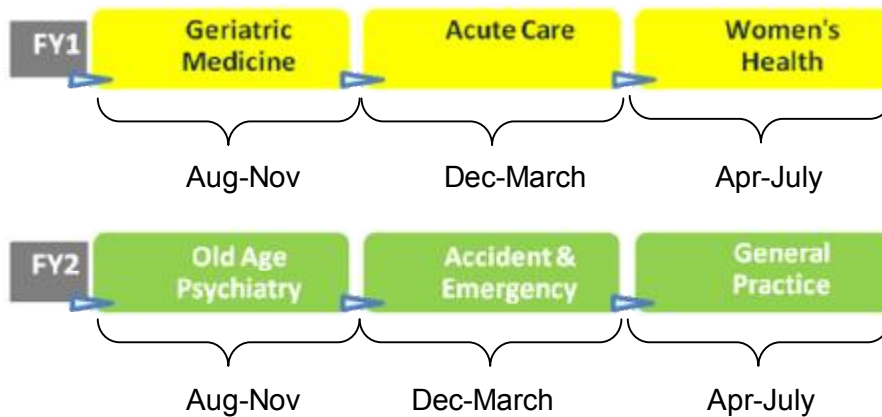


Guide for Supervisors in the Foundation Programme

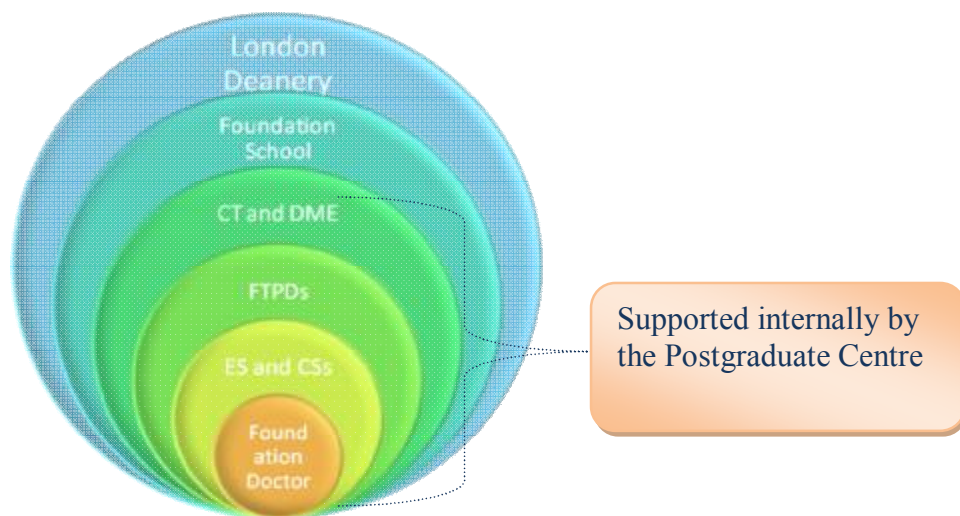
1. What is the Foundation Programme?

The Foundation Programme is a two-year generic training programme that prepares junior doctors for specialist or general practice training. Foundation Doctors have the opportunity to gain experience in a variety of specialty and healthcare settings. Foundation Training programmes are typically made up of six, four-month placements over two years. For example:



2. Who is supporting Foundation Doctors during this period of time?

The entire programme is centred around the developmental needs of the **Foundation Doctor**, who is supported by **Clinical (CS)** and **Educational Supervisors (ES)**. The latter, in turn, are supported by **Foundation Training Programme Directors (FTPDs)**, **Clinical Tutors (CT)** and/or **Directors of Medical Education**, who report to a **Foundation School** which itself is overseen by the **London Deanery**.



3. What is the distinction between an FTPD, an Educational Supervisor and a Clinical Supervisor?

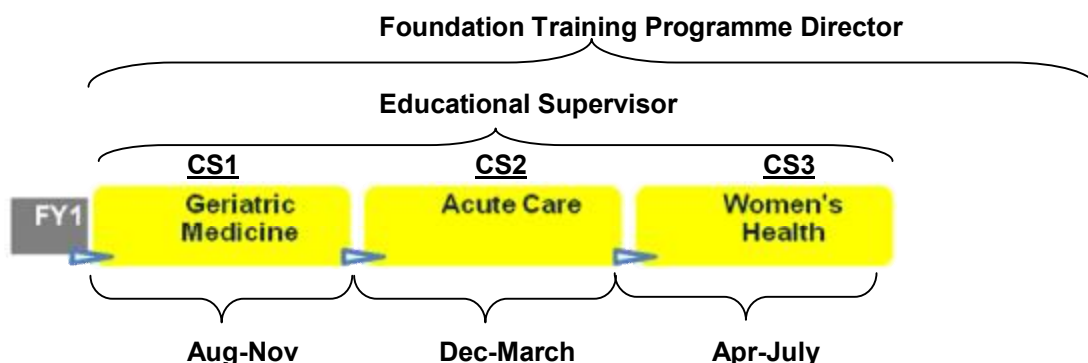
The Foundation Training Programme Director

is the individual appointed by the local education provider, with input from the London Deanery, to be responsible for the overall management and quality control of a Foundation Programme consisting of 20-40 training placements. The Foundation Training Programme Director is responsible for Foundation Doctors and Supervisors across a local health economy (acute, mental health and primary care trusts) and works with the local education provider and the Foundation School to ensure that each placement of the local programme, and the programme as a whole, meets the standards for training laid down by the Postgraduate Medical Education Board (PMETB) and the General Medical Council (GMC), as well as being compliant with the London Deanery policies and guidelines. In doing so, the Foundation Training Programme Director must ensure that each Foundation Doctor is able to access a comprehensive range of experiences which will enable them to gain the competencies necessary for full registration and completion of Foundation training. It is also the responsibility of the Foundation Training Programme Director to ensure that there are sufficient, and appropriately trained staff available to supervise and assess Foundation Doctors.

The Educational Supervisor

is responsible for the overall professional development and educational progress of a given Foundation Doctor. The preferred model in London is for the educational supervision to be provided by a single Educational (Programme) Supervisor over one or two years of the Foundation Programme. In some settings it has been the practice for the role of educational supervision to be handed on from one nominated Clinical (or Placement) Supervisor to the next, when the Foundation Doctor rotates through different placements. In such cases, the nominated Clinical Supervisor is also acting as the Educational Supervisor.

Example:



Educational Supervisors are responsible for ensuring that Foundation Doctors are making the necessary clinical and educational progress through:

- ❖ Supporting the Foundation Doctor in developing their portfolio
- ❖ Ensuring the quality and delivery of education and training of a cohort of Foundation Doctors
- ❖ Making sure that the Foundation Doctor has met the training requirements outlined in the Foundation Programme Curriculum, to learn and achieve the necessary competencies
- ❖ Making sure that the Foundation Doctor understands and gets involved in the assessment process
- ❖ Providing appropriate feedback on assessments and performance and identifying any learning needs
- ❖ Maintaining appropriate records of assessment for the Foundation Doctors they supervise
- ❖ Undertaking a series of formal meetings with the Foundation Doctor (see the chart at the end of the document)
- ❖ Contacting the relevant Foundation Training Programme Directors if a Foundation Doctor's performance causes concern and manage professional performance of the Foundation Doctor in accordance to the London Deanery policy called '*Supporting Professional Performance*'.
- ❖ Being the first point of contact for the Foundation Doctor who has concerns or problems with their training
- ❖ Being actively involved together with the Foundation Training Programme Director for Foundation Doctor end of year sign off
- ❖ Facilitating appropriate career management and development opportunities

As for all consultants with additional educational responsibilities in the London's local education providers, Educational Supervisors of the Foundation Programme are subject to the requirements of the London Deanery's '*Professional Development Framework for Supervisors*'. For further details see:

www.faculty.londondeanery.ac.uk/professional-development-framework-for-supervisors.

The Clinical Supervisor

is responsible for the day-to-day supervision in the workplace. Clinical supervision involves being available, looking over the shoulder of the Foundation Doctor, teaching on-the-job with developmental conversations, regular feedback and the provision of a rapid response to issues as they arise.

However, a Foundation Doctor must have a nominated Clinical (or Placement) Supervisor for every placement in their programme. Where consultants work as part of a large team, the nominated Clinical Supervisor may delegate their duties to others, whilst maintaining overall responsibility and accountability for patient care and for the supervision of the Foundation Doctor in training. All consultants are required to take responsibility for the clinical supervision of any Foundation Doctor with whom they work.

In some settings, the Clinical Supervisor may also act as the Educational Supervisor (see above).

The nominated Clinical Supervisor is responsible for:

- ❖ Ensuring safe and effective patient care
- ❖ Ensuring that lines of clinical supervision are always clear, known and present, including at nights and weekends
- ❖ Ensuring Foundation Doctor induction is appropriate. See London Deanery '*Minimum Standards for Induction of Foundation Doctors*' at: www.londondeanery.ac.uk/foundation-schools/policies-guidance-application-forms or on Synapse.
- ❖ Supervising the Foundation Doctor's day-to-day clinical and professional practice including ensuring that the Foundation Doctor only takes responsibility for or performs any clinical, surgical or other techniques in which they have the appropriate experience and expertise. See London Deanery '*Foundation Doctor Role and Responsibilities within the Local Education Provider and Minimum Requirements for Clinical Supervision of Foundation Doctors*' at: www.londondeanery.ac.uk/foundation-schools/policies-guidance-application-forms or on Synapse.
- ❖ Making sure that the Foundation Doctor has access to an appropriate range and mix of clinical situations
- ❖ Supporting the assessment process – the London Deanery encourages Foundation Doctors to ask consultant supervisors to undertake a proportion of their assessments
- ❖ Directing assessment needs and setting learning objectives in relation to the individual specialty placement.
- ❖ Ensuring that the Foundation Doctor's Educational Supervisor is informed of progress and any concerns that arise
- ❖ Managing professional performance of the Foundation Doctor in accordance to the London Deanery policy - '*Supporting Professional Performance*'.

Nominated Clinical Supervisors in the Foundation Programme are subject to the requirements of the London Deanery's '*Professional Development Framework for Supervisors*'. For further details see:

www.faculty.londondeanery.ac.uk/professional-development-framework-for-supervisors.

It is the responsibility of the Foundation Training Programme Director to ensure that all Educational and Clinical Supervisors have been informed of their roles and responsibilities, as well as providing each supervisor with a list of Foundation Doctors for whom they have responsibility.

4. Is there a formal appointment process for an Educational Supervisor and a Clinical Supervisor?

Educational (Programme) Supervisors and nominated Clinical (Placement) Supervisors have traditionally been selected by their local education providers as consultants who are interested in and have an aptitude for overseeing training. Each provider has its own appointment or nomination system in place. In addition to that, it is important to note that in accepting Foundation Doctors to work with your medical team, you have also given agreement to provide clinical supervision to them.

The London Deanery is working to raise standards in the supervision delivered by both Educational and nominated Clinical Supervisors. From January 2010 all such consultants must be selected and accredited for their role against the '*Professional Development Framework for Supervisors in the London Deanery*' on a regular three-yearly cycle of review. See www.faculty.londondeanery.ac.uk/professional-development-framework-for-supervisors for details.

5. What are the competencies / training required of Educational or Clinical Supervisor?

Both Educational (*programme*) Supervisors and nominated Clinical (*placement*) Supervisors are expected to have undertaken mandatory minimum training and engage in a regular three-yearly cycle of review.

Consultants involved in clinical supervision but without dedicated responsibility for a named Foundation Doctor are encouraged to engage in the same training and processes, but this is not mandatory. However, the Foundation School reserves the right to withdraw Foundation Doctors from work with consultants who consistently fail to supervise Foundation Doctors appropriately.

The Deanery expects all new Educational and nominated Clinical Supervisors to have undertaken a mandatory minimum training before taking up their role. There is no one course that will deliver all of the mandatory training and it is recognised that consultant supervisors will choose to access training from a variety of sources; short courses, e-learning, university-accredited programmes etc. In London, it is expected that minimum training for both Educational and nominated Clinical Supervisors in the above areas would encompass the topics listed in the table below.

Local education providers are increasingly providing "in house" packages of training for supervisors. You should seek advice from your Postgraduate Centre about courses available. Training courses are also available through the London Deanery. For further information, please visit the London Deanery's Faculty Development website www.faculty.londondeanery.ac.uk

Areas to cover in initial supervisor training	
Ensuring safe and effective patient care	<ul style="list-style-type: none"> ❖ Balancing the needs of service delivery with education ❖ Allowing trainees, when suitably competent, to take responsibility for care, appropriate to the needs of the patient ❖ Developing appropriate induction
Establishing and maintaining an environment for learning	<ul style="list-style-type: none"> ❖ Creating a learning environment ❖ Identifying and planning learning opportunities ❖ Diversity and equal opportunities (must be undertaken every 3 years)
Teaching and facilitating learning	<ul style="list-style-type: none"> ❖ Assessing learning needs ❖ Using a variety of methods to deliver the curriculum ❖ Skills teaching ❖ Developmental conversational skills e.g. supervision, mentoring, coaching
Enhancing learning through assessment	<ul style="list-style-type: none"> ❖ Principles of workplace-based assessment ❖ Use of commonly used tools e.g. mini-CEX, MSF ❖ Giving effective feedback
Supporting and monitoring educational progress	<ul style="list-style-type: none"> ❖ Setting and reviewing learning objectives ❖ Purpose and processes of portfolios ❖ Annual review of competence progression* ❖ Identification, diagnosis and management of the trainee in difficulty
Guiding personal and professional development	<ul style="list-style-type: none"> ❖ Personal development planning ❖ Career guidance and advice*

**essential for educational supervisors only*

Educational and nominated Clinical Supervisors will be expected to give evidence of their ongoing professional development in these areas as part of the three-yearly cycle of portfolio-based review. See www.faculty.londondeanery.ac.uk/professional-development-framework-for-supervisors for details and portfolio documentation.

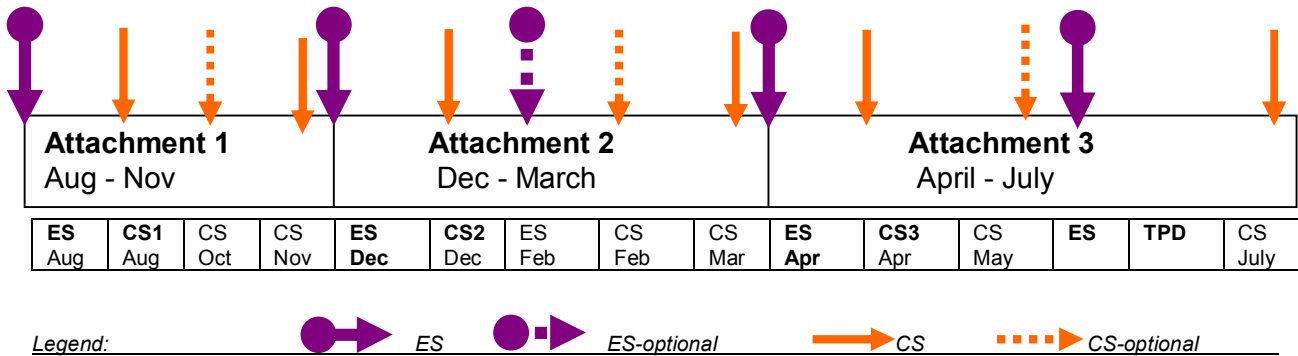
6. Do I have enough time to supervise Foundation Doctors?

The London Deanery requires that appropriate time for supervision of Foundation Doctors is provided within the consultant job plan. Guidance is available in the Deanery's Professional Development Framework for Supervisors and the Deanery and the Foundation Schools will review the time allocated in supervisor's job plans for training as part of their Quality Management processes.

7. How often should I meet formally with my Foundation Doctors?

The **Educational Supervisor** who is responsible for the Foundation Doctor for a year, consisting 3 four months rotations should meet with the Foundation Doctor minimum four times – at the beginning of the Foundation Year, twice between two placements and towards the end of the Foundation Year (see below).

The Educational Supervisor and the Foundation Doctor could also meet for the optional Mid-year review in the middle of the second placement.



The **nominated Clinical Supervisor** should formally meet with the Foundation Doctor twice during the placement – at the beginning and at the end of the placement. The nominated Clinical Supervisor has a responsibility to ensure that Foundation Doctors receive adequate induction at the start of their placements but may delegate the responsibility for providing this to another member of the clinical or administrative team. The nominated Clinical Supervisor and the Foundation Doctor could also meet for the optional Mid-placement review. If the nominated Clinical Supervisor is also the Foundation Doctor’s Educational Supervisor, then some of these meetings can be combined.

8. Who should arrange these meetings?

It is the responsibility of the Foundation Doctor to arrange the meetings. In some local education providers the postgraduate centre office takes on this role or confirms whether or not meetings have taken place. If there are concerns about a Foundation Doctor’s performance, additional meetings may be necessary.

9. What should be discussed in these meetings?

Please see the chart at the end of the document.

Most of the forms that have to be completed during the meeting with Foundation Doctors can be found in the e-Portfolio. All London Foundation Doctors have electronic Portfolios to which the Educational Supervisors will be given access (login details) by their Foundation Training Programme Director.

Clinical Supervisors will not have personal access (login details) to e-Portfolio. Nominated Clinical Supervisors will be able to view the content of their Foundation Doctors' e-Portfolio during one to one meetings with either the Foundation Doctor or the Foundation Doctor's Educational Supervisor while they are logged in.

The nominated Clinical Supervisor will be able to complete the Supervisor's report (must be completed at the end of each placement!) via receiving a ticket from the Foundation Doctor.

10. Is there a handover process between Educational Supervisors and Clinical Supervisors in place?

It is important for the Educational Supervisor to ensure close liaison with the relevant nominated Clinical Supervisor(s) especially when a Foundation Doctor is working in an area in which the Educational Supervisor does not have expertise.

It is the responsibility of the Educational Supervisor to complete the end-of-placement report template available in the e-Portfolio and ensure handover of relevant issues to the next Clinical Supervisor, particularly information in relation to patient safety issues that Foundation Doctors cannot refuse to be passed on. It is vital that there is good handover between placements and that the Educational Supervisor who is responsible for completing the end of year sign off documentation has access to all the necessary information.

In the case of any Foundation Doctor having difficulty during their placement or programme, please follow the procedure described in the 'Supporting Professional Performance' document and inform your Foundation Training Programme Director.

11. Whom should I contact if I have any concerns about any issues regarding the Foundation Programme and training provided?

Your first point of contact is the Foundation Training Programme Director.

12. Practical Information

Assessments

The Foundation Doctor is required to complete a series of workplace-based assessments at regular intervals throughout the year. This will include a minimum of:

- ❖ 6 (2 in each placement) Directly Observed Procedural Skill (DOPs)
- ❖ 6 (2 in each placement) Mini-Clinical Evaluation Exercise (miniCEX)
- ❖ 6 (2 in each placement) Case-based Discussion (CbD)

- ❖ 2 rounds of Mini-electronic Peer Assessment Tool (Mini-PAT) by end of March. If the Foundation Doctor does not receive sufficient feedback from the 1st and 2nd round of Mini-ePAT please contact your local Foundation Programme Director for advice on Supervisor - led assessment.)

The assessments should be conducted by trained, well-prepared and competent Assessors. Involvement of the nominated Clinical Supervisor in conducting some of these assessments is strongly encouraged.

For further information in relation to workplace-based assessments of Foundation Doctors, please see the following London Deanery documents:

'Minimum Requirements for Assessments and Assessors of Foundation Doctors' and *'Guide for Assessors of Foundation Doctors'* at:

www.londondeanery.ac.uk/foundation-schools/policies-guidance-application-forms or on Synapse.

Educational Supervisors should note that Foundation Doctors will not see any feedback from their submitted Mini-PAT assessments automatically. Educational Supervisors need to review the submitted forms and release the Mini-PAT summary to the Foundation Doctor before the end of placement meeting where the feedback should be discussed.

Useful links

You can find more information about the Foundation Programme by visiting either the UK Foundation Programme website: www.foundationprogramme.nhs.uk or the London Deanery and its Foundation Schools websites:

- London Deanery website: www.londondeanery.ac.uk/foundation-schools
- NCTFS website: www.ucl.ac.uk/medicalschoo/nctfs/
- NETFS website: www.netfs.org.uk/
- NWTFS website: www1.imperial.ac.uk/medicine/teaching/prho/
- STFS website: www.stfs.org.uk/

Key documents

You should read through the following documents:

- FP Curriculum www.foundationprogramme.nhs.uk/pages/home/key-documents
- FP Operational Guide www.foundationprogramme.nhs.uk/pages/home/key-documents
- London Deanery 'Supporting Professional Performance'
<http://www.londondeanery.ac.uk/foundation-schools/policies-guidance-application-forms>

- PMETB/GMC 'Standards for Training for the Foundation Programme'
www.pmetb.org.uk/fileadmin/user/QA/QAFP/Standards_for_Foundation_Programme_Mar_07_and_Nov_08.pdf
- Professional Development Framework for Supervisors in the London Deanery
www.faculty.londondeanery.ac.uk/professional-development-framework-for-supervisors
- London Deanery 'The Educational Supervisor and Careers Advice' (available on the Foundation Schools websites and in the postgraduate centres)
- e-Portfolio 'User Guide for Educational and Clinical Supervisors' (available in the e-Portfolio)
- London Deanery 'Foundation Doctor Role and Responsibilities within the Local Education Provider and Minimum Requirements for Clinical Supervision of Foundation Doctors'.
www.londondeanery.ac.uk/foundation-schools/policies-guidance-application-forms or on Synapse.
- London Deanery 'Minimum Requirements for Assessments and Assessors of Foundation Doctors' and 'Guide for Assessors of Foundation Doctors'
www.londondeanery.ac.uk/foundation-schools/policies-guidance-application-forms or on Synapse.

You should be also checking the Foundation School website and Synapse on updates of any new information that is relevant to you!

CHRONOLOGY, RESPONSIBILITY AND DOCUMENTATION FOR SUPERVISION OF FOUNDATION DOCTORS BY EDUCATIONAL AND CLINICAL SUPERVISORS

Meetings →

	Placement 1 Aug - Nov						Placement 2 Dec - March						Placement 3 April - July								
	Foundation Doctor	Educational Supervisor	Clinical Supervisor	Clinical Supervisor	Foundation Doctor	Clinical Supervisor	Foundation Doctor	Educational Supervisor	Clinical Supervisor	Educational Supervisor	Clinical Supervisor	Foundation Doctor	Clinical Supervisor	Foundation Doctor	Educational Supervisor	FTPD	Foundation Doctor	Clinical Supervisor			
	Aug	Aug	Aug	Oct	Nov	Nov	Dec	Dec	Dec	Feb	Feb	Mar	Mar	Apr	Apr	Apr	May	Sign off	Sign off	July	July
Induction Meeting Form			C						C							C					
Mid-point Review Form				C						C-Year	C						C				
End of Placement Final Review Form								C	R						C	R		C			
Supervisors Report Form (ticketing)						C		R	R				C		R	R	C	R			
ES report to FTPD (Local Form)*																		C	R		
Educational Agreement Form	C	C																R			
Foundation Curriculum & Linking	Continue reviewing the Foundation Curriculum, making comments and Linking items within the portfolio to the Curriculum providing evidence that competencies have been achieved																				
Self Appraisal Form	C	R	R				C	R	R	R				C	R	R		R			R
Personal Development Plan Form		C	R	R		R		C	R	R	R		R		C	R	R	R			R
Foundation Doctor Portfolio		R						R		R					R			R	R		
Progress/Assessment Review				R		R		R	R	R	R		R		R	R	R	R	R		R
Mini-PAT Summary released on ePortfolio							R	C						R	C						
Attendance at formal educational events				R				R		R	R				R		R	R	R		R
Career Management (incl. F1-Plans for F2 Taster; F2- ST application)	C	C	R			R	C	C	R	R			R	C	C	R		R			R
Educational Logs (Reflective Practice)	Continue recording reflective practice through Educational Log entries and Linking them to the Foundation Curriculum if it is felt that a competency has been achieved																				
Self Appraisal of Learning Form					C	R		R				C	R		R			R		C	R
Sign off FY1/FY2 (FS Procedure)																			C		

FTPD

Key: ES-Mandatory ES - Optional CS - Mandatory CS - Optional C-Complete R-Review * not available on ePortfolio, ask FTPD