

### GUIDANCE ON JOB PLANNING FOR EDUCATIONAL ROLES

#### BACKGROUND

The expectations on those undertaking educational roles have increased enormously in the last few years. There is now a requirement to properly select, induct, plan, assess, appraise, deliver specific curriculum objectives and record many aspects of doctors' performance during training. To do this takes time and training of the trainers. Health Education North West (HENW) has given guidance on the roles and responsibilities together with the knowledge and skills required for Clinical and Educational Supervisors, and, Trust Specialty Training Leads. However time must also be made available through the job planning process as part of the new Consultant contract. This is a requirement of the GMC and an expectation of every Trust, as set out in HENW's annual Learning and Development Agreement with the Trust.

The following table sets out our view of the usual contractual requirements to undertake the common educational roles:

Education role	Role Description	Typical Allocation	Comment
<b>Clinical Supervisor</b>	See: ' <a href="#">Clinical Supervision in HENW: Overview</a> ' document		The number of patients booked on an operating list or clinic should take account of the need to supervise trainees and undertake assessments thus allowing time for this within the standard working week. Time for clinical & educational supervision should be over and above that.
<b>Educational Supervisor</b>	Responsible for one or more named trainees for all aspects of educational supervision. See: ' <a href="#">Educational Supervision in HENW: Overview</a> ' document.	0.25 PA per week per trainee. (see comments)  See: <a href="#">Guidance on Appraisal for supporting evidence to collect</a>	<p>The number of patients booked on an operating list or clinic should take account of the need to supervise trainees and undertake assessments thus allowing time for this within the standard working week. Time for clinical &amp; educational supervision should be over and above that.</p> <p>It is recognised that the actual duties undertaken by a CS &amp; ES vary with stage and specialty of training. In some situations the work undertaken by a CS may equate to or exceed that by an ES. In some situations the roles are combined.</p> <p>HENW recommend that every trainee requires <i>a minimum of 1 hour</i> every week allocated for one to one supervision. This must be</p>

			<p>incorporated in supervisor’s job plans.</p> <p>The exact split of this time for supervision should be agreed at job planning based on supporting evidence.</p> <p>Additional time may be required for supporting and managing trainees in difficulty.</p> <p>Time for other educational roles such as TSTL should be additional to this.</p> <p>In Trust’s where a reduced basic amount of SPA time has been defined for CPD &amp; governance activities then SPA time for clinical &amp; educational supervision must be in addition to that basic allocation.</p> <p>In Trusts where 2.5 SPA’s remains the norm then this would usually be part of this ‘standard’ SPA time. However, by agreement in a Department, a consultant might act as supervisor to a higher than average number of trainees and receive ‘extra’ SPA’s while still maintaining an <i>average</i> 2.5 SPAs per Consultant.</p>
<p><b>Trust Specialty Training Lead (TSTL)</b></p>	<p>Responsible for education in a specialty at Trust level. Key individual liaising with Trust DME and training programme director(s). See: <a href="#">‘TSTL Roles and Responsibilities Overview’</a> document.</p>	<p>0.5 PA for up to 10 trainees in specialty (excluding Foundation). 1 PA for 11 - 20 1.5 PAs for 21 – 40 2 PAs for more than 40.</p>	<p>HENW expects TSTL’s to be jointly appointed by the Trust DME and the relevant Specialty School.</p> <p>In the past, this role was not always very taxing. With the implementation of MMC the role has changed enormously and has become pivotal to the adequate delivery of the new educational agenda (see HENW guidance on role).</p> <p>In Trusts where 2.5 SPA’s remains the norm then this could, on occasions, be part of this ‘standard’ SPA time. However, SPA time must also cover multiple other governance and educational activities for all Consultants and so extra SPA time may be needed. In Trust’s where a reduced basic amount of SPA time has been defined for CPD &amp; governance activities then SPA time for this TSTL must be in addition to that basic allocation.</p>

			<p>Foundation &amp; specialty Training Programme Directors are separately remunerated.</p> <p>A TSTL or deputy will be needed on each major clinical site.</p>
<p><b>Recruitment Support (on top of other)</b></p>	<p>Short listing and specialty interviewing. This will usually be once a year but on occasions up to three times a year.</p> <p>For Foundation allocation once a year it is an expectation that every Foundation Educational Supervisor will spend time on this.</p>	<p>1 – 6 days exceptional leave per annum. (over and above annual and study leave)</p>	<p>Short listing and interviewing load tends to be significantly greater for recruitment to core training than specialty training. Overall recruitment being centralised to Deaneries, is far more efficient in Consultant time, but much more concentrated and obvious when it occurs on an annual basis.</p> <p>Recruitment is particularly onerous in Core Medicine and Core Surgery, requiring a minimum of 1 day for short listing and up to 3 days for interviewing for each recruitment round. It is significantly less onerous in other specialties, and for Foundation is a maximum of 1 day's scoring per annum.</p>

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