



## WALES DEANERY

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Supervising the Route to Excellence

# Educational Supervision Agreement

*Formerly known as the 'Educational Supervision Tripartite Agreement'*



Wales Deanery ('School of Postgraduate Medical and Dental Education')  
Cardiff University, Heath Park, Cardiff, CF14 4YS

## Summary of the Agreement

This document establishes an Agreement (in a form that is recognised by NHS Wales and complies with the General Medical Council's regulatory framework for training) between an Educational Supervisor (ES) (as defined in *Appendix 1*), a Local Education Provider (LEP) and the Wales Deanery to the mechanisms for, and support of, the development and provision of high quality educational supervision in postgraduate medical education and training. Accordingly, the parties agree to operate in accordance with the specific roles and responsibilities of the Educational Supervisor, Local Education Provider and the Wales Deanery defined in the Agreement.

## Purpose of the Agreement

In August 2012 the General Medical Council (GMC) published details of new arrangements for the formal recognition of medical trainers in secondary care.<sup>1</sup> The GMC is working to secure legislative change so that the process of recognition becomes a statutory approval process as is the case in primary care. The new arrangements apply to all 'Named Educational Supervisors' – (henceforth referred to as Educational Supervisors) for postgraduate trainees. They will also apply to all 'Named Clinical Supervisors' (see definition on page 5) but the Wales Deanery does not require these trainers to sign this Agreement.

By signing this Agreement all parties are demonstrating their commitment to the important Educational Supervisor role and the provision of high quality educational supervision, as well as contributing to a suitable learning environment for trainee doctors, ultimately leading to improved trainee and patient safety and enhanced quality of patient care. The Agreement will also enhance communication and accountability between those responsible for delivering and supporting educational supervision. It will raise the profile of postgraduate medical training in Wales, increasing its attractiveness as a graduate destination and improving recruitment and retention.

The Agreement is fundamental to enhancing the quality of postgraduate medical training in Wales by raising the profile and visibility of the role of the Educational Supervisor and recognition of the workload involved in supervising trainees. Fulfilment of the Agreement should contribute to consistency and transparency around the provision of educational supervision across Local Educational Providers in Wales, co-ordinated and quality managed by the Wales Deanery on behalf of the Welsh Government (WG) and NHS Wales. It will also enable parties to provide evidence of meeting the requirements defined in the General Medical Council's (GMC's) 'Standards for Trainers'<sup>2</sup> and 'The Gold Guide'<sup>3</sup> thereby enabling them to meet statutory obligations and will subsequently enable Educational Supervisors to become recognised trainers. In addition, this document will support Local Education Providers in their quality control activity as they support, manage and resource the educational role of Educational Supervisors, and will help them demonstrate compliance with WG's 'Standards for Health Services in Wales'<sup>4</sup>. It should be implemented unless reasons for any departure are clearly justified and explained to the Wales Deanery.

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## Scope of the Agreement

Recognition as an Educational Supervisor in Wales is dependent upon trainers signing this Educational Supervision Agreement and meeting the requirements of the Agreement. Signing the Agreement also confers recognition as a Named Clinical Supervisor. All signatories to the Agreement will continue to be bound by their contracts of employment. Doctors should also comply with the GMC's professional guidance on 'Good Medical Practice'<sup>5</sup> and 'Leadership and management for all doctors'<sup>6</sup>. The arrangements for recognition of Educational Supervisors do not change the standards that trainers are expected to meet as set out in 'The Trainee Doctor'.

This Agreement relates specifically to the educational supervision of Foundation, Core and Higher postgraduate medical training (including less than full time training), but not training in General or Dental Practice. The Agreement does not encompass other roles relating to the management and delivery of postgraduate training including, but not limited to, Clinical Supervisor (Named or 'sessional'), Local Faculty Lead and College Tutor.

<sup>1</sup> General Medical Council - 'Recognising and approving trainers: the implementation plan' (August 2012)

<sup>2</sup> General Medical Council - 'The Trainee Doctor (Foundation and specialty, including GP training)' (February 2011)

<sup>3</sup> NHS Modernising Medical Careers - 'A Reference Guide for Postgraduate Specialty Training in the UK' ('The Gold Guide') (June 2010)

<sup>4</sup> Welsh Government - 'Doing Well, Doing Better – Standards for Health Services in Wales' (April 2010)

<sup>5</sup> General Medical Council - 'Good Medical Practice' (March 2013)

<sup>6</sup> General Medical Council - 'Leadership and management for all doctors' (March 2012)

## THE WALES DEANERY ('EDUCATION ORGANISER')

### In supporting the delivery of high quality educational supervision, the Wales Deanery has a responsibility to:

- **Liaise** with Local Education Providers in accordance with agreed arrangements for the recognition of Educational Supervisors and work with LEPs to collect and share information on Educational Supervisors
- Work with Local Education Providers to develop and describe the criteria for eligibility and **selection** to undertake the role of Educational Supervisor
- Promote awareness and **recognition** of the role of the Educational Supervisor
- Consider mechanisms for delivery of **induction** to the role of Educational Supervisor (for newly-selected Educational Supervisors)
- Support the maintenance of a **database** of Educational Supervisors with appropriate shared access for Local Education Providers
- Monitor and quality assure the provision of **time** (typically equivalent to a minimum of 0.25 SPA (Supporting Professional Activities) per week per trainee supervised) in job plans for delivery of the Educational Supervisor role
- Support and signpost **training** relevant to the role of Educational Supervisor (in the context of the Academy of Medical Educators' (AoME) Framework areas<sup>7</sup>) and establish a system to quality assure and recognise Educational Supervisor training, and monitor the uptake of training related to the role by Educational Supervisors
- Promote annual **appraisal** of the Educational Supervisor role through NHS appraisal and monitor its provision
- Implement **quality management** processes relating to educational supervision and publish relevant quality control information from external sources including results of the GMC National Trainer Surveys
- Ensure the provision of systems which enable Educational Supervisors and Local Education Providers to provide **feedback** to the Wales Deanery, as required
- Provide **support** structures and processes for Educational Supervisors and Local Education Providers, and ensure parties know how to access this support
- Provide and support mechanisms for **liaison** amongst Educational Supervisors and Local Education Providers to ensure a consistent approach to educational supervision and the sharing of good practice across specialties, professions and Local Education Providers
- Liaise with Local Education Providers regarding concerns relating to individual Educational Supervisors, and the implementation of **remediation**, where appropriate
- Establish a system for making **decisions** that individuals should no longer undertake the role of Educational Supervisor and withdrawal of recognition, and a procedure for appeals against such decisions, building on existing arrangements
- Recognise and **reward** innovation and excellence in the delivery of educational supervision
- Commit to the **management** of postgraduate medical education and training (and its development) by meeting the provisions of the Service Level Agreement with Local Education Providers and associated commissioning activity
- **Report** regularly to the GMC on the implementation of recognition of Educational Supervisors and co-operate with quality assurance of this activity by the GMC

In signing this Agreement, the Wales Deanery commits to ensuring that it is continuously monitored and revised, being responsive to the changing landscape of medical education in the UK, including emerging themes, standards and policy. This will include ensuring that any new versions of relevant documents are scrutinised, with any changes considered and, if significant, reflected in revisions to the Agreement on an annual basis.

The Wales Deanery will undertake to inform Local Education Providers and Educational Supervisors of any material change that will affect their practice following issue of the Agreement.

<sup>7</sup> Academy of Medical Educators – 'A Framework for the Professional Development of Postgraduate Medical Supervisors' (November 2010)

## THE LOCAL EDUCATION PROVIDER (NHS LOCAL HEALTH BOARD OR TRUST)

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### In supporting the delivery of high quality educational supervision, the Local Education Provider has a responsibility to:

- **Liase** with the Wales Deanery in accordance with agreed arrangements for the recognition of Educational Supervisors and work with the Deanery to collect and share information on Educational Supervisors
- **Identify** trainers currently in the role of Educational Supervisor and choose trainers to perform the role
- Ensure **sufficient** Educational Supervisors are available to train
- **Recognise** the education and training role and responsibilities of the Educational Supervisor
- Consider mechanisms for the delivery of **induction** for Educational Supervisors
- Participate in processes for populating and updating the **database** of Educational Supervisors held by the Wales Deanery
- Ensure that the educational responsibilities of Educational Supervisors are recognised by providing explicit and sufficient **time** for the role through job planning (typically equivalent to a minimum of 0.25 SPA per week per trainee supervised)
- Demonstrate flexibility in the allocation of **time** for provision of the educational supervision function in accordance with team/ departmental requirements and needs of the individual Educational Supervisor
- Provide support for the **training** and professional development of Educational Supervisors, mapping arrangements against the 7 areas of the AoME Framework, and ensuring that the GMC's standards are met
- Provide annual **appraisal** for the educational supervision component of Educational Supervisors' job plans as part of NHS appraisal with consideration of the relationship between service provision and education and training
- Undertake active involvement in **quality management** processes relating to educational supervision including providing feedback to the Wales Deanery
- Encourage Educational Supervisor engagement with **quality control** processes, as required, including completion of the GMC National Trainer Survey
- Support Educational Supervisor attendance at **meetings** relating to the role or education and training provision
- Encourage involvement of Educational Supervisors in **supporting activities** relating to the delivery of postgraduate medical training including recruitment to training grade posts and ARCP panels
- Provide local faculty **support** structures and processes for Educational Supervisors and ensure they know how to access this support, if required
- Provide mechanisms for Educational Supervisors to **liase** with others to ensure a consistent approach to educational supervision and the sharing of good practice across specialties and professions
- Take appropriate action where there are concerns regarding individual Educational Supervisors and implement **remediation** where appropriate
- Liaise with the Wales Deanery over **decisions** that individuals should no longer undertake the role of Educational Supervisor and withdrawal of recognition
- Commit to the **delivery** of postgraduate medical education and training (and its development) by meeting the requirements of the Service Level Agreement with the Wales Deanery and associated commissioning activity
- Be accountable to the Wales Deanery for the **use of resources** received to support medical education and training

Educational Supervisors are responsible for overseeing training to ensure that trainees are making the necessary clinical and educational progress. The Educational Supervisor must satisfy the Wales Deanery that they have the required competence to oversee an individual's postgraduate medical training and ensure a high quality educational experience is provided for trainees. The Educational Supervisor is accountable to their employing Local Education Provider to ensure that the educational role is fulfilled and properly recognised.

## THE EDUCATIONAL SUPERVISOR

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**In supporting the delivery of high quality educational supervision, the Educational Supervisor has a responsibility to:**

- Fulfil the Educational Supervisor role as defined in *Appendix 1*.
- Participate in available **induction** for the Educational Supervisor role (if newly-selected)
- Use the **time** allocated to the delivery of the Educational Supervisor role in job planning (typically equivalent to a minimum of 0.25 SPA per week per trainee supervised) to deliver the role and responsibilities defined in this Agreement appropriately and effectively
- Commit to undertake **training** relevant to the role of Educational Supervisor to develop skills and competence - equivalent to a minimum of 8 hours each year (from the effective date of this Agreement), of which at least 4 hours must be Continuing Professional Development (CPD) accredited, and provide evidence of training attended or completed, when requested. Activity must meet GMC standards in relation to all 7 AoME Framework areas over a 5 year cycle (and at least 2 Framework areas per year).
- Demonstrate **attitudes and behaviours** appropriate to the role of Educational Supervisor, and provide evidence of this, when requested.
- Engage in annual **appraisal** of the educational supervision component of the job plan as part of NHS appraisal
- Engage with **quality control** processes as required and complete the annual GMC National Trainer Survey when requested
- **Liaise** with others, both in clinical departments and within the Local Education Provider, to ensure a consistent approach to educational supervision and the sharing of good practice across specialties and professions
- Participate in **supporting activities** relating to the delivery of postgraduate medical training. This could include recruitment to training grade posts, participation in ARCP panels and undertaking educational activities and learning opportunities such as Structured Learning Events (SLEs) with trainees.
- Utilise **support** structures and processes available to assist in the delivery and development of the educational supervision role, as required <sup>8</sup>

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<sup>8</sup> Signing the Agreement allows you access to Cardiff University library services which includes access to an extensive collection of web based Cardiff University e-resources including eJournals, eBooks and major databases.

## The Role of the Educational Supervisor

### Definition of 'Educational Supervisor' and 'Named Clinical Supervisor'

The GMC requires recognition of medical trainers in postgraduate training undertaking the role of Educational Supervisor and Named 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 relevant evidence to form a summative judgement at the end of the placement or series of placements.<sup>9</sup>*

A Named Clinical Supervisor is defined as –

*a trainer who is responsible for overseeing a specified trainee's clinical work throughout a placement in a clinical or medical environment and is appropriately trained to do so. He or she will provide constructive feedback during that placement. He or she will lead on providing a review of the trainee's clinical or medical practice throughout the placement that will contribute to the educational supervisor's report on whether the trainee should progress to the next stage of training.<sup>9</sup>*

### Eligibility for the role of Educational Supervisor

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

Eligibility to undertake the role of Educational Supervisor in Wales is as follows –

Substantive consultant - for Foundation, Core and Higher trainees

Locum consultant - not eligible

Staff, associate specialist or specialty (SAS) doctor with Certificate of Completion of Training (CCT) - for Foundation, Core and Higher trainees

Staff, associate specialist or specialty doctor without CCT – for Foundation and Core trainees

In instances of exceptional circumstances, eligibility will be considered on a case by case basis by the Wales Deanery.

Doctors subject to investigation under the GMC's Fitness to Practise (FTP) procedures may undertake the role of Educational Supervisor unless they are suspended or restricted from practising while investigations are continuing. Local Education Providers have a responsibility to inform the Wales Deanery accordingly.

### Role of the Educational Supervisor

All trainees must have a named Educational Supervisor and the trainee should be informed in writing of this. A trainee may have the same Educational Supervisor for the duration of their training programme, for stages of their training or for an individual clinical placement – the exact model will be determined by a Local Education Provider. An Educational Supervisor may be based in a different department, and occasionally in a different organisation to the trainee or trainees for which they are responsible.

Typically no more than four 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 functions as defined in this Agreement. Any variation to this should be discussed with the Wales Deanery prior to signing the Agreement.

*The time identified in a job plan for delivery of the Educational Supervisor role will typically be equivalent to a minimum of 0.25 SPA per week per trainee supervised.*

An Educational Supervisor may act additionally as a Named Clinical Supervisor for a trainee or trainees but whilst both roles require recognition by the GMC (and there may be some degree of overlap in these roles), the role and responsibilities of the Named Clinical Supervisor are outwith the specific scope of this Agreement. An Educational Supervisor may also have a role in delivering undergraduate education in which case he or she would need additionally to be recognised by the undergraduate Education Organiser (the medical school).

<sup>9</sup> General Medical Council – 'Recognising and approving trainers: the implementation plan' (August 2012)

## General Responsibilities of the Educational Supervisor

- Maintain an up-to-date knowledge of the relevant curricula, learning portfolio, local policy relating to educational supervision, educational theory and practical educational techniques
- Treat patients, colleagues and trainees with dignity, courtesy and respect at all times and promote a culture which is free from discrimination and harassment, taking into account the principles of equality and diversity
- Enable a trainee to learn by taking responsibility for patient management within the context of clinical governance and patient safety
- Ensure that clinical care is valued for its learning opportunities, and that learning and teaching is integrated into service provision whilst ensuring the maintenance of an environment conducive to effective learning
- Be alert for the trainee whose conduct, health, progress or performance gives cause for concern and, where issues are identified, manage and support the trainee in accordance with local policy and the guidance of the Wales Deanery

*The time required to support a trainee with performance-related issues may be greater than that required for other trainees so the need for flexibility regarding time spent delivering the educational supervision function in these circumstances must be recognised by the Educational Supervisor and Local Education Provider.*

## Responsibilities of the Educational Supervisor to the Trainee

- Ensure the trainee receives appropriate training and experience in order to gain the required competencies by:
  - Supporting the trainee in developing their learning portfolio and evidence of competency
  - Ensuring trainee understanding of, and engagement with, the assessment process
  - Ensuring trainee completion of workplace-based assessments and escalating any logistical difficulties with completion to the relevant Training Programme Director
  - Reviewing progress against the curriculum and deciding whether placements have been completed successfully
  - Agreeing the best use of trainee Study Leave to achieve required experience and competencies
  - Ensuring that the trainee receives appropriate career guidance and planning
  - Ensuring the trainee's wider professional development
- Meet with the trainee in private at agreed, protected times in a placement in accordance with curricula requirements to ensure he or she makes the expected clinical and educational progress:
  - Within the first two weeks - to conduct an induction interview, develop a mutually agreed Learning Agreement and educational objectives and establish a supportive relationship
  - (For placements of 6 months or longer) at the mid-point - to carry out appraisal based on the Learning Agreement
  - At the end - to carry out an appraisal to inform the trainee's Annual Review of Competence Progression (ARCP)
  - (Hold additional meetings with the trainee as requested or required, particularly if concerns regarding the trainee's performance or progression become apparent)
- *Give regular, honest and constructive feedback according to the stage and level of training, experience and competence of the trainee*
- *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 the relevant Local Education Provider or Wales Deanery policy or guidelines*
- *Keep appropriate records of assessments*
- *Document all meetings and associated outcomes/actions agreed in the portfolio (ensuring that detailed content of discussions remains confidential), and review development of the portfolio by the trainee*
- *Liaise with others (including the relevant Named Clinical Supervisor(s), Training Programme Director and Postgraduate Centre) to share information over trainee progression*
- Meet with a (Foundation) trainee undertaking a 'taster' placement before the placement (to ensure that the proposed taster is relevant and appropriate to the trainee's career intentions, and to consider objectives) and after the placement (to review attainment)
- Complete the Structured Report which provides evidence of progress in training or sign off the Foundation Achievement of Competency Document (FACD) within the required timescales

## Additional Responsibilities of the Educational Supervisor

- Attend meetings relevant to the educational supervision role and disseminate information to a trainee's Clinical Supervisor(s) and the trainee as appropriate
- Arrange for an appropriate colleague to fulfil the educational supervision role during any period of absence. Inform the relevant Training Programme Director if a period of absence will extend beyond 4 weeks.
- Where a trainee's change of placement is accompanied by a change to their educational supervision, undertake formal handover with the new Educational Supervisor to ensure awareness of the content of the Learning Agreement and progress against it (Handover can be replaced by ARCP in the case of Specialty trainees.)

This description of Educational Supervisor responsibilities is not intended to be exhaustive but represents an amalgamation of best practice and descriptors from sources including 'The Gold Guide', NACT (National Association of Clinical Tutors) UK and AoME guidance. It should be read in conjunction with any other local or national guidance on the role of the Educational Supervisor.

**Terms of Understanding**

The signing of this Agreement commits the signatories to undertake, to the best of their ability, the responsibilities stated in the Agreement. Together, the parties enter into the ethos of this Agreement to mutually promote excellence in postgraduate medical education and training through the development, provision and support of high quality educational supervision.

This Agreement may be renewed upon mutual agreement. Any party wishing to withdraw from the Agreement must notify the other two parties, in writing, of their intention.

A glossary of terms and acronyms included in this Agreement is available from the Wales Deanery on request.

I have read and understand the content of this Agreement, in particular the responsibilities of the **Wales Deanery**, and hereby agree to adhere to them.

**Signature:** 

**Name:** PROFESSOR DEREK GALLEN  
(IN BLOCK CAPITALS)

(Signed on behalf of the Wales Deanery)

**Position:** Postgraduate Dean

**Date:** 1<sup>st</sup> October 2013

I have read and understand the content of this Agreement, in particular the responsibilities of the **Local Education Provider**, and hereby agree to adhere to them.

**Signature:** .....  
(Signed on behalf of the Local Education Provider)

**Name:** .....  
(IN BLOCK CAPITALS)

**Position:** .....

**Date:** .....

I have read and understand the content of this Agreement, in particular the responsibilities of the **Educational Supervisor**, and hereby agree to adhere to them.

**Signature:** .....

**Name:** .....  
(IN BLOCK CAPITALS)

**GMC Number:**

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**Date:** .....

**Preferred E-Mail Address:** .....

**Please sign this Agreement and retain it for your information and future reference.**

Please sign and submit the enclosed 'Terms of Understanding' documents to your local Postgraduate Centre and the Wales Deanery.

Your personal information will be held and used in accordance with the Data Protection Act 1998. The Wales Deanery will not disclose such information to any unauthorised person or body but where appropriate will use such information in carrying out its various functions and services. If you wish to check, amend, or request the deletion of this data, please contact [walesdeanerysre@cardiff.ac.uk](mailto:walesdeanerysre@cardiff.ac.uk)