

# **Roles and Responsibilities of Supervisors of Doctors in Training / Medical Student Leads in NHS Dumfries and Galloway**

## Introduction

You will have now completed your introductory training as a supervisor, and been accepted for GMC recommendation as a trainer.

It is mandatory for all Educational and Named clinical supervisors for NHS Education for Scotland doctors in training, and leads clinicians for medical students at training sites to be approved / or pending approval trainers.

This documents sets out expectations and requirements for the trainer roles

## **Definitions and Responsibilities**

### **Named Clinical Supervisor**

Is a trainer who is responsible for overseeing a specified trainee's clinical work for a placement in a clinical environment and is appropriately trained to do so.

He / she is responsible for:

- Overseeing the completion of reports and promoting:
- placement (unit) level appropriate training and teaching
- trainees functioning within expected level of competence;
- clinical supervision being readily available and appropriate to level of competence;
- trainee involvement in audit and risk management;
- access to educational opportunities suitable to fulfil a particular trainee's requirements;
- access to assessment completion;
- appropriate unit induction;
- identification of poorly performing trainees.
- Working with Educational supervisor / TPD / DME to ensure an appropriate action plan for poorly performing trainees is in place (see D&G Galloway guidance for trainees in difficulty)

### **Named Educational Supervisor**

Is a trainer who is selected and appropriately trained to be responsible for the overall supervision and management of a trainee's trajectory of learning and educational progress during a placement and/or series of placements.

He / she is responsible for:

- undertaking post commencement, mid post and end of post appraisal;
- monitoring portfolio progress;
- providing guidance on resources relevant to careers development;
- identifying and highlighting poorly performing trainees to TPDs for action
- Working with Named Clinical supervisor / TPD / DME to ensure an appropriate action plan for poorly performing trainees is in place (see D&G Galloway guidance for trainees in difficulty)
- Collating evidence on training.
- Forming a summative judgement at the end of the placement or series of placements

### **Supervising Clinicians**

Are those clinicians who provide supervision and on-the-job training but do not have a formally recognised educational role.

### **Training Programme Director**

Is the trainer responsible for managing a training programme

He/she is responsible for

- Participating in local, and where appropriate national, arrangements to support and advise on the management of the specialty training programme.
- Working with delegated College/Faculty/DME representatives to ensure that programmes deliver the specialty curriculum and enable trainees to gain the relevant competences, knowledge, skills, attitudes and experience.
- Ensuring the allocation of trainees to appropriate placements and the coordination of rotational arrangements.
- Managing the provision of study leave within the programme.

- Participating in the Annual Review of Competence Progression process.
- Providing support for clinical and educational supervisors within the programme.
- with the Postgraduate Dean/ trainers and DME manage trainees who are underperforming
- attending regional education committee meetings

### **Departmental Educational Lead**

Is the person in each department responsible for the delivery of education within the department.  
He/ she is responsible for

- Ensuring that trainees/ students are allocated named clinical and educational supervisors at the start of every placement
- Providing departmental induction
- Providing a departmental teaching programme
- Ensuring that study leave applications are addressed.
- Ensure that opportunities to meet the curriculum requirements are available
- Developing action plans (in conjunction with DME and TPD) for underperforming trainees
- Supporting clinical and educational supervisors
- Attending regional educational committee meetings
- Responding to departmental feedback

### **Lead for Medical student Teaching at each local Education Provider**

Is the person responsible for ensuring that the curriculum is delivered at the site.

He / she is responsible for

- Allocating supervisors to students
- Providing induction to the placement
- Ensuring that supervisors are appropriately trained in assessments required to be performed for students

- Ensuring students are able to access appropriate resources
- Proving appropriate timetable of teaching
- Identification of poorly performing students
- Attending regional education committee meetings
- Responding to feedback from students
- Identifying poorly performing students

### **University Sub Dean**

Is responsible for supporting the quality assurance of placements of students within the local education provider, in conjunction with DME.

He /she is responsible for

- Supporting departmental student leads
- Identifying action plans for students underperforming in conjunction with university
- Proving training / support for supervisors in assessment techniques
- Responding to student feedback

### **Director of Medical Education**

Is the lead on the delivery of postgraduate and undergraduate medical education in Dumfries and Galloway, ensuring that GMC standards are met . S/he is responsible for delivering the educational contract between the NHS Dumfries and Galloway and i. NHS Education Scotland ii. The Medical Schools for whom student are place in D&G. He /she is responsible for

- Ensuring that all trainers are appropriately trained
- Ensuring that NHS Dumfries and Galloway benchmarks against GMC standards for local education providers and develops plans to address areas where standards are not met.
- Supports trainers
- Provides faculty development opportunities
- Responds to feedback on placements

### **Education Centre manager**

Is responsible for the day to day running of the education centre, and support for delivery of education within the Board. He /she is a first port of call for queries about non-clinical aspects of any of the programmes or faculty development, or facilities.

## **GMC Requirements for Trainers**

**Trainers MUST have up to date Equality and diversity training, have completed an introductory module to their role.**

As part of your introductory role training you will have covered:-

1. Awareness of the curriculum and level of students/trainees.
2. Awareness of the role and how that role fits with other educational and clinical roles
3. How to get support if needed and know about the relevant EOs' QA procedures

In order to maintain your status as a trainer you will be required to submit evidence in the following categories, as part of your annual appraisal, once in each 5 year cycle.

1. Ensuring safe and effective patient care through training
2. Establishing and maintaining an environment for learning
3. Teaching and facilitating learning
4. Enhancing learning through assessment
5. Supporting and monitoring educational progress
6. Guiding personal and professional development
7. Continuing professional development as an educator

**Academy of Medical Educators (AoME)**

## **Sources of Support**

As a trainer your sources of support should be self evidence from the information above, however should you be uncertain at any time please approach the director of medical education or education centre manager who will provide appropriate direction for your concerns.