

Overview of meetings in each placement

NOTE: If your clinical and educational supervisor is the same person you can combine these meetings.

Induction meeting with your clinical supervisor - mandatory

At the beginning of each placement, you should meet with your clinical supervisor to discuss what learning opportunities are available, what is expected of you and ensure you are familiar with whom (e.g. members of the placement supervision group) and where you'll be working. You should also discuss how to seek clinical help in and out of hours.

Initial meeting with your educational supervisor - mandatory

At your first meeting with your educational supervisor you should agree your learning objectives. You'll review these at subsequent meetings. At the end of the each placement and at the end of the year you should use this PDP template to provide evidence that you have met all of the required outcomes and any other outcomes you have set.

Before you meet with your educational supervisor you should consider the outcomes you think you are likely to achieve in your first clinical placement. You should discuss these with your clinical supervisor and other trainees. Many schools also provide detailed information about the sorts of learning opportunities available in each placement.

The mid-point review – not compulsory but strongly advised

This should be conducted by your educational or clinical supervisors approximately half way through the placement. At this meeting you should briefly review progress to ensure your training is on course, that an appropriate number and range of assessments have been undertaken and that you have attended adequate educational opportunities (including supervised learning events - SLEs).

The mid-point review is not mandatory but strongly encouraged, particularly if you or your supervisor have concerns. You and your supervisor should sign the mid-point review form provided.

The end of placement reviews - mandatory

There are two end of placement reviews which are conducted at the end of each placement (typically a four month placement):

- a) Clinical supervisor's end of placement review
- b) Educational supervisor's end of placement review

a) Clinical supervisors end of placement review

The clinical supervisor's end of placement review is designed to describe your performance in the workplace. The clinical supervisor should seek and record evidence from colleagues who form the Placement Supervision Group. It is the placement supervision group who are responsible for:

- observing your performance in the workplace
- providing feedback on practice to you
- providing structured feedback to the named clinical supervisor

Using the group's supporting information, the supervisor should meet with you to complete the summative assessment of your overall performance and progress

within the placement. This information will be recorded on the Clinical supervisor's end of placement report within the e-portfolio.

b) Educational supervisors end of placement review

The educational supervisor's end of placement report draws upon the following areas to provide a judgment about your performance:

- clinical supervisor's report
- the e-portfolio
- engagement in supervised learning events
- attendance at formal educational events
- information from the Placement Supervision Group
- team assessment of behaviour (TAB) feedback
- and any other appropriate sources

Both reviews should examine the assessments and SLEs undertaken and any other evidence and compare them against the objectives that you agreed in the personal development plan at the beginning of the placement.

This review may highlight concerns that have emerged, either through the placement, or where assessments/SLEs have identified specific areas for development. The review form should outline what additional work and assessment are required to address shortcomings in performance during the next placement, including additional assessments and/or SLEs where necessary to substantiate an improvement in performance. This information will be recorded on the Educational supervisor's end of placement report within the e-portfolio.

If significant concerns have been highlighted in the final review form, the foundation training programme director/tutor (FTPD/T) should be informed.

The mid-year review of progress – not compulsory but strongly advised

The mid-year review of progress is not mandatory but strongly advised to review satisfactory progression through the programme. This meeting is conducted by your educational supervisor who will review your e-portfolio and review your progress in the Foundation Programme. This is also an opportunity for discussions relating to your personal development and future career planning.

Educational supervisor's end of year review meeting - mandatory

End of placement reports are drawn together by the educational supervisor in an end of year report which will inform the ARCP panel's decision regarding satisfactory completion of F1 and F2.

The educational supervisor's end of year report is an overall professional assessment and judgement of the foundation doctor.