

HEKSS / South Thames Foundation School Suggested training for foundation supervisors

The aim of this document is to outline the requirements and give guidance about appropriate initial and continuing training for those providing supervision and training to foundation doctors, to meet the requirements of the Foundation Programme Reference Guide and Curriculum and the GMC's requirements for the recognition and approval of trainers, including educational and clinical supervisors.

The seven areas developed by the Academy of Medical Educators and set out by the GMC are:

- a. ensuring safe and effective patient care through training
- b. establishing and maintaining an environment for learning
- c. teaching and facilitating learning
- d. enhancing learning through assessment
- e. supporting and monitoring educational progress
- f. guiding personal and professional development
- g. continuing professional development as an educator.

Educational supervisors must meet the standards for all areas; clinical supervisors do not need to show evidence of meeting e) and f). The specific requirements of different groups are set out in Appendix A.

Initial generic supervisor training should meet the overall requirements, which are common to those supervising other groups such as more senior trainees. The aim of the matrix below is to set out the requirements specific to foundation training and how these can be met.

Most of the **foundation specific requirements** can be met using www.etft.co.uk. This is an open access video-based platform. Evidence of training can be provided for users in the forms of certificates whereas trusts can have access to a database showing who has been trained locally.

		Foundation Training Programme Director	Educational Supervisor	Clinical supervisor
Initial face-to-face training				
Generic supervisor training course eg RCP/BSMS (1-2 days)				
Online training				
www.etft.co.uk modules (valid for 3 years)				
Medical SLE	Introduction	✓	✓	✓
	DOPS	✓	✓	✓
	Mini-CEX	✓	✓	✓
	CBD	✓	✓	✓
	MSF	✓	✓	✓
Hospital training	ARCP (introduction and foundation modules)	✓	✓	✓
	Simulation	✓		
	Management of trainees in difficulty	✓	✓	✓
	Quality visiting	✓		
	Lessons Learnt	Optional but a useful adjunct		
	Becoming a foundation supervisor	If not already covered elsewhere	✓	✓
Other relevant knowledge				
	Familiarity with Foundation Curriculum	✓	✓	✓
	Familiarity with Foundation Reference Guide	✓		
	Local guidance on roles and responsibilities, safety etc on STFS website	✓	✓	✓
	STFS checklist of quality standards for posts	✓	✓	✓
Ongoing training and experience				
Yearly	Attendance at 2+ trust foundation faculty group meetings	✓	✓	
	Completion of	✓	✓	

STFS is a collaboration between HE Kent, Surrey & Sussex, HE South London, Brighton & Sussex Medical School, King's College London School of Medicine & St George's University of London

	relevant new e training modules			
2 yearly	Attendance at 4+ Advisory and Development Committee Meetings	✓		
	Attendance at 1+ Faculty Briefings	✓		
3 yearly	Equality and diversity training	✓	✓	✓

Appendix A

Training requirements for specific groups

Foundation training programme directors

The *Foundation Training Reference Guide* (2012/14) states:

FTPDs must be trained for their role. They must understand and demonstrate ability in the use of the approved assessment tools and supervised learning events (SLEs), and be clear as to what is deemed acceptable progress. In addition, they should understand and be able to monitor foundation doctors' progress, lead the Annual Review of Competence Progression (F1/F2 ARCP), provide appraisals, provide career support and identify and contribute to the support of foundation doctors needing additional help

FTPDs should complete training in equality and diversity, assessing and appraising foundation doctors and any other aspects of their role usually every three years. The deanery/foundation school and LEPs must agree who is responsible for maintaining a register of FTPD/T training.

The draft *Foundation Programme Reference Guide* (March 2016) adds:

- To ensure that the training programme meets the requirements of the educational contracts or agreements for foundation training
- To ensure that each programme and its constituent rotations have a current job plan that meets the educational aims specified for the programme and mapped to the Curriculum
- To attend foundation school management committee meetings (or equivalent)

Educational supervisor

The *FP curriculum* 2012/4 states:

All foundation year 1 (F1) and foundation year 2 (F2) doctors must have a named educational supervisor. A trainer is selected and appropriately trained to be responsible for the overall supervision and management of a specified foundation doctor's educational progress during a training placement or series of placements. The educational supervisor is responsible for the foundation doctor's educational agreement.

Only clinicians committed to and engaged in teaching and training foundation doctors should undertake the role. They must enable foundation doctors to learn by taking responsibility for patient management within the context of clinical governance and patient safety.

The draft *Foundation Programme Reference Guide* (March 2016) adds:

Training for their role should include:

- Understanding of assessment methodology, feedback and use of approved assessment tools
- Knowledge in the use of supervised learning event (SLE) tools and quality feedback
- Understanding of the sign off and F1/F2 ARCP process
- Completion of equality and diversity training (usually every 3 years)

Clinical supervisor

The *FP curriculum 2012/4* states:

Every foundation doctor will have a named clinical supervisor for each placement. The named clinical supervisor will usually be the consultant or principal in general practice to whom a foundation doctor is directly responsible for their clinical work. There will be frequent contact between them. The clinical supervisor is selected and appropriately trained to be responsible for overseeing a specified foundation doctor's clinical work during a placement, providing constructive feedback and forming the summative judgement at the end of that clinical training placement.

The draft *Foundation Programme Reference Guide* (March 2016) adds:

Training for their role should include:

- Understanding of assessment methodology, feedback and use of approved assessment tools
- Knowledge in the use of supervised learning event (SLE) tools and quality feedback
- Understanding of the sign off and F1/F2 ARCP process
- Completion of equality and diversity training (usually every 3 years)