

## How to complete the clinical supervisor's end of placement report

### Guidance for clinical supervisors

#### What is a clinical supervisor's end of placement report?

Towards the end of each placement, the foundation doctor and named clinical supervisor will meet to complete a review of the foundation doctor's overall performance and progress in the placement.

The clinical supervisor's report is a review of whether achievement in each of the four sections of the curriculum suggests that the foundation doctor will, by the end of the year of training, meet or exceed the minimum expected level of performance in each of the foundation professional capabilities. For each section of the curriculum the clinical supervisor's judgement will be expressed as: no concern, some concern, major concern.

For further information on progression through foundation training and the minimum expected level of performance for both F1 and F2, please refer to the [foundation curriculum](#).

#### Who should complete the clinical supervisor's end of placement report?

Only the clinical supervisor can complete this report. The clinical supervisor should seek and record evidence from colleagues who form the placement supervision group.

#### What sources of evidence will be reviewed?

The judgement will be based on review of several sources of evidence including:

- Direct observation of practice in the workplace by the clinical supervisor
- Feedback from the placement supervision group. The clinical supervisor should seek and record evidence from the placement supervision group to corroborate and further inform their judgement. The names of those contributing evidence on the foundation doctor's performance will be recorded in the report
- Evidence of engagement with the learning process recorded in the e-portfolio
- Evidence of achievement of curriculum outcomes recorded in the e-portfolio, including: reflection on clinical or professional experiences, evidence of formal training (certificates), participation in evidence based medicine (guidelines, posters and presentations) or quality improvement work. The totality of engagement in populating the various domains in the e-portfolio will be used to assess the foundation doctor's success in achieving the outcomes described in the curriculum
- Evidence of satisfactory performance of core procedures (F1 and only in F2 if not signed off in F1, for example when F1 equivalent happened abroad).

## What is the Placement Supervision Group?

Within any placement, an individual healthcare professional is unlikely to build up a coherent picture of the overall performance of an individual foundation doctor. Whenever possible, the named clinical supervisor will seek information from senior healthcare professionals who will work with the foundation doctor during the placement. These colleagues will function as a **placement supervision group (PSG)**. The names and job title of those contributing evidence on performance should be recorded within the report.

The placement supervision group is responsible for:-

- Observing the foundation doctor's practice in the workplace
- Undertaking and facilitating supervised learning event
- Providing contemporaneous feedback on practice to the foundation doctor
- Providing structured feedback to the clinical supervisor
- Raising concerns immediately if unsatisfactory performance by the foundation doctor has been identified
- Members providing comment on whether the foundation doctor's clinical and professional practice is expected to meet or exceed the minimum levels performance required for sign off in each of the 20 foundation professional capabilities at the end of the year.

## How do I access the form?

The clinical supervisor's end of placement report form is hosted in the foundation e-portfolio. A sample form is also available [here](#).

## How does it work?

The clinical supervisor must complete a detailed end of placement report, which is mapped to the curriculum. The report is based on the evidence outlined above and draws on the observations and judgement of colleagues in the Placement Supervision Group.

## Rating the foundation doctor's performance

When completing the form, you are making a professional judgement on performance in each section of the curriculum. For each section of the curriculum you will rate the doctor's performance according to the scale provided in the table below.

The clinical supervisor will need to comment on health, conduct, SUI and investigations.

<b>No concern</b>	Indicates that this doctor is performing at the expected level for completion of the current year of foundation training and there are/have been no issues which need/ed to be addressed. If you have no concern you can automatically move onto the next question.
<b>Some concern*</b>	Indicates that there are or have been aspects of performance

	<p>which are / were considered to need extra support. All doctors at some stage in their training will most likely have a 'some concern' issue. This does not mean the doctor will fail or that there are other performance issues as it could be for example a one off event. If you select this for any section, comment boxes will pop up with the foundation professional capabilities for that section (<i>this will happen automatically online</i>). It is mandatory for the clinical supervisor to enter comments in these white space boxes i.e.: if no entry is made it will not be possible to submit the form.</p>
<b>Major concern</b>	<p>Indicates that there are or have been aspects of performance which if not corrected may impact on this doctor's ability to satisfactorily complete the current year of foundation training. If you select this, comment boxes will pop up with the foundation professional capabilities for that section (<i>this will happen automatically online</i>). It is mandatory for the clinical supervisor to enter comments in these white space boxes i.e.: if no entry is made it will not be possible to submit the form.</p>

\*Even very good doctors will at some stage in their training have a 'some concern' issue. It is important to ascertain if 1) it is a one-off event, 2) it is recognised / acknowledged by the doctor and 3) that the individual takes steps (including reflection) to ensure the issue is not repeated. An expression of some concern is not pejorative and does not imply that the doctor will fail or have other issues with performance.

If there are concerns in any of the four sections you will be asked to indicate in which of the foundation professional capabilities the problems lie and to provide specific examples using the descriptors included in the syllabus plus any other specific issues.

### **Additional comments in support of the rating and targets for development**

The clinical supervisor's report should comment specifically on:-

- Any noteworthy aspect of this foundation doctor's practice
- Any targets for future development
- Any concerns regarding the doctor's practice must be supported by specific examples
- The foundation doctor's appropriate participation in the agreed educational process
- Evidence of the foundation doctor's personal and professional development as a result of feedback and reflection.

The CS should seek and record evidence from your colleagues who form the placement supervision group to corroborate your responses to each of the above.

### **Sign Off**

The outcome of the final assessment discussion should be agreed by both you and the foundation doctor and the form must be recorded within the doctor's e-portfolio.

Remember, clinical supervisors' reports are used as part of the process to inform the overall F1/F2 end of year report for each foundation doctor.