Guidance on Time for Educational Roles

Health Education England Wessex

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Background

A key part of the NHS has always been the training of the medical workforce of the future. In order for this to be effective it is well recognised that those providing supervision for trainees need to be appropriately trained and have enough time within their job plans to carry out their roles effectively. Health Education England (HEE) Wessex recognises a number of areas where this needs to be taken into consideration.

Funding for roles

Funding for these roles comes about in a number of ways:

1. Direct from HEE Wessex, usually as a secondment contract with expectations of the role. These include Heads of School and Programme Directors. Appointments are made by HEE Wessex usually for a period of 3 years. These roles provide vital strategic direction for medical education in Wessex and an important link to their respective Royal Colleges. The remuneration for these roles is usually based on the number of trainees within the programme and should be reflected in job planning.

2. Funding from within tariff, such as Director of Education/Medical Education (DME), and named supervisor roles.
   - **Director of Education/Medical Education (DME):** This is a key educational role within the Trust and is a joint appointment between the Trust and HEE Wessex. The DME is the Trust lead for medical education and carries a broad range of responsibilities to ensure high quality medical education and training across all specialties and departments. They are the important link between Trust educational activities and HEE Wessex. This role requires agreed time in job plans, the minimum usually being 2 sessions; many however will require more especially if they are involved in other areas of the Trust practice for example, clinical and educational governance.
   - **Named Educational Supervisor (nES):** One to one educational supervision includes formal appraisal and assessment and career guidance. This requires on average 0.25 PA (programmed activity) or one hour per trainee, per week. This activity is important to support revalidation and clinical governance and to provide an overall picture of the trainee across either a whole programme, or a substantial portion of that programme.
   - **Named Clinical Supervisor (nCS):** This role oversees the clinical progress of a trainee within a particular training placement or period. The named clinical supervisor will be involved with workplace based assessments and will have an overarching view of the clinical ability of the trainee. A named CS should have time in their job plan for this role, which is recommended to be 0.25PA per week. An individual who fulfils a nCS and nES role for the same trainee would usually receive 0.25PS for that trainee.
(3) Funding for specific roles, such as **Foundation Programme Training Director**, which are arrived at on the basis of the number of foundation doctors in the host organisation. This time for these roles should be reflected in job planning.

(4) There are also some other roles which whilst not funded directly by HEE Wessex provide support for the trainee medical workforce. These may include **departmental educational leads, specialty tutors** and **college tutors**. This person acts as the link to the education committee within the Trust, ensuring that educational and clinical supervision is being carried out appropriately and is involved in the organisation of any local training. The time required for this role will vary, depending on the number of trainees in the department, but usually takes 2 – 4 hours a week. The Director of Education/Medical Education should be able to provide advice on job planning for educational needs.