

Educational Supervisor's Checklist – on one side of A4

Please remember, this is a *guidance sheet* (and not a form) for those familiar with doing Educational Supervision. Use the ES review form embedded within the e-portfolio for recording your notes. The underlined headings below tell you what to click on the e-portfolio's navigation menu.

1. Review Objectives	Review objectives from the last post – what's been achieved and what needs to be carried over?			
2. Declarations	Has the trainee signed the declarations for probity, health and educational contract. Have you countersigned the educational contract?			
3. Learning Log – log entries	1. Adequate numbers?		4. Adequate depth? (i.e. reflection)	
	2. Spread over time? (not added last minute)		5. Check validity of linkage to curriculum	
	3. Adequate breadth? (range/types of entries)		6. Is Clinical Supervisor linking to competencies?	
4. Learning Log – NOE	SEAs (3 per 6m)	Case Study/Presentation (1 per 6m)		Reflection on key learning point (for each post)
	Audit/Reflection on QOF/Project (only 1 in entire training scheme, pref in 1 st GP post)			
5. Learning Log – OOH	1. Numbers – 6 sessions per 6m in GP		4. Depth – i.e. reflects and analyses	
	2. Breadth – in terms of cases seen		5. Significant learning points?	
	3. Types of session – eg tphone, visit etc		6. Validity of the linkage	
6. PDP & Educational Courses	<ul style="list-style-type: none"> Is the trainee recording and using the PDP properly? (incl. being actioned and up to date) Are PDPs being written in terms of SMART outcomes? Are there any educational courses the trainee should consider? 			
7. Evidence – CBDs, COTs, CEXs and DOPs	Min requirements per 6m	Mini-CEX or COT	CBD	DOPs
	ST1	3	3	As appropriate
	ST2	3	3	As appropriate
	ST3	6	6	All mandatory
ST3 - Need to obtain all mandatory DOPs supervised and signed off by Final Review				
8. Evidence – CSR + Educator Notes	What themes emerge in terms of R, D, M and p?			
	Look at the 'Educator Notes' – any similar or additional themes?			
9. Evidence – MSFs and PSQs	MSF& PSQ - Are the scores above or near the peer mean? What themes emerge from the comments? This document tells you what needs to be done at what ST stage: http://www.bradfordvts.co.uk/ONLINERESOURCES/00.%20NMRCGP/which%20assessments%20at%20what%20ST%20stage.doc			
10. Curriculum Coverage	Is there a reasonable coverage? Validity of the linkage - click on some statement headings and sample some of the log entries. Look at the weaker areas – can these be achieved in the remainder of their scheme?			
11. Reviews – Self and ES ratings	This must be completed before or at every ESR!			
	Trainee's rating scale – check that they've justified their grade according to the evidence (which should be stated in the comments box). Your rating scores – again, rate them according to the evidence and state this evidence in the comments box (e.g. '6 out of the last CBDs marked as competent, further substantiated by...'). This document is really useful for figuring out where to look for the evidence: http://www.bradfordvts.co.uk/ONLINERESOURCES/00.%20NMRCGP/ED%20SUPERVISION%20AND%20ARCP/evidence%20for%20rating%20scales.doc			
12. Progress to certification	ONLY APPLICABLE TO ST3s GOING ON TO CCT Check CPR/AED cert is ticked. Double check the OOH requirement. All prof. competencies should now be marked as competent (check COT/CBD mapping forms etc).			
13. The Person & the Post	Check how the trainee is – at home and work. Any difficulties? Adequate clinical experience and educational experience? Check 'statement of leave form' – make sure they don't need to make up any 'additional' time taken off.			
14. Agreed Plan	a) Which bits of the curriculum they need to concentrate on in next post b) Educational courses to consider c) Evidence – how they can improve on the quality d) Themes from MSF/PSQ/CSR that need working on e) Anything in 'The Person & the Post' section that needs resolving.			
A Note on OOP	Those trainees 'Out of Programme' (eg maternity, sick or abroad), still need an ES review. If there is substantial evidence in that review period, it needs commenting on. If not, mark the review as 'refer to panel'			