FOUNDATION EDUCATIONAL SUPERVISOR APPLICATION

## STANDARDS TO BE MET

## **Induction to General Practice**

**Standard to be met**:

Every trainee in the practice must have an induction to ensure they understand their duties and reporting arrangements; their role in the inter-professional and inter-disciplinary team; workplace/ practice policies and to meet key staff.

## **The working and learning week**

**Standards to be met:**

The Educational Supervisor must provide protected time for teaching & learning to include debriefing after every clinical session, protected time for SLEs and arrangements to attend the local FY2 educational programme.

The working week timetable must comply with EWTD taking into account OOH arrangements

## **Supervision of Foundation doctors in General Practice**

**Standard to be met**:

The Educational Supervisor must allow trainees, when suitably competent and appropriately supervised, to take graduated responsibility for care appropriate to the needs of the patient.

**To ensure that these standards are being met, we require evidence of the following:**

**THE EDUCATIONAL SUPERVISOR**

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| **Named Educational Supervisor** |  |
| **GMC number** |  |
| **Are you a recognised educational supervisor and is this recognition up to date?** |  |
| **Evidence of familiarity with e-portfolio and assessments including calibration** |  |
| **Describe on-going CPD to support ES role** |  |

**EDUCATIONAL SUPERVISION**

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| Please provide evidence of formal documented meetings with the FY2 (as described in the Scotland Foundation School Guidance Document) to show:   1. completion of a combined induction report 2. setting educational targets 3. arrangements for and evidence of formal constructive feedback 4. advice in relation to FY2 PDP & future career aspirations 5. end of placement report |
| You can provide information here or alternatively please list any additional documents you are submitting to illustrate the above. |

**INDUCTION**

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| Please provide a timetable and details of **FY2 induction** to include the following:   1. orientation to the practice 2. clinical supervision arrangements 3. IT arrangements 4. reporting arrangements 5. prescribing arrangements 6. how the FY2 is integrated and included in the inter-professional and inter-disciplinary team 7. workplace policies |
| You can provide information here or alternatively please list any additional documents you are submitting to illustrate the above. |
| Please provide the FY2 induction pack (if available)- please attach |
| Does the practice provide equipment to the trainee other than a stethoscope?  Yes □  No □ |

**POST INDUCTION TIMETABLE**

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| Please provide a weekly timetable to include the following:  a no of clinical sessions  b normal length of consultations  c average number of patients booked  d clinical supervision & feedback arrangements for each clinical session  e arrangements for clinical supervision when named ES unavailable  f Confirmation that the CS is a doctor permanently in the practice and not a locum  g how educational sessions are integrated into normal week  h how OOH sessions are managed within the timetable to comply with EWTD |
| You can provide information here or alternatively please list any additional documents you are submitting to illustrate the above. |

**GRADUATED APPROACH TO CLINICAL RESPONSIBILITY**

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| Please describe how a graduated approach to clinical responsibility is managed? |
| How does the timetable adapt to accommodate graduated progress across the four-month attachment? |
| How is this monitored? |
| Describe supervision arrangements at beginning and end of attachment |
| Describe arrangements for home visits |
| Describe prescribing arrangements |
| Describe referral arrangements |
| Please confirm that FY2 does not undertake duty doctor sessions or work on own in other locations out with the practice |
| Please describe arrangements to manage performance issues/trainees in difficulty |