# Foundation Programme F1 & F2

## Overview of meetings in each placement/post 2012-13

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 where you’ll be working. You should also discuss how to seek clinical help in and out of hours.

**e-portfolio form to complete = “Induction Meeting with Clinical Supervisor”**

### 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.

**e-portfolio form to complete = “Initial Meeting with Educational Supervisor” & “Personal Development Plan (PDP)”**

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

**e-portfolio form to complete = “Mid-placement review”**

### The end of placement review of each placement

*Mandatory*

There are two end of placement reviews which are conducted at the end of each placement.

- a) Clinical Supervisor’s end of placement review
- b) Educational Supervisor’s end of placement review

**Clinical Supervisor’s 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 Clinical 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.

**e-portfolio form to complete = “Clinical Supervisors End of Placement Report”**

**Educational Supervisor’s end of placement review:**
The Educational Supervisor’s end of placement review draws upon the following areas to provide a judgement about your performance:
- Clinical supervisor’s report
- The e-portfolio
- Engagement in supervised learning events (SLEs)
- Attendance at formal educational events
- Information from the Placement Supervision Group
- Team assessment of behaviour (TAB) feedback
- And any other appropriate sources

**e-portfolio form to complete = “Educational Supervisor’s End of Placement Report”**

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 in the Educational Supervisors end of placement report within the e-portfolio.

If significant concerns have been highlighted in the final review form, the Foundation Programme Training Director 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 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.

**e-portfolio form to complete = “Mid-year review”**

**Educational Supervisors’ 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.

This form is not yet available on the e-portfolio. We are told that it will be available in time for the new ARCP process in summer 2013.