



OST Curriculum 2024

# Supervisors Training Package Instructors Guide

August 2024

## Who is it for?

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The Supervisors Training Package (STP) has a very specific purpose. It is intended to be used by training programme directors, heads of school, or regional training the trainer leads, to train the named clinical supervisors (NCS) who will be responsible for signing off a trainee's progress through the different levels of the curriculum.

The package is not intended as self-directed learning. If you want to know more about Curriculum 2024, or have specific questions, the best place to look is the Curriculum 2024 Handbook, which can be found at: <https://www.rcophth.ac.uk/wp-content/uploads/2024/05/Curriculum-2024-Handbook-August-2024.pdf>. See also the list of links to useful information at the end of this document.

In addition, there are videobites – 2-5 minute videos covering a range of topics - and webinars in the [Specialist Training section of the RCOphth website](#).

## How to use this resource

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The STP comes in three parts:

- PowerPoint presentation
- [Video instruction “How to complete an EPA form - Demonstration of Exercise 3”](#)
- Exercises

We recommend that the programme is delivered in a half day. Experience has shown that it takes about 3 hours in order to allow sufficient time for discussion, questions and feedback.

## PowerPoint Presentation

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This covers the essential facts about Curriculum 2024, why we need it, and why it is an improvement on the old curriculum. It outlines the principles underlying Curriculum 2024, but does not go into detail about the required learning outcomes, as they can be found on the website (<https://curriculum2024.rcophth.ac.uk/>).

We recommend allowing approximately 60 minutes for this presentation, with frequent pauses for discussion and questions. The lead trainers should familiarise themselves with the content. If there is anything that you are uncertain about, or don't understand, please refer to the Handbook (<https://www.rcophth.ac.uk/wp-content/uploads/2024/05/Curriculum->

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[2024-Handbook-August-2024.pdf](#)). Some NCS will be enthusiastic about Curriculum 2024, and will already be familiar with the main points, but there will be others who are comfortable with the current curriculum, and for whom Curriculum 2024 is an unwelcome change. This is your opportunity to win over hearts and minds. We think this is best done by allowing plenty of time for questions and interruptions.

## Preparatory homework and [video](#)

All the course participants should be asked to open the folder for Exercise 3 and access the instructions, which contains a link to [a video](#) that lasts 25 minutes. The video provides a detailed guide to completing an EPA, and judging whether or not a trainee has achieved Level 3 competences. **Completing the exercises will be both faster, and more rewarding, if participants have seen the video first.**

The video demonstrates one way of thinking about the EPA. There are no rights and wrongs - the principles simply need to be adhered to.

## Exercises

The exercises are the core of the package. We recommend allowing 90-120 minutes for the exercises which should be done in order after undertaking the preparatory homework noted above.

Before each exercise, the lead trainers should give a brief outline of the scenario, which can be found in the instruction for the exercise. The NCS should do the exercises in groups of three. As well as the course materials, they will need access to the curriculum (<https://curriculum2024.rcophth.ac.uk/>), and the Curriculum Handbook (<https://www.rcophth.ac.uk/wp-content/uploads/2024/05/Curriculum-2024-Handbook-August-2024.pdf>). **Participants should be told that the materials they will be looking at are Word documents and that the assessments will look very different in the ePortfolio.**

**Every participant will need a laptop or tablet, and an internet connection.** One of the key benefits of the practical tasks is that participants will know where to find information in future. With three people in each group, one has the materials for the exercise, one has relevant curriculum document, and one has the handbook.

The aim of the exercises is to encourage NCS to think about what competencies need to be achieved, and what evidence is required in order to demonstrate competence. There is no

crib sheet, as there is no single correct answer. How a trainee achieves competencies will vary from one programme to another, and Curriculum 2024 explicitly allows for this.

The exercises should be done in this order.

- Exercise 1
  - First meeting with new trainee
  - Familiarisation with Level 1 outcomes and EPA form
  
- Exercise 2
  - 6 month review meeting with Level 1 trainee
  - Assessing progress against learning outcomes and setting objective
  
- Exercise 3 – **must be done prior to Exercise 1**
  - DEMONSTRATION EXERCISE - [SEE VIDEO](#)
  
- Exercise 4
  - 6 month review meeting with Level 3 trainee in Oculoplastics & Orbit
  - Familiarisation with Level 3 EPA and assessments
  
- Exercise 5
  - Completing GSAT for Level 3 ST4 prior to ARCP
  - Familiarisation with GSAT form, setting objectives in generic skills

The complexity/difficulty of the exercises increases progressively, so you should allow more time for Exercises 4 and 5. The lead trainers should encourage the NCS to be creative – particularly when it comes to gathering evidence for generic skills. There is no single solution that will work for all trainees in all deaneries.

After completing each exercise, the groups should come together and report back before starting the next one. Sharing their solutions may be one of the most valuable parts of the workshop.

## Feedback

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We would like you to get feedback from the participants, so that we can improve and update the package as required. We would recommend a Likert Scale questionnaire to be administered before starting and after completing the programme, with questions like: “I am confident I understand the role of the NCS”. Please send any feedback to the RCOphth Curriculum Sub-Committee Chair.

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## Information about Curriculum 2024

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 these links to access the right information.

Title	Link	Description
Curriculum 2024	<a href="https://www.rcophth.ac.uk/wp-content/uploads/2024/05/OST-Curriculum-August-2024.pdf">https://www.rcophth.ac.uk/wp-content/uploads/2024/05/OST-Curriculum-August-2024.pdf</a>	GMC approved Curriculum document
OST Curriculum 2024	<a href="https://curriculum2024.rcophth.ac.uk/">https://curriculum2024.rcophth.ac.uk/</a>	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	<a href="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-A-Assessment-Strategy-August-2024.pdf</a>  <a href="https://www.rcophth.ac.uk/wp-content/uploads/2024/05/Annex-B-Assessment-Blueprint-August-2024.pdf">https://www.rcophth.ac.uk/wp-content/uploads/2024/05/Annex-B-Assessment-Blueprint-August-2024.pdf</a>	The formal documentation of the new assessment strategy and how it fits together in the Assessment Blueprint.
Curriculum Handbook	<a href="https://www.rcophth.ac.uk/wp-content/uploads/2024/05/Curriculum-2024-Handbook-August-2024.pdf">https://www.rcophth.ac.uk/wp-content/uploads/2024/05/Curriculum-2024-Handbook-August-2024.pdf</a>	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	<a href="https://www.rcophth.ac.uk/wp-content/uploads/2024/05/Matrix-of-Progression-1.pdf">https://www.rcophth.ac.uk/wp-content/uploads/2024/05/Matrix-of-Progression-1.pdf</a>	The aide memoire for ARCP Panels which specifies requirements for both ST

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

Dr David Yorston, Curriculum 2024 TTT Lead

Mr Vikas Chadha, Curriculum Sub-Committee Chair

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