

The Foundation Programme Malta

Educational Supervisor

Job description



Post Title:	Educational Supervisor
Grade:	Consultant or Resident Specialist
Remuneration:	Merit award or session equivalent
Responsible to:	Foundation Training Programme Director(s)

Job Summary

To take responsibility for the education and development of foundation trainees and act as their mentors.

Main Duties & Responsibilities

The Educational Supervisors should:

- Act as the key person for overseeing a specific foundation trainee(s).
- Supervise and review the foundation doctor appropriately. Meeting with trainees should occur at the beginning, mid-point and towards the end of each rotation, or as otherwise appropriate.
- Be also prepared to assess the competence of foundation doctors during their foundation training.
- Be the first point of contact for trainees who have concerns/issues about their training, and if these cannot be resolved locally refer any difficulties or problems to the Foundation Programme Director(s). If any foundation doctor's performance causes concern, the relevant foundation programme directors should be contacted.
- To keep accurate notes of any meetings with trainees and maintain appropriate records of assessment for those foundation doctors they supervise.
- Communicate any information regarding the foundation programme to the relevant clinical supervisors and any other appropriate people within the department, to ensure they are up to date with foundation programme requirements and documentation.



- Attend the Foundation Faculty meetings
- Be prepared to receive training by suitably qualified personnel and eventually be accredited as competent to offer educational supervision. This training may include online learning programmes, and may be revisited regularly according to recommendations by the Foundation Programme Malta Office (FPMO).
- Participate in any inspection visits.

This post is for a period of one year. Selection of Educational Supervisor posts will depend on the number of Foundation Programme trainees. A review of educational supervision will be undertaken annually by the FPMO, subject to satisfactory performance in the role, and the educational needs current at the time.

Applicants should submit the adjoined Application Form to Ms Carol Fenech Executive Officer at the Post-graduate Medical Training Centre, Mater Dei Hospital Tel. No. 25456881 (blue block 3rd Floor).

January 2009

The Foundation Programme Malta Office



The Foundation Programme Malta Educational Supervisor Application Form



Surname :

Name :

Address :

Postcode :

Country :

ID Number/Passport No :

Home tel :

Mobile tel :

E mail :

Position :

I hereby apply for the post of Educational Supervisor of Foundation Programme trainees as stipulated in the Educational Supervisor Job description dated January 2009.

Signature

Date

NAME IN BLOCK LETTERS

