

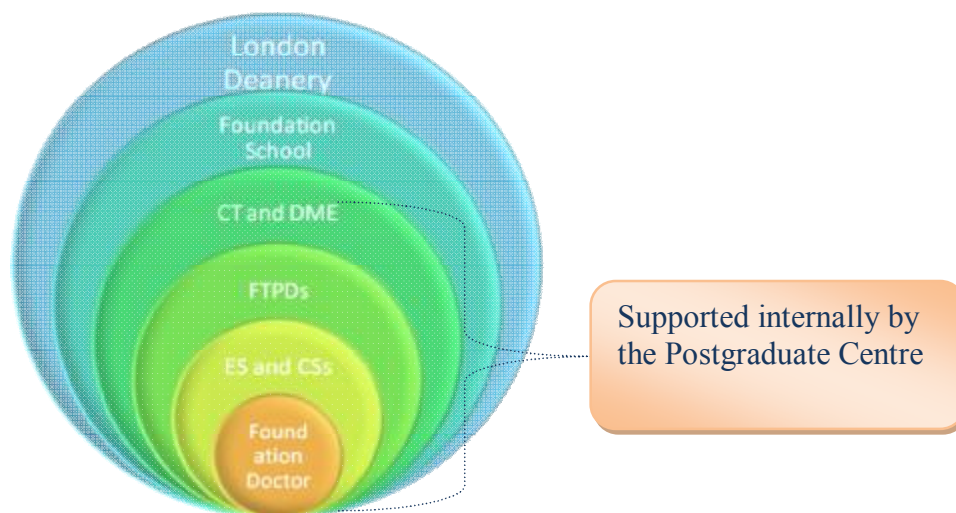
# Guide for Foundation Doctors on Supervision

## 1. Introduction

This document has been designed to provide you with a short guide on what you should expect from your supervisors during the Foundation Programme.

## 2. Who is supporting and supervising me during the Foundation Programme?

The entire programme is centred around your developmental needs as the **Foundation Doctor**. You are directly supported by **Clinical (CS)** and **Educational Supervisors (ES)**. The latter, in turn, are supported by **Foundation Training Programme Directors (FTPDs)**, **Clinical Tutors (CT)** and/or **Directors of Medical Education**, who report to a **Foundation School**, which itself is overseen by the **London Deanery**.

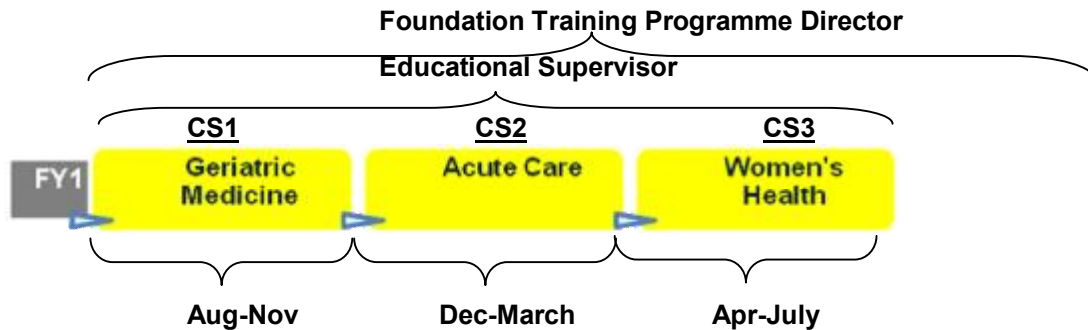


## 3. How do I know who my Educational Supervisor is and my Clinical Supervisor?

You will have one **Educational (Programme) Supervisor** and at least one **nominated Clinical (Placement) Supervisor** at any one time. There may be some placements where these roles may be taken by the same person.

Your Educational Supervisor is most likely to stay with you for the entire Foundation year, whilst your nominated Clinical Supervisor will change with each placement.

Example:



In some settings it may be judged more appropriate for the role of educational supervision to be passed on from one nominated Clinical (Placement) Supervisor to the next, as you rotate through different placements. In such cases, the nominated Clinical Supervisor will also be acting as your Educational Supervisor.

You will be told the name and contact details of your Educational Supervisor by your Foundation Training Programme Director (supported by the Postgraduate Centre Manager) at the start of a Foundation year. The name and contact details of your nominated Clinical Supervisor for each placement will be told to you either by your Educational Supervisor or Foundation Training Programme Director at the start of the placement. If you have been given a list with all your nominated Clinical Supervisors at the beginning of a Foundation year, make sure it is correct when you start your next placement. However, where consultants work as part of a large team, the nominated Clinical Supervisor may delegate their duties to others, whilst maintaining overall responsibility and accountability for patient care and for your supervision. All consultants with whom you work are required to take responsibility for your clinical supervision while you are with them.

You will be also able to see the details of your Educational and nominated Clinical Supervisors when you log in the e-Portfolio.

**4. What is the distinction between the roles and responsibilities of a Foundation Training Programme Director, an Educational Supervisor and a Clinical Supervisor?**

**The Foundation Training Programme Director ...**

is responsible for the overall management and quality control of your Foundation Programme across the local education providers (acute, mental health and primary care trusts) and works with the local education provider and the Foundation School to ensure that each placement of your programme, and the programme as a whole, meets the standards for training laid down by the Postgraduate Medical Education Board (PMETB) and the General Medical Council (GMC), as well as being compliant with the London Deanery policies and guidelines.

**The Educational Supervisor ....**

is the doctor responsible for making sure you receive appropriate training and experience. You may well also work with this supervisor clinically.

Your Educational Supervisor is responsible for ensuring that you are making the necessary clinical and educational progress through:

- ❖ ensuring appropriate training opportunities are available for you to learn and gain competences.
- ❖ ensuring you understand and engage in assessment
- ❖ undertaking a series of regular meetings with you
- ❖ providing appropriate feedback on assessments and performance and identifying any learning needs
- ❖ providing support so you can develop your learning portfolio
- ❖ facilitating appropriate career management and development opportunities
- ❖ supporting your movement from one placement to the next placement
- ❖ being the first point of contact for your concerns/issues about training
- ❖ Being actively involved together with the Foundation Training Programme Director for your end of year sign off

**The Clinical Supervisor ....**

is responsible for your day-to-day supervision in the workplace. Clinical supervision involves being available, looking over your shoulder, teaching on-the-job with developmental conversations, regular feedback and the provision of a rapid response to issues as they arise.

The nominated Clinical Supervisor is responsible for:

- ❖ ensuring safe and effective patient care
- ❖ ensuring that lines of clinical supervision are always clear, known and present, including at nights and weekends
- ❖ ensuring that you get appropriate induction
- ❖ supervising your day to day clinical and professional practice
- ❖ supporting your assessment process
- ❖ ensuring that you have the appropriate range and mix of clinical exposures
- ❖ arranging a work programme to enable you to attend fixed educational sessions.
- ❖ ensuring that you only take responsibility for or perform any clinical, surgical or other techniques in which you have the appropriate experience and expertise. See London Deanery 'Foundation Doctor Role and Responsibilities within the Local Education Provider and Minimum Requirements for Clinical Supervision of Foundation Doctors' at:

[www.londondeanery.ac.uk/foundation-schools/policies-guidance-application-forms](http://www.londondeanery.ac.uk/foundation-schools/policies-guidance-application-forms)

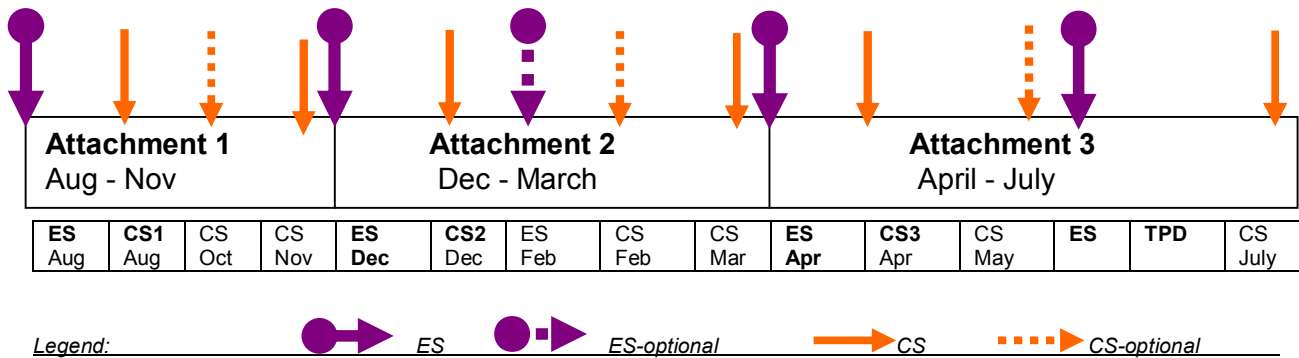
or on Synapse.

- ❖ directing assessment needs and setting learning objectives in relation to the individual specialty placement.
- ❖ ensuring that your Educational Supervisor is informed of your progress and any concerns that arise

**5. How often should I meet formally with my supervisors?**

The **Educational Supervisor** who is responsible for you for a year should meet with you a minimum of four times – at the beginning of the Foundation Year, twice between two placements and towards the end of the Foundation Year (see below).

You could also meet with your Educational Supervisor for the optional Mid-year review in the middle of the second placement.



The **nominated Clinical Supervisor** should formally meet with you twice during the placement – at the beginning and at the end of the placement. The Clinical Supervisor has a responsibility to ensure that you receive adequate induction at the start of their placements but may delegate the responsibility for providing this to another member of the clinical or administrative team. You could also meet with your Clinical Supervisor for the optional Mid-placement review. If the nominated Clinical Supervisor is also your Educational Supervisor some of these meetings can be combined. There may well be lots of other opportunities to meet your Clinical Supervisor informally.

**6. Who should arrange these meetings ?**

It is **your** responsibility to arrange the meetings. However, if your Educational and nominated Clinical Supervisors have concerns about your performance, additional meetings may be initiated by them.

**7. What should be discussed in these meetings?**

Please see the chart at the end of the document.

Most of the forms that have to be completed during these meetings can be found in the e-Portfolio.

Please note that your Clinical Supervisors will not have personal access (login details) to e-Portfolio. You should allow your nominated Clinical Supervisors to view the content of your e-Portfolio while you are logged in during your one to one meetings with them.

At the end of each placement, your nominated Clinical Supervisor is required to complete a Supervisor's Report Form on e-Portfolio. To provide them with access to the form, please note that you need to send them a 'ticket'.

### 8. Whom should I contact if I have any concerns about any issues regarding the supervision provided?

Your first point of contact is your Educational Supervisor. However, if your concerns are in relation to the educational supervision, you should contact with your Foundation Training Programme Director or Postgraduate Centre Manager.

All your concerns will be taken seriously, however if you feel that your concerns are not taken seriously or do not get solved at local level, please do not hesitate to contact your Foundation School.

Bear in mind, however, that although you are undertaking your foundation programme in a local education provider (Trust), you are a member of a Foundation School and the Foundation School is responsible for you throughout the Foundation Programme.

### 9. Do my supervisors have rights to pass on any information on my performance during the Foundation Programme?

Yes, they do. Particularly any information in relation to patient safety issues that you cannot refuse to be passed on.

## 10. Practical Information

### Assessments

You are required to complete a series of workplace-based assessments at regular intervals throughout the year. This will include a minimum of:

- ❖ 6 (2 in each placement) Directly Observed Procedural Skill (DOPs)
- ❖ 6 (2 in each placement) Mini-Clinical Evaluation Exercise (miniCEX)
- ❖ 6 (2 in each placement) Case-based Discussion (CbD)
- ❖ 2 rounds of Mini-electronic Peer Assessment Tool (Mini-PAT) by end of March.

The assessments should be conducted by trained, well-prepared and competent Assessors. However, at least some of these assessments are strongly encouraged to be carried out by your Clinical Supervisors.

For further information in relation to workplace-based assessments of Foundation Doctors, please seek information from your FTPD and see the following London Deanery document:s:

'Assessment Guide for Foundation Doctors' and 'Minimum Requirements for Assessments and Assessors of Foundation Doctors' at:

[www.londondeanery.ac.uk/foundation-schools/policies-guidance-application-forms](http://www.londondeanery.ac.uk/foundation-schools/policies-guidance-application-forms) or on Synapse.

Please note that you will not see any feedback from the submitted Mini-PAT assessments automatically. Educational Supervisors need to review the submitted forms and release the Mini-PAT summary to you before the end of placement meeting where the feedback should be discussed.

#### Useful links

You can find more information about the Foundation Programme by visiting either the UK Foundation Programme website: [www.foundationprogramme.nhs.uk](http://www.foundationprogramme.nhs.uk) or the London Deanery and its Foundation Schools websites:

- London Deanery website: [www.londondeanery.ac.uk/foundation-schools](http://www.londondeanery.ac.uk/foundation-schools)
- NCTFS website: [www.ucl.ac.uk/medicalschoo/nctfs/](http://www.ucl.ac.uk/medicalschoo/nctfs/)
- NETFS website: [www.netfs.org.uk/](http://www.netfs.org.uk/)
- NWTFS website: [www1.imperial.ac.uk/medicine/teaching/prho/](http://www1.imperial.ac.uk/medicine/teaching/prho/)
- STFS website: [www.stfs.org.uk/](http://www.stfs.org.uk/)

#### Key documents

You should read through the following documents:

- FP Curriculum [www.foundationprogramme.nhs.uk/pages/home/key-documents](http://www.foundationprogramme.nhs.uk/pages/home/key-documents)
- FP Operational Guide [www.foundationprogramme.nhs.uk/pages/home/key-documents](http://www.foundationprogramme.nhs.uk/pages/home/key-documents)
- PMETB/GMC 'Standards for Training for the Foundation Programme'  
[www.pmetb.org.uk/fileadmin/user/QA/QAFP/Standards\\_for\\_Foundation\\_Programme\\_Mar\\_07\\_and\\_Nov\\_08.pdf](http://www.pmetb.org.uk/fileadmin/user/QA/QAFP/Standards_for_Foundation_Programme_Mar_07_and_Nov_08.pdf)
- e-Portfolio 'User Guide for Foundation Doctors' (available in the e-Portfolio)
- London Deanery:
  - 'Foundation Doctor Role and Responsibilities within the Local Education Provider and Minimum Requirements for Clinical Supervision of Foundation Doctors'
  - 'Minimum Requirements for Assessments and Assessors of Foundation Doctors' and 'Assessment Guide for Foundation Doctors'

- 'Guide for Foundation Doctors on Working Hours and Monitoring' available at:  
[www.londondeanery.ac.uk/foundation-schools/policies-guidance-application-forms](http://www.londondeanery.ac.uk/foundation-schools/policies-guidance-application-forms) or on Synapse.

You should be also checking the Foundation School website and Synapse regularly on updates of any new information that is relevant to you!

**CHRONOLOGY, RESPONSIBILITY AND DOCUMENTATION FOR SUPERVISION OF FOUNDATION DOCTORS BY EDUCATIONAL AND CLINICAL SUPERVISORS**

Meetings →

	Placement 1 Aug - Nov						Placement 2 Dec - March						Placement 3 April - July								
	Foundation Doctor	Educational Supervisor	Clinical Supervisor	Clinical Supervisor	Foundation Doctor	Clinical Supervisor	Foundation Doctor	Educational Supervisor	Clinical Supervisor	Educational Supervisor	Clinical Supervisor	Foundation Doctor	Clinical Supervisor	Foundation Doctor	Educational Supervisor	Clinical Supervisor	Clinical Supervisor	Educational Supervisor	FTPD	Foundation Doctor	Clinical Supervisor
	Aug	Aug	Aug	Oct	Nov	Nov	Dec	Dec	Dec	Feb	Feb	Mar	Mar	Apr	Apr	Apr	May	Sign off	Sign off	July	July
Induction Meeting Form			C						C							C					
Mid-point Review Form				C						C-Year	C						C				
End of Placement Final Review Form								C	R						C	R		C			
Supervisors Report Form (ticketing)						C		R	R				C		R	R	C	R			
ES report to FTPD (Local Form)*																		C	R		
Educational Agreement Form	C	C																R			
Foundation Curriculum & Linking	Continue reviewing the Foundation Curriculum, making comments and Linking items within the portfolio to the Curriculum providing evidence that competencies have been achieved																				
Self Appraisal Form	C	R	R				C	R	R	R				C	R	R		R			R
Personal Development Plan Form		C	R	R		R		C	R	R	R		R		C	R	R	R			R
Foundation Doctor Portfolio		R						R		R					R			R	R		
Progress/Assessment Review				R		R		R	R	R	R		R		R	R	R	R	R		R
Mini-PAT Summary released on ePortfolio							R	C						R	C						
Attendance at formal educational events				R				R		R	R				R		R	R	R		R
Career Management (incl. F1-Plans for F2 Taster; F2- ST application)	C	C	R			R	C	C	R	R			R	C	C	R		R			R
Educational Logs (Reflective Practice)	Continue recording reflective practice through Educational Log entries and Linking them to the Foundation Curriculum if it is felt that a competency has been achieved																				
Self Appraisal of Learning Form					C	R		R				C	R		R			R		C	R
Sign off FY1/FY2 (FS Procedure)																			C		

**FTPD**

Key: ES-Mandatory ES - Optional CS - Mandatory CS - Optional C-Complete R-Review \* not available on ePortfolio, ask FTPD