Enhance Sign Off- A Guide for Educational Supervisors

This document gives a brief introduction to the programme, along with a step-by-step guide to the sign off process for those who are undertaking the enhance enable course. This guide is also available as a video on the KSS enhance website.

<ins>What is enhance enable?</ins>
Enhance enable is a self-directed programme from Health Education England which is designed to improve non clinical generalist skills in English healthcare professionals.

Enhance enable is open to all doctors and allied healthcare professionals at any point in their training. However, the work lends itself particularly well to foundation doctors and is mapped to their curriculum. This document therefore focuses on this group.

<ins>How does enhance enable work?</ins>
Enhance enable is divided into six domains. These cover different elements of generalism that are important to modern medical practice. The programme is deliberately broad and can be completed using a variety of learning resources.

The programme has six modules: introduction, person centred practice, complex multimorbidity, population health, 3-in-1 (systems working, social justice and health equity, environmental sustainability) and contextual leadership. Each has a workbook that outlines the learning objectives for the module, and explains the evidence needed for completion.

The national enhance team recommend completing the first three modules in FY1 and the second three modules in FY2. However, the programme is flexible, and trainees can work through the modules in any order they like. Some may pick and choose which modules they complete, and there is no requirement to finish all six.

If you would like further information about the programme itself, please visit the KSS enhance website.

<ins>What work do I need to do?</ins>
Each enhance module should take a minimum of six hours to complete. Enhance is a deliberately broad programme, which allows you to pick your own path through the work. You can use a variety of learning methods to complete each module, including;
- Relevant core foundation teaching
- Non-core teaching, such as eLearning or online lectures
- Reflection on clinical events
- Shadowing other health- or social care professionals
- Engaging with patient lived experience through speaking to NHS service users or by using content created by patients
- Using the arts to understand relevant issues. You can read novels, memoirs or poetry, listen to music, or view artworks that touch upon the themes covered in the module. Some foundation doctors have also created their own work

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Regardless of the work you choose to do for each module, you should complete at least one of the following for each module:
- One case-based discussion with an explicit focus on an element of the module
- Reflection on a clinical experience
- Engage with lived experience of a patient
- Shadow or work alongside a member of the MDT
- Take part in a QI project which is relevant to the module

What evidence do I need for sign off?

Three forms are required to be signed off for completing an enhance module. These should be repeated for any subsequent module. The specific forms for each module, along with an example of how each should be filed in can be found on the KSS website. We have outlined more information about each form on the next page.

1. Self assessment matrix

What is it?
This is a RAG rating tool that allows trainees assess their knowledge before and after completing the module.

Requirement per module
Trainees must upload two forms; one rating their pre module knowledge, and one their post module knowledge.

2. Reflection on enhance activities and learning (REAL) form

What is it?
This form allows trainees to reflect on their experience of the module overall. It asks them to think about what they have learnt, any interesting experiences they have had, how this is relevant to their clinical work and what they need to do to build their skills further. They should use the usual portfolio reflection forms to reflect on specific experiences.

Requirement per module
One REAL form per module

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enhance Foundation complex multimorbidity module: evidencing engagement

Core content	Modality	Date Completed
Enhance module complex multi-morbidity	Live or asynchronous	01.02.24
Self-assessment matrix pre-module		12.12.23
Self-awareness	Implicit association test	19.12.23

Core learning	Description	Date Completed
Frailty	Local foundation teaching asynchronous content	10.12.23 – Local foundation teaching "MOP" see REAL form
Long-term conditions	Local foundation teaching asynchronous content	06.01.24 – Local foundation teaching, "Heart failure management"
Safe prescribing and polypharmacy	Local foundation teaching asynchronous content	12.01.24 – elearning from learning Hub, see elearning log entry 12.01.24
Multi-professional working	Local experience	Reflection on Stroke MDT 16.12.23
Listening to the patient voice	VR, asynchronous content	26.01.23 – VR module from Enhance workbook, see elearning log entry.

Additional learning	Description	Date Completed

3. Evidencing engagement form

What is it?
This form is where the trainees are expected to outline the work that they have done for the module, including the modality they used and the date the wok was completed.

Requirement per module
One evidencing engagement form per module.

How do I upload evidence?
You should upload your evidence prior to sign off. We have outlined this process below.

1. Click 'Forms (start new)'
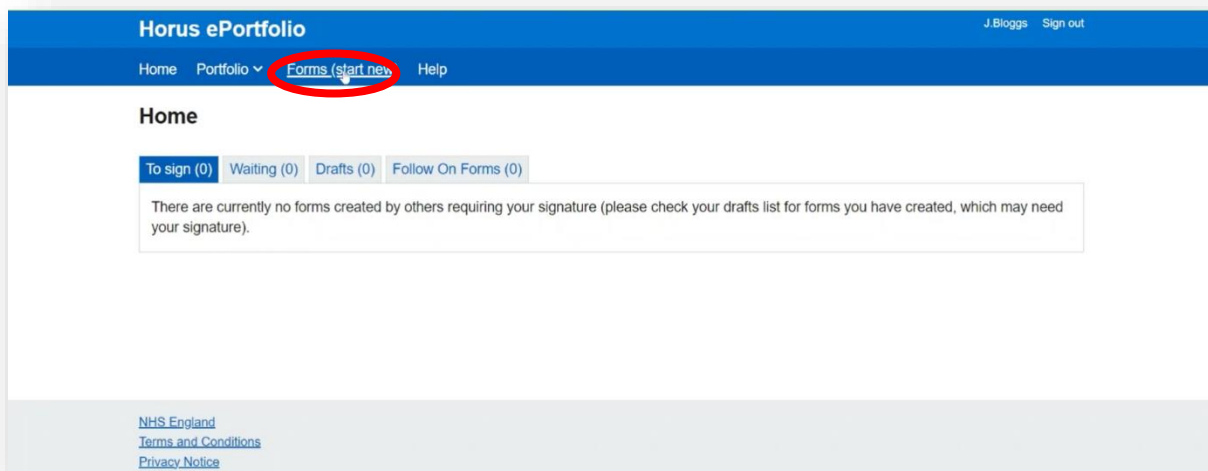
2. Scroll to the bottom of the page and select 'extra-curricular achievement' in the 'Additional Achievement' column

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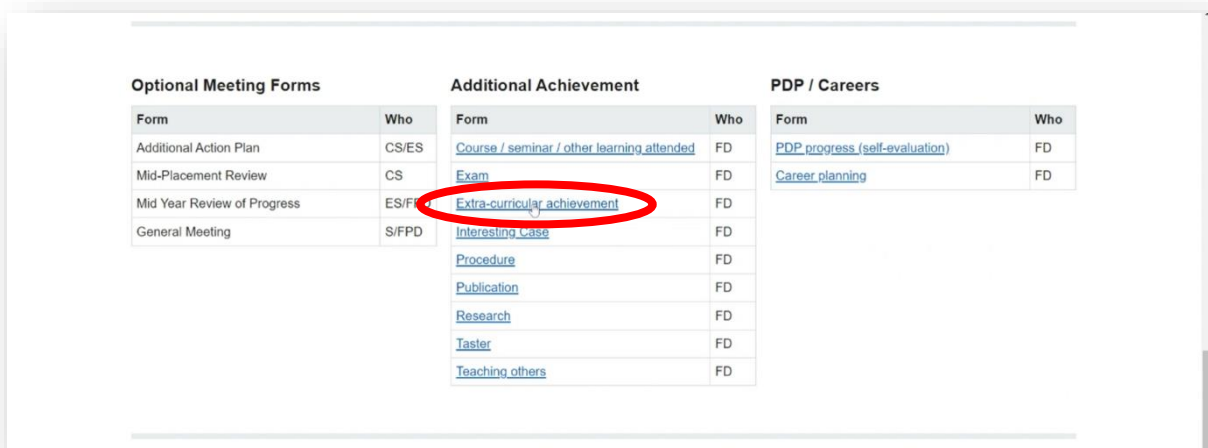
3. Select the job the trainee is currently on

4. On this page you should put the title of the module you have completed, along with the date you are uploading the forms. You can put a short description here of what you are uploading. It does not need to be detailed.

5. After you have done this, click the 'Add / remove uploaded evidence' link and add each piece of evidence in turn. Multiple documents can be uploaded to one extra-curricular achievement

6. Once this evidence has been successfully uploaded, the page will look like this

7. Once the documents are successfully uploaded, scroll to the top of the page and click 'mark as complete'

8. To link curriculum items to this evidence click 'portfolio' at the top of the page and select 'contents'

9. Scroll to the bottom of this new page to find your extra-curricular items. Select 'map to curriculum' under the relevant activity

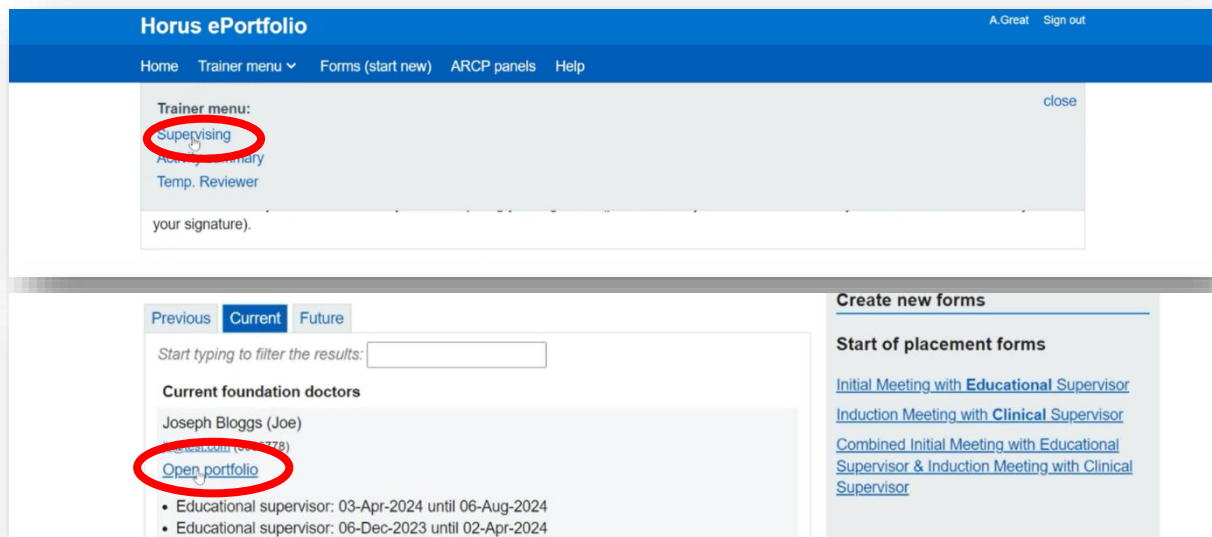10. This will bring up a list of HLOs which you can select as required

How does my supervisor view evidence?
Once you have uploaded your evidence and linked it to the relevant HLOs, it can be viewed by following the steps below.
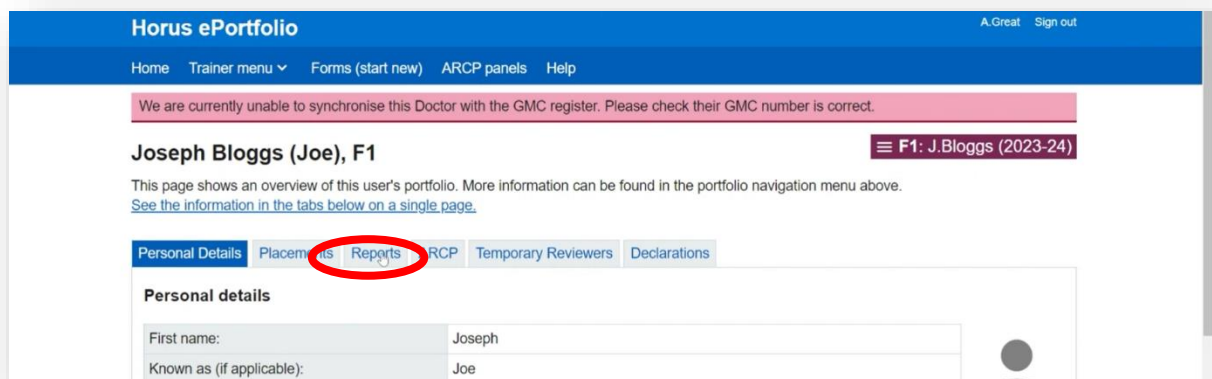
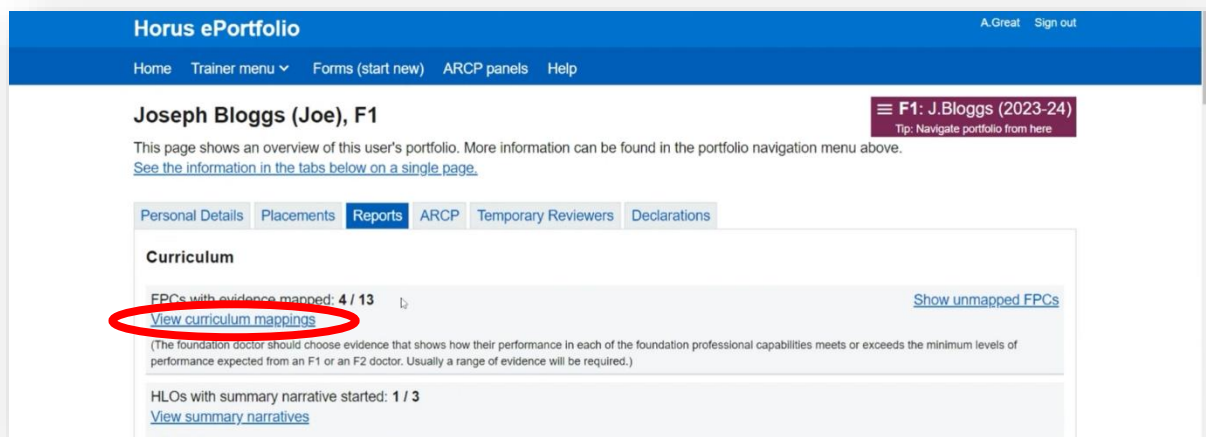1. When logged into the ePortfolio, select 'trainer menu'
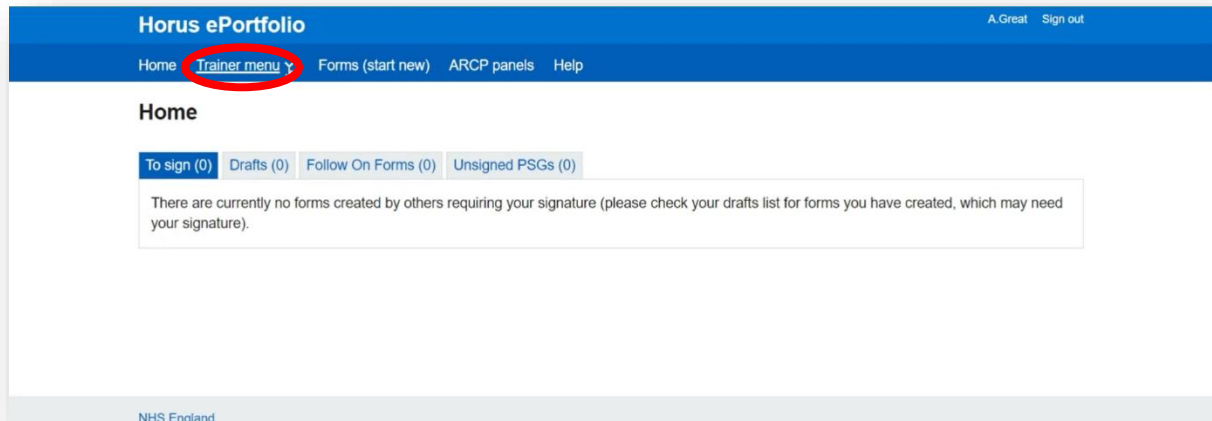
2. Click 'supervising' and then click 'open portfolio' for the relevant trainee
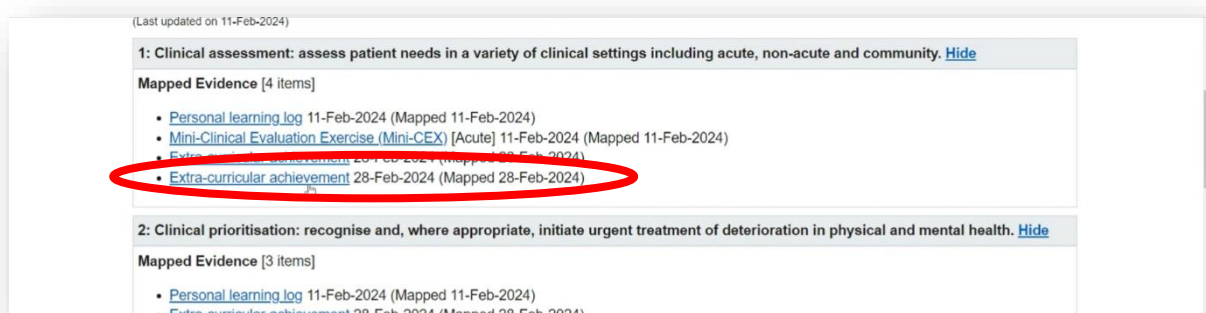

3. Click 'reports'

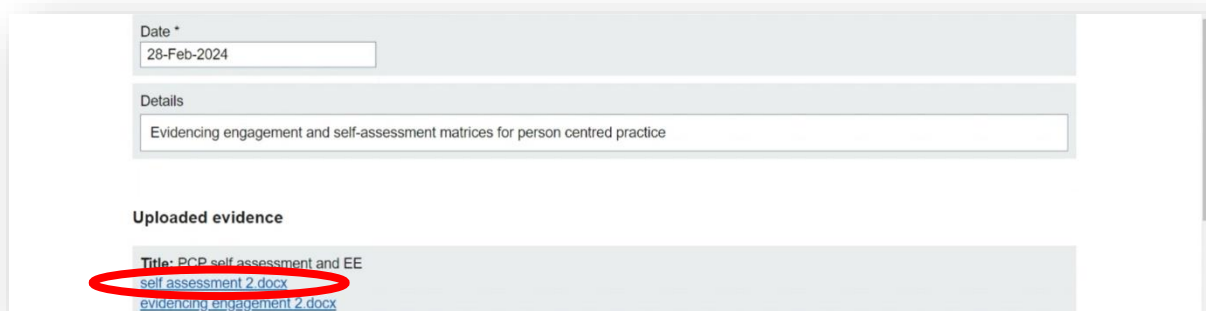enhance

4. Select 'view curriculum mapping'

5. Scroll down and select the relevant 'non curriculum item'

6. This will take you through to the evidence which you can click on and view

<u>What do I need to do to actually get signed off?</u>
Once everything is uploaded, your supervisor can review the evidence at your next mid placement or end of placement review. They can then use the usual forms they would for this meeting to mention they have reviewed the evidence and are happy with it.

You do not need to organise a specific meeting for sign off. You also do not need a meeting for each module; several can be signed off at once.

How do I get a certificate?
Trainees are eligible for a certificate for each module they complete, along with a programme certificate if you finish all six.

Once your supervisor has reviewed your uploaded evidence and signed off a module, you need to contact your local foundation programme coordinator for a certificate. You need to provide a copy of your evidence to them, either by tagging them in the relevant section of the ePortfolio or by emailing the evidence directly.

Evidence will be randomly sampled by HEE KSS for benchmarking purposes.

What should I do if I have any issues?
The KSS enhance website and the national enhance website both have a variety of resources that may answer any questions you have. If you still need assistance, you should contact your Trusts foundation programme director. They may need to contact the KSS enhance team directly if your issue can still not be dealt with.