

FRAMEWORK FOR THE TRAINING AND REVALIDATION OF NAMED CLINICAL AND EDUCATIONAL SUPERVISORS

Norfolk & Norwich University NHS Foundation Trust
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Background

The General Medical Council (GMC), through Health Education England (HEE) requires that all named educational and clinical supervisors undertake a programme of training to include :

- Attendance at Higher University Training (HEI) Day
- Attendance at Hospital Trust Training (HEE) Day
- Completion of E-learning Modules (as agreed by HEE)

All doctors in a formal training post (foundation, core, GP, speciality) will have a named clinical supervisor and a named educational supervisor. For speciality trainees who are in one department for a year or more, the roles can be merged.

Norfolk & Norwich University NHS Foundation Trust has approximately 400 doctors in formal training post (in 2019). Supervisors are usually consultants but in some specialities, SAS Doctors can be supervisors. A supervisor is expected to supervise between 1 and 4 trainees. Therefore, NNUH requires at least 100 trained supervisors. Named educational supervisors are given 0.25PA for each trainee they are responsible for within their job plan. This is funded from the placement fee which Norfolk & Norwich University NHS Foundation Trust received from HEE for each training post.

Supervisors should note that they should be up-to-date with their mandatory training for Equality and Diversity and Safeguarding at all times. NNUH employees are required to comply with all mandatory training requirements.

Many departments offer structured educational supervision to Junior Doctors who are not in formal training posts (eg, clinical fellows, trust doctors, those appointed through the Medical Training Initiative). There is currently no formal requirement for these supervisors to fulfil the requirements of training, or job planning and no formal funding is in place for this. Such arrangements are at the discretion of the Clinical Director responsible for the junior doctor and the supervisor.

Training Provision

E-Learning

The links to the E-Learning are below. Depending on your level of training required (clinical or educational supervisor), relevant modules will be required to be completed. Please see Health Education England website for clarification of the modules required.

- Tier 2 – Clinical Supervisor <https://heeoee.hee.nhs.uk/faculty-educators/tiered-approach/tier-2-clinical-supervisor/e-learning-clinical-supervisor-e>
- Tier 3 – Educational Supervisor <https://heeoee.hee.nhs.uk/faculty-educators/tiered-approach/tier-3-educational-supervisor/e-learning-educational-supervisor-e>

University (HEI) Training Face-to-Face

HEE have partnered with three regional Higher Education Institutes, linked to our medical schools, to develop and provide face-to-face teaching on the academic basis of educational supervision that supports the trainer in the areas of supervision they expected to provide.

These are:

- Anglia Ruskin University
- University of East Anglia
- University of Cambridge

The content of the contact days is pertinent to the requirements of the tier, mapped to the academy of medical educators and GMC standards for educational supervision. Tier 3 day has different content to Tier 2 in order to build on previous knowledge, meet the increasing demands on the supervisor, and develop the individual educator.

Tier 2 contact day should be undertaken before Tier 3 contact day, and should be followed up by attending an HEE contact day after a minimum of 3 months and a maximum of 18 months.

The contact days are free to delegates across East of England and will be accredited by the Academy of Medical Educators and award external CPD points. The link to show availability of HEI Days is below:

<https://heeoee.hee.nhs.uk/faculty-educators/tiered-approach/tier-2-clinical-supervisor/tier-2-university-hei-days>

To gain the most from the contact day it is anticipated the learner will have completed [the recommended e-LfH modules](#) before attending.

HEE Contact Days (HUB)

HEE have partnered with five centres across East of England (see list below), to develop and provide face-to-face teaching on the practical, everyday aspects of educational supervision that supports the trainer in the areas of supervision they expected to provide.

The core content of the contact day is mapped to the academy of medical educators and GMC standards for educational supervision, and is open to educators in Tiers 2 and 3. In addition there will be an update day for those experienced in education, or those close to revalidation, wanting to refresh their knowledge and skills.

Each centre will deliver the course for any educator in East of England, with a focus on working with and providing access to local primary care doctors, public health doctors and sister hospitals. It is a generic educators course for ALL specialties.

The contact days are free to delegates at a choice of five centres across East of England and award external CPD points.

- Norfolk & Norwich University NHS Foundation Trust
- Luton and Dunstable University Hospital
- Cambridge University Hospital NHS Foundation Trust
- Basildon and Thurrock University Hospital
- West Suffolk NHS Foundation Trust

Whilst HEE have a generic educators development plan we recognise there will be specific requirements for supervision in your own specialty. These are being delivered by your Schools and form part of their bespoke faculty development plan.

If you are starting your journey as an educator the HEE day should be attended after a minimum of 3 months and a maximum of 18 months following your HEI contact day. It is anticipated that the learner will have completed [the recommended e-LfH modules](#) before attending the contact day.

To reserve a place on an HEE (HUB) Day taking place at Norfolk & Norwich University NHS Foundation Trust, please email Sophie.hudson@nnuh.nhs.uk. For all other centres, please click on the link below:

<https://heeo.ee.hee.nhs.uk/faculty-educators/tiered-approach/tier-2-clinical-supervisor/tier-2-hee-contact-days>

How are Supervisors Appraised?

Supervisors have been appraised in their educational role as part of the overall appraisal process. This process currently requires the appraiser to complete a separate form which is attached to the supervisors appraisal.

What will happen in supervisors do not comply with the requirements?

Supervisors at NNUH are only recognised if they have been trained on the above process. For those who do not demonstrate evidence of training, they will be asked if they wish to continue as a supervisor. If so, they will be given 6 months to engage. If there is still no evidence of training being undertaken, they will be removed from the list of supervisors. The relevant College Tutor, Clinical Director (and Training Programme Director for Foundation Programme) will be contacted to inform them that they will need to reallocate the post, and funding to an approved supervisor.

Further Information

For further information in regard to the training required for Clinical and Educational Supervisors, please go to the HEE Website (link below):

<https://heeo.ee.hee.nhs.uk/faculty-educators/tiered-approach/educator-development-faqs>