# Appendix 1 - Clinical Supervisor Renewal Form (At 5 year Medical Revalidation)

**ELFT-Named Clinical Supervisor Renewal Form**

I can confirm that:

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|  | **Renewal Criteria** | **Select Answer** |
| **1** | I am Named Clinical Supervisor. | Yes/No |
| **2** | The role of supervisor was discussed at my latest Medical appraisal as part of the scope of practice and at each annual Medical appraisal since the last date of medical revalidation/ CS appointment | Yes / No |
| **3** | I have provided evidence of 15 hours of relevant CPD (please see example on pg2).(HEE EOE trainers [Tiered system](https://heeoe.hee.nhs.uk/faculty-educators/tiered-approach), HEE London trainers [courses](https://london.hee.nhs.uk/multiprofessional-faculty-development/courses-and-conferences), recognised CS/ES training day) | Yes / No |
| **4** | I have appropriate time in my job plan to meet my educational responsibilities.*If no, what action has been agreed to raise this with your line manager / DME.* | Yes / No |

***Self-certification Declaration***

**Name of Clinical Supervisor:**

**GMC number:**

**Organisation Email address:**

**Specialty:**

**Employing Organisation and Site:**

**Sign:**

**Date:**

*(Please upload completed form on SARD portfolio and submit a copy to the medical education: elft.medical.education@nhs.net)*

|  |  |
| --- | --- |
| **GMC Standards** | **Examples of evidence** |
| 1.Ensuring safe and effective patient care through training | * Courses, GMC survey, patient feedback about trainee, details of trainee supervision, trainee audits, evidence of training you deliver.
* Evidence of patient involvement in the training and learning you may be involved in,
* Reflections on SUIs/Patient safety concerns etc. involving trainees you supervise.
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| 2. Establishing and maintaining an environment for learning | * Anonymous feedback from trainees and undergraduates about your performance, colleague feedback
* Completion of courses/workshops covering educator skills,
* Courses, GMC Survey, trainee timetable and attendance at teaching
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| 3.Teaching and facilitating learning | * Evidence of teaching sessions delivered with feedback, and reflection on that feedback to improve learning,
* Feedback from trainees about your teaching,
* Completion of courses/workshops covering supervision skills.
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| 4.Enhancing learning through assessment | * Feedback/ attendance at ARCP, evidence from examining, WBPA involvement and training
* Supporting local Membership mock examinations.
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| 5.Supporting and monitoring educational process | **(ES role only)** * Trainee feedback, ES report feedback (from ARCPs), reflection/discussion of trainee in difficulty (anonymised), involvement in ARCP, recruitment / training committees etc
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| 6.Guiding personal and professional development | **(ES role only)*** Reflection on support you have offered trainees,
* Anonymous trainee PDPs/ES plans where you are mentoring and supporting a trainee’s development,
* Evidence that your input has helped trainees, perhaps evidence that a trainee has completed a research project or Quality Improvement project with your input,
* Completion of courses/workshops e.g. coaching skills, career planning.
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| 7.Continuing professional development as an educator | * An up to date PDP and evidence of engagement in annual appraisal
* Evidence of reflection on your educational CPD
* Direct feedback from your trainees on your supervisory skills (e.g., [Multi-Source Feedback Tool for Supervisors](https://london.hee.nhs.uk/multiprofessional-faculty-development/fd-multisource-feedback-tool)
* Completion of Equality and Diversity Training (to be completed every three years)
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*Domain 5 and 6 are applicable to Educational Supervisors ONLY.*