Educational Supervisor activities log for appraisal

**Date of last educational supervisor update:**

**Date educational supervisor role needs to be signed off at appraisal:**

Previously, trainers were required to attend a two-day induction course (Educational Supervisors - ES) and one day for Named Clinical Supervisors (CS). HEW moved away from mandating a three-yearly mandated course, to a five-year cycle from the date of their last update course with some new requirements.

For ongoing recognition of trainers’ we require confirmation that the appraisee has:

* Discussed the role in their appraisals as part of their scope of practice and reflected on the role
* If they are an educational supervisor with a trainee they will complete an ARCP Report at the end of each placement year for their trainee. As part of the quality assurance process now we have asked all panels provide feedback to trainers on their ES report. The trainer is expected to discuss that feedback at appraisal with reflections. We have asked for confirmation that they do this once in the five-year cycle. ***I have not actively been an ES or Named Clinical Supervisor since January 2016 and therefore completed no ARCP reports.***
* Provide evidence of ten hours of relevant CPD, at least eight hours are face to face with reflections over a five-year cycle. Examples would be:
  + Careers guidance for doctors
  + Exam support, dyslexia etc
  + Managing doctors in difficulty style courses
  + Managing doctors who lack insight, managing difficult conversations
  + Writing an ARCP report, sitting on an ARCP panel
  + Managing clinical decision making issues
  + Giving feedback
  + Reflective writing
  + Motivational interviewing
  + Resilience
  + Supporting doctors during complaints and SIRIs

**All activities have been discussed, documented and reflected on in each yearly appraisal. This document services as a summary mapped against GMC standards, taken from Academy of Medical Educators’ professional standards for medicine, dental and veterinary educators (2014)**

Those items in red are direct face to face, e-learning/webinair training

Those items shaded were primarily undertaken in my clinical role but my learning and reflection could be generalised to my ES/CS role.

| **Activity** | **Appraisal Year** | **GMC Standards for Medical Educators** | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Ensuring safe and effective patient care through training** | **Establishing and maintaining an environment for learning** | **Teaching and facilitating learning** | **Enhancing learning through assessment** | **Supporting and monitoring educational progress** | **Guiding personal and professional development** |
| Clinical supervision to core and Higher trainees and any on call. | All |  |  |  |  |  |  |
| **Participated in GMC National Trainer Survey** | 2016 - 2018 |  |  |  |  |  |  |
| Psychiatry of LD TPD including active participation in Schoolboard | 2016  2017 |  |  |  |  |  |  |
| Associate Dean –including Quality of Education, Faculty development and ARCPs in portfolio | 2018  2019  2020 |  |  |  |  |  |  |
| ARCPs - Attendance and participation including chairing as TPD, chairing Appeal as AD, School rep support as AD, Dean’s rep at ARCP’s | 2016 - 2020 |  |  |  |  |  |  |
| Teaching Diploma Module 2 – Mentoring and Coaching | 2016 |  |  |  |  |  |  |
| Teaching diploma Module 3 – Leading in Education | 2017 |  |  |  |  |  |  |
| Wessex Postgraduate Medical Educators conference | 2016  2018-2020 (role in organising) |  |  |  |  |  |  |
| Interim HoS – lead of Schoolboard meetings and decision making | 2016 - 2017 |  |  |  |  |  |  |
| HEW TPD development day | 2016 |  |  |  |  |  |  |
| HEW Annual Conference and SHINE Awards | 2016 |  |  |  |  |  |  |
| Workshop on new junior doctors contract | 2016 |  |  |  |  |  |  |
| Delivering Safe and Effective Patient care through a listening organisation | 2016 |  |  |  |  |  |  |
| ARCP Training | 2017 |  |  |  |  |  |  |
| Facilitating and organising Advanced Training Professional Skills Programme for ST4-6 in Psychiatry | 2017 and 2020 |  |  |  |  |  |  |
| Equality and Diversity Training + ALLY Training | 2017  2020 |  |  |  |  |  |  |
| NCAS Maintaining High Professional Standards and Investigator Training | 2017 |  |  |  |  |  |  |
| Power, gender and Hubris RCPsych day | 2017 |  |  |  |  |  |  |
| Wessex Psychiatric Trainees Day looking at Resilience | 2017 |  |  |  |  |  |  |
| Teaching of undergraduate CEX’s | 2017 |  |  |  |  |  |  |
| Head of School and DME Away Day | 2017 |  |  |  |  |  |  |
| Being Open and Duty of Candour e-learning | 2017  2020 |  |  |  |  |  |  |
| Brain Camp for Educators |  |  |  |  |  |  |  |
| Feedback from colleagues and trainees including TPD, HoS and AD appraisal | All |  |  |  |  |  |  |
| Medical Lead for pilot ANP in Mental Health programme including use of ES and support to ES | 2017-2020 |  |  |  |  |  |  |
| DASH training – Domestic abuse, stalking and honour based violence | 2019  2020 |  |  |  |  |  |  |
| Caroline Elton – career planning. | 2018 |  |  |  |  |  |  |
| Coaching course | 2018 |  |  |  |  |  |  |
| DMEC | 2017, 2019 |  |  |  |  |  |  |
| AD development as a group | 2018-2020 |  |  |  |  |  |  |
| International Medical Graduates and differential Attainment – GMC discussion | 2018 |  |  |  |  |  |  |
| Simulation Day Workshop and networking | 2018 |  |  |  |  |  |  |
| Safeguarding children and adults Level 2 training | 2018 |  |  |  |  |  |  |
| Cognitive Bias | 2019 |  |  |  |  |  |  |
| Wessex Psychiatry Summer School – speed dating | 2019 |  |  |  |  |  |  |
| Handbook of processes for educators including competencies for ES and ES approval developed | 2019 |  |  |  |  |  |  |
| Information Governance e-learning | 2019 |  |  |  |  |  |  |
| Ganz model of presenting | 2019 |  |  |  |  |  |  |
| Medical Appraiser Training, The Great Appraisal Conference and Trust appraiser network meetings | 2019 -2020 |  |  |  |  |  |  |
| Learning from claims – a regional event for Clinical Educators and Patient Safety Leads | 2020 |  |  |  |  |  |  |
| Situated Judgement Test for Foundation Programme Tester | 2020 |  |  |  |  |  |  |
| Communication Skills | 2020 |  |  |  |  |  |  |
| RO Training | 2020 |  |  |  |  |  |  |
| Health Education Severn and Peninsula ES/CS Induction as an observer | 2020 |  |  |  |  |  |  |