



Clinical Oncology Educational and Clinical Supervisors

1. Roles and Responsibilities of the Educational Supervisor

The GMC defines the educational supervisor as:

‘A trainer who is selected and appropriately trained to be responsible for the overall supervision and management of a specified trainee’s educational progress during a training placement or series of placements. The educational supervisor is responsible for the trainee’s Educational Agreement.’

The educational supervisor is central to the trainee’s learning experience and progress through training and is responsible for ensuring that clear learning objectives and outcomes are set. The educational supervisor has a responsibility for the trainee’s longitudinal supervision during a period of training. He/she should provide effective and timely processes for appraisal, advice and support and may be based outside the trust in which the trainee is currently based. The trainee should have the same educational supervisor for at least one year and this may be the same person throughout training. At times the clinical supervisor and educational supervisor may be the same person.

Educational supervisors will be trained to fulfil their roles to comply with GMC guidance, ‘Standards for trainers’.

An educational supervisor should be responsible for a maximum of 4 trainees at any given time.

The responsibilities of the educational supervisor are to:

- Have overall educational responsibility for an individual trainee for a period of training
- Ensure that the trainee is making the necessary clinical and educational progress.
- Ensure that the trainee is meeting with his/her clinical supervisor(s) on a regular basis and that an appropriate learning and development plan is in place for each clinical attachment in compliance with the curriculum for clinical oncology
- Help the trainee to develop his/her learning educational objectives, ensuring that these are documented and can be used as a point of reference for future appraisal and review
- Ensure that the trainee’s clinical supervisors understands the trainee’s educational needs
- Appraise the trainee as a minimum at the beginning, end and middle of each year of training
- Review the trainee’s progress by:
 - Reviewing the trainee’s portfolio
 - Ensuring that appropriate work place based assessments have been undertaken
 - Liaising with the trainee’s clinical supervisor(s)
- Meet with the trainee at the beginning of each year of training to:
 - Review the outcome of the ARCP
 - Help the trainee to formulate his/her personal learning and development plan to meet the requirements of the clinical oncology curriculum, including:
 - Clinical attachments to be undertaken
 - Appropriate audit, teaching and management experience

- Develop a learning agreement and set educational objectives with the trainee which are mutually agreed and is the point of reference for future appraisal for the coming year
- Meet with the trainee prior to the ARCP to:
 - Ensure that the trainee has made the necessary clinical and educational progress through the previous year, taking into account
 - Workplace based assessment outcomes
 - Examination results if appropriate
 - Clinical supervisors reports
 - Audits, research projects undertaken, teaching and management experience
 - The trainee's learning and development plan
 - Discuss the content of the ARCP report
- Ensure that the structured report to inform the ARCP of the trainee's progress is returned within the necessary timescales. This is:
 - a detailed review and synopsis of the trainee's learning portfolio
 - outcome of examinations
 - summary of feedback from clinical supervisors
- Meet with the trainee if concerns arise about the trainee's performance
- Contact the employer (usually the medical director) and the Postgraduate Dean should the level of performance of a trainee gives rise for concern
- Undertake the trainee's workplace based NHS appraisal, linking the educational appraisal and performance review based on Good Medical Practice
- Provide advice and support to the trainee as requested
- Help the trainee to access career management advice
- Support the delivery of the educational contract which exists between employers (Trusts) which provide postgraduate training and Postgraduate Deaneries
- Document clearly any responsibilities that have been delegated to the trainee's clinical supervisor.

Employers of educational supervisors must recognise this role within the consultant's job plan. It is expected that educational supervisors will require 0.25 PAs per trainee who he/she supervises.

2. The role and responsibilities of the Clinical Supervisor

The GMC defines a clinical supervisor as:

'A trainer who is selected and appropriately trained to be responsible for overseeing a specified trainee's clinical work and providing constructive feedback during a training placement. Some training schemes appoint an Educational Supervisor for each placement. The roles of Clinical and Educational Supervisor may then be merged'

The clinical supervisor is responsible for supervising the trainee during a clinical attachment. The role of clinical supervisor may only be undertaken by consultants who are appropriately trained.

There must be to a named clinical supervisor for each tumour site specific aspect of a clinical attachment. Where a trainee is working with more than one consultant covering the same tumour site, only one of these consultants will act as the clinical supervisor. In contrast, where a trainee is working with consultants covering different tumour sites both consultants should act as clinical supervisor for each specific tumour site. If there is no trained clinical supervisor available for a clinical attachment, the responsibilities for clinical supervision should be undertaken by the trainee's educational supervisor.

The arrangements for supervision should be agreed by the educational supervisor, clinical supervisor and the trainee concerned. The duration of responsibility should be defined at the beginning of the period.

The clinical supervisor responsibilities are to:

- Ensure that the trainee is making the necessary clinical and educational progress.
- Meet with the trainee on a regular basis:
 - at least every 3 months
 - at the beginning and end of each clinical attachment
 - in the middle of a clinical attachment, if there are any concerns after contacting the trainee or reviewing the trainee's portfolio
- Help the trainee to formulate his/her personal learning and development plan:
 - for each clinical attachment
 - including appropriate audit, teaching and management experience
 - in compliance with the curriculum for clinical oncology
- Help the trainee to develop his/her learning educational objectives, that these are documented and can be used as a point of reference for future appraisal
- Ensure that other consultants that the trainee is working with in the site specialist team understands the trainee's educational needs if appropriate
- Reviewing the trainee's progress by:
 - Reviewing the trainee's portfolio
 - Ensuring that there are appropriate opportunities to undertake work place based assessments
 - Appropriate work place based assessments have been completed
 - Liaising with other consultants who the trainee is working with
- Providing regular feedback to the trainee on his/her progress
- If the trainee's performance gives rise to concern, the clinical supervisor must notify the educational supervisor. The educational supervisor has responsibility for ensuring that these issues are addressed
- Supporting the delivery of the educational contract which exists between employers (Trusts) which provide postgraduate training and Postgraduate Deaneries

Employers of clinical supervisors must recognise this role within the consultant's job plan. It is expected that clinical supervisors will require 0.25 PAs per trainee who he/she supervises.

3. Clarity and Accountability

The educational and clinical supervisors are accountable to:

- The training programme director
- The employer's lead (usually Trust's Director for Medical Education) for postgraduate medical education.

It is essential that there is clarity about:

- who is providing educational supervision
- who is providing clinical supervision
- the link between the appraisal, assessment and planning of a trainee's educational programme and their performance as a doctor
- what information about the trainee is being shared with the employer
- how to raise concerns about a trainee's clinical and/or professional performance:
 - with the employing authority
 - with the Postgraduate Deanery
 - in compliance with regulatory requirements (e.g. Professional Standards in the NHS and Trust, Assurance and Safety – The Regulation of Health Professionals in the 21st Century).

Employers of educational and clinical supervisors must recognise this role within the consultant's job plan.