

Meeting with your Educational supervisor

Meeting with your ES is essential to ensure your learning needs are established at the start of the programme and monitored during the course of the year.

Trainees and ES's need to meet with each trainee **at least four times** during the year.

Additional meetings should take place if required and recorded appropriately. This will be dependent on the trainees development/pastoral care needs.

1. Initial Appraisal Meeting (usually by end September)

Action required:

- Trainee should arrange meeting with ES within a month of their start date.
- ES to check the trainee has received a local induction and completed relevant documentation.
- Agree and sign the **Educational Agreement**
- Creation of **initial personal development plan (PDP)** and objective setting
- Trainee to upload PDP on their portfolio. **Titled Initial PDP**
- ES to upload meeting summary on portfolio

2. Early Review Meeting (usually by end November)

Action required:

- DCT to arrange meeting
- ES and DCT to review progress against objectives using PDP and portfolio
- Review any concerns/issues trainee may have
- ES to record meeting on portfolio

3. Review meeting prior to interim RCP (usually by mid Jan)

Action required:

- DCT to arrange meeting
- ES and DCT using the RCP checklist, review the evidence for the RCP panel, including all assessments, personal development plan, curriculum completion, skills, trainee reflections and development logs.
- Discuss MSF with trainee prior to release.
- Highlight any areas of concern and Inform the TPD/Adviser in advance if a trainee is unlikely to be awarded a satisfactory outcome.
- Agree the targets the trainee needs to achieve completion resulting in Certificate of Achievement –
- Trainee to create updated PDP
- ES to record meeting on portfolio

It is vital that the ES report is as full as possible as this is a key piece of the evidence to the RCP panel.

- **If on six month rotation DCT will need a new initial meeting for their new rotation (usually by mid-March).**

Action required:

- DCT to arrange meeting
- Initial meeting with Educational Supervisor for new post
- ES to record meeting on portfolio

4. End of Placement (Final) Review Meeting (usually by mid June)

Action required:

- DCT to arrange meeting
- Using the RCP checklist, review the evidence for the RCP panel, including all assessments, personal development plan, curriculum completion, skills and development logs.
- ES to complete a structured report.

It is vital that the report is as full as possible as this is a key piece of the evidence to the RCP panel.

The report should:

- Reflect the learning agreement and agreed objectives.
- Be supported by evidence from the SLEs
- Provide a summary comment regarding overall progress during training period
- Identify the trainee's next steps.
- Highlight any areas of concern and Inform the TPD/Adviser in advance if a trainee is unlikely to be awarded a satisfactory outcome.