**Appraisal Guide for Educator Faculty**

* Educational Supervisors, Named Clinical Supervisors, College/Specialty, and Clinical Tutors

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**Appraisal Guidance**

Health Education England (working across the South West) (HEE-SW) requires a process to ensure that all individuals who have an educational role are appraised on a regular basis. [Gold Guide August 2022 2.64, NACT Educational Supervisor Roles and Description 2018] The process for undertaking the appraisal needs to have validity, be practical, consistent and avoid duplication. This guide sets out a strategy for achieving this and covers the processes for all the following roles: Educational Supervisors, Named Clinical Supervisors, College, Specialty, and Clinical Tutors.

All individuals undertaking these roles have contracts of employment as clinicians within NHS Trusts in the HEE-SW footprint. As such they will be obligated to undertake an appraisal as part of their revalidation/relicensing with the GMC. Educational appraisal is part of this Trust NHS appraisal if an educational role is detailed in the individual’s wider whole scope of practice.

The educational appraisal should be an integral part of the individual’s Trust NHS appraisal meeting. There should be specific documentation related to the educational role and the appraisee will be required to add this as supporting evidence/bring to the appraisal meeting to allow this to be completed. Documentation that this appraisal has taken place and the outcome will be held by the employing Trust with access to the information available to HEE-SW, if requested.

This process will be applicable to all Educational Supervisors, Named Clinical Supervisors, Clinical, Specialty and College tutors. Suggested documentation and evidence that would be applicable for this educational appraisal is detailed below.

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| **Appraisal of Educational Supervisors, Named Clinical Supervisors, College, Specialty, and Clinical Tutors** | | | | | | | | |
| **Name** | Click or tap here to enter text. | | | | | | | |
| **Trust** | Click or tap here to enter text. | | | | | | | |
| **GMC No.** | Click or tap here to enter text. | | | | | | | |
| **Educational Role** | **Educational Supervisor**  **Named Clinical Supervisor** | | | |  | **Clinical/College/Specialty Tutor** | |  |
| **List the Postgraduate Doctors-in-Training programme/posts you are supervising and number of Postgraduate Doctors-in-Training you are supervising in each programme/post. This may be more than one**  **Example**   * **Foundation Year 2. One PGDiT** * **Surgery ST4.**   **2 PGDiTs**   * **College Tutor Anaesthesia –**   **22 PGDiTs** | Click or tap here to enter text. | | | | | | | |
| **Start Date of your Educational Role** | Click or tap here to enter text. | | | | | | | |
| **Do you have recognised SPA in job plan? Please detail** | **Yes** |  | **No** |  | **SPA allocated per Doctor-in-Training supervised /specified role** | |  | |
| **Date of last appraisal for this role** | Click or tap here to enter text. | | | | | | | |
| **Educational CPD completed in the past 12 months**  **List course(s) with dates** | Click or tap here to enter text. | | | | | | | |
| **Feedback on this role since last appraisal**  **Supporting evidence for feedback**  **Has a trainer 360 MSF been undertaken? (this is not essential as part this appraisal / educational role)** | Click or tap here to enter text. | | | | | | | |
| **Re-accreditation date.**  **Educational CPD requirements as an educator to maintain accreditation in this role**  **Please identify what you need to maintain accreditation and your plans to achieve this** | Click or tap here to enter text. | | | | | | | |
| **Any additional information, best practice or concerns appraisee wishes to record as part of the discussion** | Click or tap here to enter text. | | | | | | | |
| **Signatures Appraisers & Appraisee** | Click or tap here to enter text. | | | | | | | |
| **Date** | Click or tap here to enter text. | | | | | | | |