

Educational Supervisors – Service Level Agreement

The following are the expectations of all Educational Supervisors:

- to ensure that they meet three times during the placement period with their assigned doctors in training (beginning, mid-point and end-point);
- to attend at least 2 out of 3 Local Faculty Group meetings per year;
- to provide comprehensive Supervisor Reports for the LFG meeting;
- to ensure that there is adequate time in their job plan to carry out the role;
- to ensure that they are fully conversant with the e-Portfolio programme for their specialty/programme, and that it is updated in a timely fashion;
- to participate in MiniCex, DoPs, etc. with reference to assessment of their doctors in training;
- access Medical Education Trainer web page at <https://www.esht.nhs.uk/medical-education/trainer-support/> for resource information;
- to engage with the Exception Reporting system via investigation of reports submitted;
- to attend the 3-yearly mandatory Educational Supervisor ½ day Refresher workshop along with any other relevant CPD courses offered internally and externally (e.g. via Royal Colleges) in order to maintain educational accreditation;
- register for the Health Education England e-learning for Health Educator Hub at <https://educatorhub.e-lfh.org.uk/>
- to liaise with the relevant College Tutor, Foundation Programme Lead and/or Medical Education regarding any areas where they require further advice.

The following are the responsibilities of Medical Education with reference to Educational Supervisors:

- to coordinate mandatory training of new Educational Supervisors via the RCP and BSMS. This includes reimbursement of the course fee and travel expenses;
- to provide relevant advice and deal with any queries as and when required regarding the educational and pastoral support of doctors in training;
- to provide advice and support with reference to the e-portfolio system for Foundation doctors in training. This includes 1-to-1, drop-in sessions, etc.;
- to organise the 3-yearly mandatory ½ day Educational Supervisor Refresher workshops;
- to provide updates to Educational Supervisors with reference to their on-going Educational CPD;
- to maintain the Trainee Support Register (TSR) for doctors in difficulty;
- to work closely with College Tutors to ensure doctors in training are assigned to Educational Supervisors;
- to maintain the centralised file of Educational Supervisor portfolios.