

## **Guidance for Educational Supervisors on Educational Development Time**

This guidance is to be used alongside the document “Educational Development Time for Trainees: Key Principles” and is relevant to Educational Supervisors of postgraduate medical trainees in secondary care placements. The key principles have been widely shared with the relevant stakeholders within the University Health Boards in Wales and within HEIW.

It is important that a trainee’s EDT is recorded accurately. Therefore, we request that Educational Supervisors undertake the following actions:

1. During your first educational meeting with your trainee, review the rota to ensure EDT has been prospectively rostered appropriately.
2. The trainee’s PDP should include specific activities / goals to be achieved during EDT, clearly stating how this will be evidenced.
3. The trainee is asked to reflect on the learning outcomes at the end of a completed EDT activity. This reflection, and the mutually agreed evidence of EDT activity, should be clearly visible on the trainee’s e-portfolio so that it can be reviewed at subsequent education meetings and in preparation for ARCP.
4. The ARCP Educational Supervisor’s report will need to include a summary of the trainee’s EDT activities.

The introduction of Educational Development Time (EDT) will be a new concept for some specialities and training programmes, however for others, this has been embedded for some time. It is likely that individual schools will have adapted the guidance to best fit their specialty and may have also received guidance around EDT from their respective colleges. Therefore, should there be any concerns raised by the trainee or trainer in relation to EDT, this should be directed to the Head of School in the appropriate speciality.