

## HEE (NW) Educational Appraisal for Senior Educators

### **Educational Process Notes**

#### **Educational Appraisal – Scope**

1. All HEENW Educational Leaders are required to provide the evidence to demonstrate ongoing fitness to participate in medical education activities. This information will be included in the Educational Appraisal (EA).
2. This EA process is for clinicians who have a significant leadership role in medical education, i.e.:
  - Associate Postgraduate Deans (APGDs)and
  - Heads of School (HoS)
  - Training Programme Directors (TPDs)
  - Directors of Medical Education (DMEs)
  - Foundation Programme Directorsand
  - Deputies of these last four
3. (N.B. Those who are not clinicians but are employed through HEENW will need to be appraised using HEE processes, which are not further described here.)
4. It may be appropriate to offer EA to other selected medical educators, e.g. those due to enter work for HEENW in the near future but who would not otherwise be included in the annual EA round.
5. Trust Directors of Medical Education may choose to use this model to appraise Trust Specialty Training Leads and the Trust's Educational Faculty.
6. The EA process remains subsidiary to main appraisal. EA documentation should be stored at HEENW but included as part of the main appraisal (i.e. for most, at Trust level).

#### **Purpose**

1. Educational appraisal will especially focus on achievements, challenges and aspirations arising from the educational role(s).
2. The aim is to formulate a personal development plan for the educational role(s).

### Educational Appraisal

Most Educational Leaders are recognized as Educational (ES) and/or Clinical Supervisors (CS) against the Academy of Medical Educators ([www.medicaleducators.org/](http://www.medicaleducators.org/)) domains. Recognition of ES and CS is at Trust level and with Trust processes (against HEENW and GMC guidance)<sup>1</sup>. Those doctors who have a leadership role in medical education will need to separately produce evidence of their CS and ES recognition for their HEENW EA. To foster continuity and reduce potential duplication, the EA uses the same domains as ES and CS recognition, but with augmented objectives and evidence\*. These domains<sup>2</sup> are:

Domain 1 Ensuring Safe and Effective Patient Care;

Domain 2 Establishing and Maintaining an Environment for Learning;

Domain 3 Teaching and Facilitating Learning;

Domain 4 Enhancing Learning through Assessment;

Domain 5 Supporting and Monitoring Educational Progress;

Domain 6 Guiding Personal and Professional Development;

Domain 7 Continuing Professional Development.

Educational Appraisal also relates to the GMC document Promoting Excellence (2015) at [http://www.gmc-uk.org/Promoting\\_excellence\\_standards\\_for\\_medical\\_education\\_and\\_training\\_0715.pdf](http://www.gmc-uk.org/Promoting_excellence_standards_for_medical_education_and_training_0715.pdf) 61939165.pdf sets out 5 themes, 10 standards and 76 requirements for medical education. These include:

- Learning environment and culture
- Educational governance and leadership
- Supporting learners
- Supporting educators
- Developing and implementing curricula and assessments

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1. Current information about ES & CS recognition can be accessed at [www.nwpgmd.nhs.uk/educator-development/standards-guidance](http://www.nwpgmd.nhs.uk/educator-development/standards-guidance) (go to Trainer Standards Update - Autumn 2016 halfway down page).

2. These domains link loosely to the AoME domains for Professional Standards at <http://www.medicaleducators.org/> and [http://www.medicaleducators.org/write/MediaManager/AOME\\_Professional\\_Standards\\_2014.pdf](http://www.medicaleducators.org/write/MediaManager/AOME_Professional_Standards_2014.pdf).

### The Educational Appraisal Process

The Educational Appraisal (EA) will collect documents relating to the post-holder's educational role. It may include discussion about:

1. What has progressed/developed/completed in your areas of educational responsibility/training programme(s) over the last 1/2 years?
2. Annual Report and related documentation.
3. A brief discussion of all trainees within your purview (Schools and/or Trusts) with ARCP outcomes 2, 3, 4 in the last year.
4. SWOT analysis (Strengths and Weaknesses, Opportunities and Threats) for next year?
5. What two/three things would you like to achieve in the training programme(s) next year?
6. What would you like to achieve personally in education/leadership in the next year?
7. How could HEENW improve support for you?
8. The content of appraisal may be varied by the appraiser and appraisee by mutual agreement between appraiser and appraisee.

The information and evidence from the EA should be collated together within the Educational Lead's Personal Portfolio, including information about: e.g. HENW, trainees, trainers, training, hospitals, rotations, clinical environment, teaching, management/processes, education programme(s), leadership, ARCP processes, CPD, curriculum delivery documentation, induction, educational research, induction meetings, interim reviews, OSCEs, professional skills programmes, 'trainees in difficulty' and study leave. The EA should end with a PDP with SMART objectives.

### Completing the appraisal form

1. The first part of the form Sections 1 – 5 should be completed by the appraisee prior to the appraisal.
2. Senior Educators are expected to provide one Educator MSF every 5 years (see appendix 1).
3. The appraisee needs to send the documentation electronically two weeks before and bring the documentation to the appraisal along with any supporting documentation.
4. The appraiser will complete the paperwork from with the appraisee, ideally at the time of the appraisal. Both will sign and 2 copies of the document will be made. The appraisee will retain one copy for their records. The HEENW copy of the appraisal will be filed in the appraisee's file.
5. Once all appraisals have been completed, confirmation of this information will be sent to the University of Liverpool by the Section Leader for Admin Support.

## **Summary**

Educational appraisal is intended to review past achievements, explore educational challenges and discuss aspirations arising in the educational role. The personal development plan will contain SMART educational objectives, (short-, medium- and long-term), which will become part of the doctor's main appraisal. These objectives will be reviewed at the next year's educational appraisal.

### Appendix 1 - Multi-source feedback (MSF) further notes

1. Although the previous educational appraisal process recommended an educational multi-source feedback (MSF) be undertaken in the first year after appointment and alternate years thereafter, this is now a recommendation for once every 5 years only.
2. Educator MSF can be provided for senior educators at HEENW level through HORUS (the Foundation programme eportfolio). Those senior educators who are not Foundation Programme Clinical/Educational Supervisors can access this by requesting their Trust's Foundation Manager to add their name to HORUS.
3. Otherwise, appraisees may be able to arrange an educational MSF via their Trust or via the Leadership Academy: <http://www.leadershipacademy.nhs.uk/resources/healthcare-leadership-model/supporting-tools-resources/healthcare-leadership-model-360-degree-feedback-tool/>  
This is a leadership 360, which may actually be more suited to the role of senior educators than an educator one, given that most senior educators are still in clinical practice and get one Trust-based peer/colleague MSF and one patient MSF per 5 years.
4. Appraisees arranging their own MSF should arrange for forms to be returned to a third party to preserve anonymity, (options could include a secretary, a medical education manager, a named alternative consultant).]
5. The MSF on Horus asks for names of 15 assessors. Forms. Who to ask?
  - a. For **Associate Post Graduate Deans** your assessors **must** include the following:
    - Deputy Postgraduate Dean
    - Relevant Head(s) of School
    - At least one relevant Training Programme Director(s)
    - At least one other Associate Postgraduate Dean
    - At least one Director of Medical Education (patch Trust)
    - At least one Medical Education Manager (patch Trust)
    - At least one Medical Director (patch Trust)
    - At least two other HEENW staff members
  - b. For **Heads of School** your assessors **must** include the following:
    - Relevant Associate Postgraduate Dean
    - Specialty School Manager
    - Specialty Training Programme Director(s)
    - Trust Specialty Training Leads &
    - Trust Educational Supervisors
    - Specialty Trainees
  - c. For **Specialty & Core Training Programme Directors** your assessors **must** include the following:

Head of School  
Relevant Associate Postgraduate Dean  
Specialty School Manager  
Trust Specialty Training Leads &  
Trust Educational Supervisors  
Specialty Trainees

- d. For Trust **Directors of Medical Education** your assessors **must** include the following:

Relevant Patch Associate Post Graduate Dean  
Trust Medical Director  
Trust Medical Education Manager  
Trust Specialty Training Leads  
Foundation Programme Director  
Educational Supervisors  
Specialty Trainees

- e. For Trust **Foundation Programme Directors** your assessors **must** include the following:

Head of Foundation School at HEENW  
Foundation School Manager at HEENW  
Trust Director of Medical Education  
Trust Foundation Programme Administrator  
Foundation Educational Supervisors  
Foundation Trainees

- f. For Trust **Specialty Training Leads** your assessors **must** include the following:

Specialty Training Programme Director (TPD) or Head of School (HoS)  
Trust Director of Medical Education  
Trust Medical Education Manager  
Specialty Educational & Clinical Supervisors  
Specialty Trainees

**Appendix 2 - Action required before the agreed appraisal meeting**

**Six** weeks before the appraisal

1. MSF
  - a. Complete the MSF self-assessment on HORUS (or alternative, and return it to the individual indicated by your appraiser, see appendix 1);
  - b. Send the MSF form out
2. Complete educational appraisal documentation;
3. Start to complete the educational development plan.  
Consider relevant objectives for both trust and specialty based educational leaders.

**Two** weeks before the appraisal

1. Provisionally complete the educational development plan;
2. Send the completed educational appraisal form and your proposed educational development plans to the appraiser.

**Day** of appraisal

1. Take appraisal documentation and educational development plan to the appraisal meeting. It will be finalised and agreed then.
2. Your appraiser will complete the shaded 'Comments & agreed actions' box's at, or shortly after that meeting.