 Dunn Street,  
Glasgow,  
G403PA  
United Kingdom
- A copy of all completed assessments should be kept by the FD.
- For information and advice about assessments please visit, HcAT at [www.hcat.nhs.uk](http://www.hcat.nhs.uk)
- All Clinical Assessors will need to register with HcAT. Please refer to 'Quick guide to online assessments' available at [www.netfs.org.uk](http://www.netfs.org.uk)  
Assessors cannot submit assessments for trainees on line without an assessor account/password.
- Foundation Doctors have to meet strict deadlines to meet sign off requirements. Final submission dates for paper assessments is usually

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<sup>1</sup> The advised number of assessments to be completed may vary depending on the length of the placement i.e. some placements are 3 or 6 months long not 4 months.

towards the end of May. The deadline for submission of online assessments is usually early June. FDs can still be prevented from signing off if serious issues are identified following this process.

### **Important Web Links**

All Educational Supervisors must be familiar with the programme curriculum and learning portfolio. Available at [www.mmc.nhs.uk/keydocuments](http://www.mmc.nhs.uk/keydocuments)

Faculty self directed learning modules are available at [www.faculty.londondeanery.ac.uk/](http://www.faculty.londondeanery.ac.uk/)

Information about the NTFS and contacts can be found at North East Thames [www.netfs.org.uk](http://www.netfs.org.uk)

For information and advice about assessments please visit HcAT at [www.HcAt.nhs.uk](http://www.HcAt.nhs.uk)

The UK Foundation Programme Office is the central point of official information on the Foundation Programme and can be visited at [www.foundationprogramme.nhs.uk](http://www.foundationprogramme.nhs.uk)

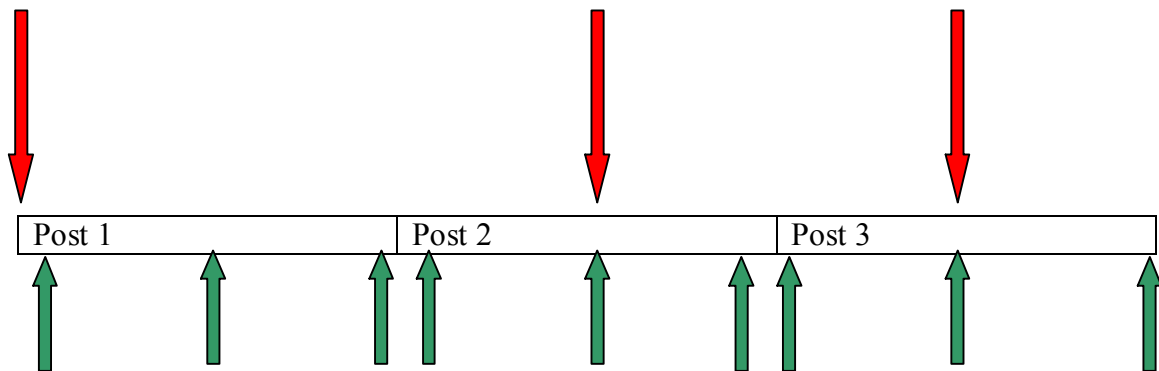
Online training programme is available at [www.clinicalteaching.nhs.uk/site/homepage.asp](http://www.clinicalteaching.nhs.uk/site/homepage.asp) (educational theory and practical education techniques)

## Models of supervision: Schedule of meetings between Educational Supervisor (ES) or Clinical Supervisor (CS) with Foundation Doctor (FD)

Model One: Same ES for whole year  
CS changes with each post.

ES meets FD minimum three times; at beginning of year, for mid year review and towards end of year for sign off process.  
CS meets FD at beginning, mid point and end of each of the specialty components of the rotation.

Key: Red = ES and Green = CS



Model Two: ES carries out review meetings or ES changes with each post and is the clinical supervisor for that post (ES and CS roles are combined)

The ES and CS roles are combined in this model and meetings are held at the beginning, mid point and end of each of the 3 specialty components of the rotation. Sign off process completed at mid point review of final rotation.

