Educational Supervisor Meetings - Checklist

**Initial**

The Educational Supervisor (ES) arranges to meet trainees within the first month of each attachment to:

* Check the trainee has received a HEE Wessex, Trust, Department, and Specialty (as relevant) induction.
* Ensure the trainee has relevant handbooks/knows where to find information – HEE Wessex, Trust, Department, and Specialty.
* Review the trainee’s portfolio, including any feedback from previous placements and ARCP outcome.
* Ensure, because of reviewing portfolio, a learning agreement/PDP is in place detailing trainee learning needs, how these will be developed, and which assessment methods will be used to evaluate whether the trainee is meeting required competencies.
* Ensure trainee has signed off their last ARCP outcome. Explain ramifications for revalidation if trainee does not undertake this.
* Confirm with the trainee you are registered with HEE Wessex as an educational supervisor.

**Mid-Point**

The ES arranges to meet the trainee at the mid-point of each attachment to:

* Discuss and review progress to date. If necessary, amend learning outcomes.
* Review learning portfolio to support trainee development of evidence of competency.
* Ensure that the trainee is appropriately engaging in the assessment process, learning from this, and achieving the expected competencies for the stage and level of training.
* Negotiate remedial efforts if required.
* If there are concerns about progression as a minimal discuss with TPD and/or College/Clinical Tutor.

**End Point of Rotation**

The ES arranges to meet the trainee at the end of each attachment to:

* Review progress to date in relation to the requirements of the curriculum and the learning agreement for the placement.
* Ensure that all appropriate assessments have been completed, review with the trainee which competencies have been met, and amend Professional Development Plan as appropriate, noting what needs to be carried forward to the next rotation and forward plan future trainee learning needs.
* Ensure that all relevant documentation has been completed including that for the ARCP.
* As appropriate, discuss with next educational supervisor trainee’s progression and future learning needs and support required to achieve these.

**Annual Review of Competence Progression**

The ES is responsible for bringing together the structured report which looks at evidence of progress in training and submitting this together with other documentation as required to the ARCP process.  This includes completing the declaration on trainee’s involvement in critical incidents, complaints, probity, and health declarations for revalidation purposes.