

## **Educational Supervisor Job Description**

For every placement, the doctor in training must have a named educational supervisor. In some instances, this will be the same person as the clinical supervisor.

An educational supervisor is defined as:

A trainer who is selected and appropriately trained to be responsible for the overall supervision and management of a trainee's trajectory of learning and educational progress during a placement or series of placements. Every trainee must have a named educational supervisor. The educational supervisor helps the trainee to plan their training and achieve agreed learning outcomes. He or she is responsible for the educational agreement and for bringing together all the relevant evidence to form a summative judgement at the end of the placement or series of placements.

All Educational Supervisors should be doctors who have a clear expressed interest in the training, assessment and development of postgraduate medical trainees.

## **Role of the Educational Supervisor**

All trainees must have a named Educational Supervisor. An Educational Supervisor may be based in a different department and occasionally in a different organisation to the trainee.

Typically no more than 4 trainees may be supervised concurrently by an Educational Supervisor, subject to the provision of appropriate time in a job plan for the provision of educational supervision function as defined in this Agreement.

## **Responsibilities of the Educational Supervisor to the Trainee**

- 1) Ensure the trainee receives appropriate training and experience
  - a. Support the trainee in developing their learning portfolio and evidence of competency
  - b. Ensure trainee understanding of and engagement with the assessment process
  - c. Ensure trainee completion of workplace-based assessments
  - d. Review trainee progress against the curriculum and decide whether placements have been completed successfully
  - e. Agree the best use of Study Leave to achieve required competencies and experience
  - f. Ensure that the trainee received appropriate career guidance and planning
- 2) Meet the trainee in private at agreed, protected times in a placement in accordance with curricula requirements to ensure he or she make the expected clinical and educational progress
  - a. To conduct an induction interview within the first two weeks of a placement and develop a mutually agreed Learning Agreement and educational objectives and establish a supportive relationship
  - b. At mid-point to carry out an appraisal based on the Learning Agreement
  - c. At the end to carry out appraisal to inform the trainee's ARCP
  - d. Give regular, honest and constructive feedback according to the stage and level of training, experience and competence of the trainee

- e. Be approachable and available to a trainee to give advice and guidance on clinical, administrative, organisational and governance issues and to provide opportunity for the trainee to raise issues relating to training and support and manage in accordance with LEP and NIMDTA policies
  - f. Keep appropriate records of assessments
  - g. Document all meetings and associated outcomes/actions agreed in the portfolio and review development of the portfolio by the trainee
  - h. Liaise with others to share information over trainee progression
- 3) Attend meetings relevant to the education supervision role and disseminate information to a trainee's Clinical Supervisor and the trainee as appropriate
  - 4) Arrange for an appropriate colleague to fulfil the educational supervision role during any period of absences and inform the TPD if a period of absences will extend beyond 4 weeks
  - 5) Undertake a formal handover with the new Educational Supervisor.