

## **Department of Medical Education**

### **Guidance for Appointing and Re-Appointing Educational Supervisors**

**January 2025**

#### **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 License to Practice
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. And evidence of eLFH training

##### **Step 4**

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

##### **Step 5**

Applicant informed of the outcome.

##### **Step 6**

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