

# Process Flowchart

## Educational Supervision training process

*New Educational Supervisors should:*

### Step 1 – Complete the following e-learning modules

The online learning will take approximately 3 hours to complete.

*Please note that you must be logged into the eLfH (e-learning for healthcare) site.*

For specific modules, please see the details in trainer resources [here](#)



### Step 2 – Attend Face to Face training

All course dates are available to view via MaxCourse (<https://www.maxcourse.co.uk/HEEYHME/>)

It is important to complete all sections of e-learning before attending the half day face to face training session and to bring evidence of completion to the face-to-face session.

You can download an activity report in eLfH (eLearning for Healthcare) by visiting the 'my activity' section.

Please note that support for eLfH is provided here: [https://portal.e-lfh.org.uk/contact\\_us](https://portal.e-lfh.org.uk/contact_us)



### Step 3 – After the course

Please note that it is the employers responsibility to maintain records on Educational Supervisors within their employment. Once both the e-learning and face to face teaching session have been completed, the GMC will be notified of your status as an Educational Supervisor.

You will be provided with a feedback link to complete, this will help to continually support the development of the Education Supervision programme.

You will also be provided with a certificate from the Trust which can be uploaded to your ePortfolio.