



**INTEGRATED
EDUCATION**

**MEDICAL
EDUCATION**



**East Sussex Healthcare
NHS Trust**

Becoming a clinical or educational supervisor – admin process

STEP 1 – Initial meeting

Please arrange a meeting with your college tutor or local faculty group lead for an initial discussion about the role.

STEP 2 – Identifying time

Please arrange an initial meeting with your Clinical Unit Lead to discuss incorporating adequate time in your job plan for clinical and/or educational supervision.

STEP 3 – Attending course

Arrange to attend an approved clinical/educational supervisor training course, please see your dedicated trainer support page for details

<http://www.esht.nhs.uk/medical-education/trainer-support/>

Educational Supervisors will also be required to complete specific training (if advised by Head of School) or complete appropriate online modules for the role of Foundation Educational Supervisor.

(The Medical Education Department are happy to fund this training the proviso being that by attending a course you are agreeing to supervise trainees)

STEP 4 – Advising Medical Education Department

Once you have completed your training please advise

Luisa Tomasetti in the Medical Education department: EDGH Ext: 772417 or Luisa.tomasetti@nhs.net who will arrange a welcome meeting with our Director of Medical Education. At this meeting trainee allocations will be agreed. You will also be invited to attend the Local Academic Board (LAB) meeting where you will have the opportunity to introduce yourself to other senior Educational Leads.

STEP 5 – Trainee Progress Reporting

As well as supporting your trainees you will be required to attend 2 Local Faculty Group (LFG) meetings per year and you will be prompted to submit a trainee progress report.

Thank you for your efforts on behalf of our doctors in training