

SUPERVISOR ROLE DESCRIPTIONS – IMPLEMENTATION NOTE NO. 12

Introduction

1. This document is intended to give HoS/TPDs guidance on the roles and responsibilities of Named Clinical Supervisors (NCS) and Educational Supervisors (ES) in Curriculum 2024.
2. These role descriptions are also available in Section 3 of the [Curriculum Handbook](#).
3. NCS – a new role – and ES consider the evidence to make a professional judgement as to whether the trainee has achieved each Learning Outcome and is ready to be signed off at a Level. Supervisors who hold either of these roles are trainers recognised by the GMC. The RCOphth strongly supports the provision of adequate, equivalent time in their job plan for the ES and NCS to carry out their duties. The RCOphth advises a minimum of 0.25 PA per trainee per role (for both NCS and ES).

Named Clinical Supervisors

NCS are trainers responsible for overseeing a specified trainee's clinical work and providing constructive feedback during a training placement. NCSs have a more formalised role than previously, and greater responsibility in terms of judging the level of entrustment. NCSs should complete EPAs after consultation with other supervisors (Assessors) in the post. There should be one NCS for every six months in Level 1 and 2 and one NCS for every SIA every six months for Level 3 and 4. The NCS should:

- Be familiar with the requirements of the curriculum, particularly those set out in the Patient Management syllabi.
- Oversee clinical training and ensure the trainee is given the opportunity to meet the post's clinical requirements as set out in the relevant Patient Management syllabus, as appropriate for the trainee's Level of training.
- Meet the trainee in the first two weeks of their rotation to:
 - Agree the number of MARs to be completed with the trainee at the beginning of the post, and any additional MARs agreed to be necessary.
 - Agree if any additional WpBAs, over and above what specified in the EPA, are required to be completed in that post.

- Complete the relevant EPA at the end of the post by checking the mandatory WpBAs specified in the EPA, checking any additional WpBAs, reviewing any completed MARs and meeting with the trainee.
- Liaise as appropriate with the ES.

Educational Supervisors

ES are trainers responsible for the overall supervision and management of a specified trainee's educational progress during a clinical training placement or series of placements. There should be one ES per post. The ES should:

- Understand role by:
 - Being familiar with the structure of the training programme.
 - Being aware of local and regional policies for trainee support.
 - Understanding own role in the ARCP process and the trainee's revalidation
- Meet their trainee in the first two weeks of their post to ensure the trainee understands the curriculum requirements and develops a personal developmental plan that considers individual needs and learning opportunities.
- Ensure that the trainee is aware of and has contacted their NCS.
- Meet the trainee regularly to review progress with their personal learning plan, reviewing the ePortfolio, ensuring it is maintained and encouraging reflection on the curriculum and GMC's GMP.
- Liaise with the NCS as appropriate, provide honest and constructive feedback from information from the EPA, GSAT and MSF.
- Review completed EPAs and sign off GSATs, although this form is primarily trainee-driven.
- Complete the Educational Supervisor Report (ESR) in preparation for the ARCP, including noting any serious incident or complaint involvement and making a global assessment recommendation to the ARCP panel. The ESR must indicate whether the trainee is working towards a Level or if they have achieved all the Learning Outcomes in all domains as listed in the current Level.
- Have career discussions with the trainee and ensure they have access to specific advice and support.
- Identify trainees in difficulty and provide support as necessary at a local level, in conjunction with the local office of NHS E or Deanery/Training Programme Director (TPD)/ Director of Medical Education/College Tutor, in line with local and regional policies.
- Encourage trainees to undertake the annual GMC National Trainee Survey.

Resources

There is a variety of information and guidance about the new Curriculum which has been developed over the last two years and which will continue to evolve. Please use the links below to access the right information. There is also the Supervisors Training Package which has been sent to all College Tutors, Heads of School, Training Programme Directors and Regional Education Advisors. This will be made available on the [RCOphth website](#) after 1 August 2024.

Title	Link	Description
Curriculum 2024	https://www.rcophth.ac.uk/wp-content/uploads/2024/05/OST-Curriculum-August-2024.pdf	GMC approved Curriculum document
OST Curriculum 2024	https://curriculum2024.rcophth.ac.uk/	The complete Curriculum, with all Learning Outcomes and assessment forms. This is the authoritative source for the Curriculum. Those doctors who are completing assessment forms outside the OST programme can use this dedicated website to download forms in Word.
Assessment Strategy and Assessment Blueprint	https://www.rcophth.ac.uk/wp-content/uploads/2024/05/Annex-A-Assessment-Strategy-August-2024.pdf https://www.rcophth.ac.uk/wp-content/uploads/2024/05/Annex-B-Assessment-Blueprint-August-2024.pdf	The formal documentation of the new assessment strategy and how it fits together in the Assessment Blueprint.
Curriculum Handbook	https://www.rcophth.ac.uk/wp-content/uploads/2024/05/Curriculum-2024-Handbook-August-2024.pdf	The full guide to assessment in the Curriculum, with examples and guides for what is expected in each of the Levels, as a PDF. Also available as a tab in the OST Curriculum 2024 website.
Matrix of Progression	https://www.rcophth.ac.uk/wp-content/uploads/2024/05/Matrix-of-Progression-1.pdf	The aide memoire for ARCP Panels which specifies requirements for both ST progression and advancement between Levels.

Digital resources	https://www.rcophth.ac.uk/training/ophthalmic-specialist-training/	A suite of materials developed as part of the development of Curriculum 2024 – here you will find general presentations and recordings of webinars.
Syllabi	https://www.rcophth.ac.uk/training/ophthalmic-specialist-training/	The whole complement of approved Syllabi, for Patient Management and the other generic domains. Available to browse by Domain and by Level.

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