

Guide to Educational and Clinical Supervision: **Anaesthesia South Yorkshire August 2019 update**

Educational Supervision

Each trainee will be allocated an Educational Supervisor (ES) when they first join the school. This ES will provide educational and pastoral support throughout the whole stage of training, providing consistency while the trainee rotates through different hospitals.

The Educational Supervisor should meet with the trainee at least 3 times per year:

1. The initial meeting should take place at the beginning of the training year, and a PDP (Personal development plan) should be created on the Lifelong Learning Platform, stating what the learning objectives are for the year ahead. This should be labelled appropriately for example: PDP CT1 or PDP ST3
2. The mid-year meeting should take place around 5-6 months into the training year, to review the progress of these objectives. This meeting can be documented by using a “supervisory meeting” entry on the LLP.
3. The final meeting of the training year should take place in advance of the ARCP, with a view to helping the trainee to prepare their evidence for the ARCP. It should therefore leave enough time for the trainee to be able to submit their documentation on the LLP before the lockout date which is 1 to 2 weeks before the actual ARCP date. The ESSR (Educational supervisor’s Structured Report) will need to be created by the trainee; this then requires approval from the Educational Supervisor, and then the college tutor. Until the ESSR has been approved by the college tutor, it will not be visible to the ARCP panel, so it is crucial that all of this is done well in advance of the ARCP.

Clinical Supervision

Each trainee will be allocated a Clinical Supervisor (CS) when they rotate into a new module or department. The CS will then be the local contact, to help the trainee with their training needs while working in that department/module.

The Clinical supervisor should meet with the trainee at least at the beginning and end of the module, with an optional interim meeting depending on the length of the module, and whether this is appropriate.

The initial meeting should focus on what the trainees’ goals and learning objectives for that clinical module. are while on that module, and the final meeting should focus on review, and feedback.

Each CS meeting should be documented in the LLP according to the information in the accompanying “clinical supervision template and guidance notes”.