

Department of Medical Education

Guidance for Appointing and Re-Appointing Educational Supervisors

January 2021

Accessible Flowchart

Step 1

Discuss role with Divisional Education Lead or Head of School. New Educational Supervisors should speak to the Educational Supervisor Champions.

Step 2

1. Ensure the following criteria are met:
2. Have a Licence to Practise
3. Have an up-to-date appraisal and have indicated to their appraiser a long-term interest in Educational Supervision or teaching.
4. Have engaged in job planning.
5. Have completed all the training requirements:
 - a. eLFH
6. Be in good professional standing.

Step 3

Submit an application form with a CV.

Step 4

Application for is reviewed by the Director of Medical Education or a designated individual.

Step 5

Applicant informed of the outcome. Where successful a Tripartite Agreement will be issued along with the number of trainees the applicant is expected to take on.

Step 6

Applicant asked to initiate Job Planning Review to incorporate in their new role in their job plan.