

To: Clinical Tutors
Directors of Medical Education
Medical Education Managers
Medical Directors

cc. Trust CEOs
Deans
Trust Liaison Deans
Associate Deans
Project Board

Monday, 23 February 2009

Dear Colleague,

**Countdown to January 2010:
Implementing the PMETB Standards for Trainers (4)**

This is the *fourth* of a series of regular updates on the implementation of the Postgraduate Medical Education and Training Board's Standards for Trainers. All updates in the series will be posted on the London Deanery website www.londondeanery.ac.uk/facultydevelopment for future reference.

January 2010 is not far away and your Trust needs to have implemented the London Deanery's Professional Development Framework for Supervisors by that date. This will be routinely monitored as a quality requirement and is being written into the service level agreement between NHS London and Trusts. To remind you, there are three components:

- a database of all educational supervisors at the Trust to be established and maintained
- a system of portfolio-based review of educational supervisors to be established with reviews conducted by the Director of Medical Education or nominated deputy
- a rolling programme of faculty development (training the trainers) to be provided within the Trust

By January 2010, all 'educational' supervisors within your Trust must have undergone a review or be signed up to participate in the process over the next three years. Remember, this applies to all supervisors whether overseeing the educational progress of a trainee during an individual placement, or over an entire programme.

Final portfolio materials available in May

Following reports from the 17 pilot Trusts, a final version of the Professional Development Framework and accompanying portfolio materials will be available at the end of April 2009. These documents will be distributed widely and available on the deanery website at www.londondeanery.ac.uk/facultydevelopment

Mandatory training

In addition to our regulatory obligations, Lord Darzi's *A High Quality Workforce: NHS Next Stage Review* requires that 'educational supervisors in secondary care undergo mandatory training and review of their performance for this role (para 44)'. Guidance on mandatory training for new supervisors is already available on the Deanery website www.londondeanery.ac.uk/facultydevelopment and will be incorporated into the final version of the Professional Development Framework when published.

Training sessions

A number of training sessions on the implementation of the Professional Development Framework and assessment and appraisal of portfolio documentation will be held in or near the Deanery. A choice of dates and times is available:

- Tuesday 12th May 2.30-4.30pm
- Tuesday 12th May 5-7pm
- Wednesday 13th May 2.30-4.30pm

These sessions are available to anyone involved in the appraisal process on behalf of the Director of Medical Education. Please e-mail Becci Copeland to book places at one of these sessions rebecca.copeland@londondeanery.ac.uk. We will also be running further training events at the Annual Deanery conference in June and throughout the Autumn.

To help you with local implementation, a number of relevant resources are available at www.londondeanery.ac.uk/facultydevelopment including a PowerPoint presentation that describes the Framework, its rationale and expectations on supervisors and Trusts.

Funding

The Deanery is in the process of agreeing its 2009/10 budget with NHS London. When this process has been completed we will be able to let you know what pump-priming funding may be available to Trusts to assist in the implementation of this process.

National developments

Since the publication of *A High Quality Workforce*, the Department of Health have commissioned the Academy of Medical Educators to examine the issues around national standards for trainers. We are closely involved with these developments and will ensure that London is involved in any decisions that emerge.

Action plans

Your Trust Liaison Dean will be in contact in the near future to find out how far you have got with the implementation of the Professional Development Framework and to help you plan the next steps. We would recommend that by the end of April that you have taken the following steps. These appeared in the newsletters indicated.

Actions
<i>August 2008</i>
<ul style="list-style-type: none"> • Circulate the attached briefing document and ensure widespread dissemination and discussion within your Trust
<ul style="list-style-type: none"> • Discuss resource implications for 2009/10 and beyond with Trust management
<ul style="list-style-type: none"> • Ensure that a database of consultant educational supervisors has been established (<i>funding was provided for this in 2007/8</i>)
<ul style="list-style-type: none"> • Ensure that a rolling programme of faculty development training and development opportunities has been established within the Trust (<i>funding available</i>)
<i>September 2008</i>
<ul style="list-style-type: none"> • Directors of Medical Education, Medical Directors and Directors of Human Resources to discuss the implementation and implications of this Framework
<ul style="list-style-type: none"> • The Framework to be placed on the agenda of the next Trust education board meeting
<ul style="list-style-type: none"> • All training programme directors, College tutors and educational supervisors within the Trust to be made aware of the requirements of the Framework and its implications
<i>November 2008</i>
<ul style="list-style-type: none"> • Arrange briefing sessions within the Trust to allow an opportunity for discussion of the Framework and its associated materials
<ul style="list-style-type: none"> • Consider how portfolio appraisal meetings will be conducted i.e. all face-to-face, through a sampling strategy
<ul style="list-style-type: none"> • Identify who will conduct these and what arrangements can be made to ensure a consistency of approach
<ul style="list-style-type: none"> • Consider what administrative processes can be put in place to minimise the burden on supervisors
<i>February 2009</i>
<ul style="list-style-type: none"> • Confirm network of 'appraisers' and arrange training sessions
<ul style="list-style-type: none"> • Address training deficiencies identified through database through faculty development programme
<ul style="list-style-type: none"> • Ensure Medical Director and Trust management understand process and requirements of Professional Development Framework.

Please contact me if you have any queries.

Yours sincerely,



Dr Tim Swanwick

tswanwick@londondeanery.ac.uk

Chair, London Deanery PMETB Standards for Trainers Project Board