

West of Scotland School of Anaesthesia
May 2013

Contents

1. Outline of duties of Educational Supervisor
2. WOS Learning Agreement Template
3. WOS Appraisal Template
4. WOS Educational Supervisors Report Template

Dear Educational Supervisor,

Thank you for agreeing to be an Educational Supervisor (ES). This satisfying, sometimes challenging job plays a vital part in development of your trainee(s).

As Educational Supervisor you will be expected to make contact with your trainee(s) on a regular basis to provide advice, support and guidance. You will also be expected to help them plan their professional development and assist them in preparing for Annual Review of Competence Progression (ARCP). You will receive guidance and support from your College Tutor (CT), with whom you should share concerns, and also from the postgraduate training committee in Anaesthesia.

All Educational and Clinical Supervisors will have to demonstrate that they have undergone training in supervision. NES organises specific courses for this (SCOTS course).

There will inevitably be some variation between departments about division of responsibility between ES and CT. It will usually be the CT who decides on timings of different units but this can be influenced by the ES who may be more aware of a particular trainee's training requirements.

The information here is taken from the GMC documents The Trainee Doctor, 2011 & Recognition & Approval of Trainers, 2012 and A Reference Guide for Postgraduate Specialty Training in the UK –the Gold Guide 2010 which you should download and read . The Gold Guide is currently being updated but section 4.15 – 4. 26 relate specifically to Educational Supervision, and 4.27 to Clinical Supervision. The RCoA website also contains all information relating to the Curriculum and Workplace Based Assessments (WPBAs) and the West of Scotland School of Anaesthesia website, www.jet5.com/wossa/, contains assessment guidance for each level of training and information about ARCP.

‘Educational Supervisors are responsible for overseeing training to ensure that trainees are making the necessary clinical and educational progress’.

Main duties are as follows:

1. **E-Portfolio** - As all Core Trainees and ST3s are using, and all other trainees should be making themselves familiar with, e-portfolio, you should ensure that you are registered to use this and make yourself familiar with how it works. While WPBAs will be documented on e-portfolio, West of Scotland ARCP paperwork should be scanned into the library section of the e-portfolio for the purposes of ARCP this year. These files should then be assigned to ARCP section, maintaining the same names for the files so that they can be easily identified at ARCP. ACCS trainees from specialties other than anaesthesia will require to continue using paper copies of WPBA as they

will not have access to RCOA e-portfolio.

2. **Learning Agreement** - You should meet with your trainees as soon as is feasible after they are appointed. You should prepare a Learning Agreement which should detail the educational objectives for the year, including proposals for taking exams, undertaking audits, teaching etc. Trainees should be made aware that they need to be completing WPBAs on a pro rata basis and so the dates of completion are important. The Learning Agreement should be the point of reference for future appraisal. Suggested Learning Agreement and Appraisal documents are attached. These can be uploaded onto e-portfolio or the Personal Development Plan section of e-portfolio can be used directly.
3. **Appraisal** - You should meet with the trainee regularly (rotations will make this difficult, but ongoing contact is required) and check on progress. Minimum contact should be every 3 months, and feedback given. You should check that the trainee is maintaining their learning portfolio and making progress on achieving the outcomes specified in the PDP section of their Learning Agreement. Liason with College Tutor will be required if progress is not satisfactory. There is a suggested appraisal document in Appendix 7 of the Gold Guide – it is similar to the forms used for consultant appraisal. A suggested educational appraisal template is attached.
4. **ARCP** – many of you will already have been involved with this in recent years. Although it is the trainee's responsibility to prepare their paperwork for submission they may need some assistance with this. You are required to prepare an **Educational Supervisor' Report** which the trainee sends with their portfolio to NES. The template is available on the website. The ES Report should be a comprehensive summary of the trainees' submission, identifying areas of excellence and areas which require more work, both clinically and in portfolios pertaining to research an audit, teaching and education and administration and management. The ARCP panel will be unable to check all WPBAs carried out by each trainee so it is expected that the ES will have gone through the portfolio to check that a satisfactory number have been carried out and that Completion of Unit of Training(CUT) forms have been signed off where possible. The 2010 Curriculum identifies the Core Clinical Learning Objectives (CCLOs) for each unit of training. These are the objectives which trainees should have achieved by the end of the appropriate unit. It is the responsibility of the Educational Supervisor to check that these have been attained. Evidence used to complete CUT Forms should include logbook numbers, relevant WPBA (guided by appropriate WOS Level of Training Guidance) and e-learning where relevant.

There was considerable variation in how much detail was supplied in the ES reports last year. It became clear during the ARCP process that as it is the basis for individuals to be signed off for the previous year of training, it is helpful to have as much detail as possible. Please complete the report electronically. The NES SCOTS course for Educational Supervision provides a specific section on what to include in your reports.

Please ensure that all Consultant Feedback (CF) forms from units completed in the previous twelve months are discussed with the trainee and that they are submitted

West of Scotland School of Anaesthesia
May 2013

along with the ARCP documentation. These provide very helpful information, particularly for the poorly performing trainee. These forms should be issued and collected by the College Tutor in your department at least annually for each trainee. However, most trainees will have more than one summarized form each year as they should be used to evaluate performance for every subspecialty rotation and new location to which a trainee rotates.

Each trainee should also perform Multi-Source feedback (MSF) annually. As MSF is compulsory for every ICM block then this can count for MSF for that year. A RCoA MSF Form must be submitted with the Educational Supervisors report for a satisfactory ARCP outcome. The inclusion of both CF and MSF forms in ARCP submission is the responsibility of each trainee but support from the Educational Supervisor is expected. An MSF tool is available on e-portfolio and trainees may choose to use this

Although the ARCP is a paper/ e-portfolio exercise, and the Gold Guide stipulates that it is not a face to face meeting, any trainee who attains anything other than an outcome 1, and all trainees from ST4 upwards will be seen by a panel. This allows career planning.

The ARCP will form the basis of revalidation for trainees

In summary, as ES you are expected to see your trainees 4 times per annum, prepare a Learning Agreement , perform appraisal, help prepare your trainee for the ARCP process, and prepare an ES report. While it is the trainee's responsibility to contact you, clearly some trainees may need more support and encouragement than others. Last year some trainees had not completed the paperwork in time for ARCP, and training can be delayed if there is not an acceptable reason for this.

Finally, many thanks for all your considerable efforts, particularly in this phase of transition from paperwork to e-portfolio. It would be a good idea to keep a record of the time taken to perform ES duties, in view of the potential for increasing scrutiny of SPA activities. Item 4.26 of the Gold Guide states '**Employers of educational supervisors must have this role recognised within job planning arrangements**'.