

The Educational Supervisor and GP Specialty Training

There are clear responsibilities for the Educational Supervisor (ES) defined in the Gold Guide; these are identified in paragraph 4.22 and expanded throughout the document. This can be found at www.mmc.nhs.uk/download/Gold_Guide290607.doc.

Remember that the vast majority of GPStR will go through their training programmes without any problems and you will find being an ES a rewarding experience. Also, the GPStR will find having an ES to support them through their training programme a valuable experience and one they will probably value for the rest of their professional career.

The role of the ES is not to chase the GPStR to achieve and complete various assessments but to act as a resource and a guide.

This simple summary highlights particular aspects of your role.

The Educational Supervisor (ES) will:

- Be adequately prepared for the role and have an understanding of educational theory and practical educational techniques as well being trained to offer educational supervision and undertake appraisal and feedback.
Much of this will have been achieved through educational activities for trainers.
- Be trained in equality and diversity.
If you feel there are particular issues arising because of cultural or diversity issues it is sensible to seek advice early.
- Develop a learning agreement and educational objectives with the GPStR which is mutually agreed and is the point of reference for future appraisal.
This has been very much part of the work as a trainer.
- Be responsible for ensuring that GPStRs whom they supervise maintain and develop their specialty learning portfolio and participate in the specialty assessment process
Although you should not have to constantly chase GPStRs you will need to check that they are progressing satisfactorily and make them aware when they are not.
- Provide regular feedback to the GPStR on their progress
See flow chart
- Ensure that the structured report which is a detailed review and synopsis of the trainee's learning portfolio is returned within the necessary timescales.
This is probably one of the most important deadlines for the ES.
- Contact the CO/PD should the level of performance of a GPStR gives rise for concern.
The CO/PD will work with the ES and GPStR to ensure appropriate action is taken and the appropriate people/bodies are made aware of the situation.
- Be responsible for their educational role to the training programme director and locally to the employer's lead for postgraduate medical education.

The mandatory face to face contacts with a GPStR are a

The Annual Planning meeting. A formal meeting at the beginning of each year of the Training Programme and reviews the outcome of the ARCP.

The Mid point review meeting. This at the mid-point of the training year and reviews the GPStR progress is satisfactory. It might be at this point there are significant issues which the ES should discuss with the CO/PD.

End of year review meeting. This is to prepare an Educational Supervisor's report at the end of the year. In the East Midlands HWD this will also be reviewed and countersigned by the Program Director to demonstrate local Quality Control of the process.

The ES should check the GPStR progress via the e-portfolio at the end of each post. If progress has not been satisfactory this *should* lead to a meeting with the GPStR.

It is recognised that it is a 2-way relationship between the trainee and the ES who is a bridge between the trainee and the Program Director, the Employer and the Deanery. The employer of the ES (or Partners if a GP Trainer) should be aware of this role and take account of it in any workforce or workload planning.

