

VTS

Date;

Dear Educational Supervisor,

I attach a simple proforma that will help guide you through the e-portfolio collecting data and information prior to the Educational Review.

The proforma can be used as a tick box or to write short notes on when looking at the e-portfolio prior to the actual review, and then helping with feedback during the Educational Review.

It should have the following benefits:

- It will help keep a count of the relevant work place based assessments, as well as providing advice or prompts about the other areas of the e-portfolio.
- It should also help you construct appropriate and helpful feedback for the trainee making the Educational Review more valuable.
- It will help ensure that no aspects of the review are accidentally overlooked or missed out.

It would also help with the tabulation of data if a copy of the proforma could be faxed (or scanned and emailed) to their contact number in the box.

This process would help to reassure the panels that a quality review has taken place and as well as highlighting the Educational Supervisor's Recommendation for the panel.

Your assistance and support is again most appreciated.

Yours sincerely,

**Course Organisers
(Training Programme Directors)**

Quality Proforma for e-Portfolio Educational Supervisor's Review			Please e-mail or fax back to;
Review Period Start: 3.2.2010	End: 3.8.2010		
Date of ESR:	Date of ARCP*: 17.6.2010	*All data <u>must</u> be completed by ARCP date.	

Name of Trainee	Year	Review no	Admin only				
	ST1	1	Y or N				
	ST2	2					
Ed Supervisor	ST3	Other					
Summary of Attachments							
WPBA Over 12m	Min requirements	Mini-CEX or COT	CBD	DOPs	CSR	PSQ	MSF
	ST1	3+3=6	3+3=6	As appropriate	1 for every attachment	1 in 1 st GP post	ST1 5 clinicians
	ST2	3+3=6	3+3=6	As appropriate			None in ST2
	ST3	6+6=12	6+6=12	All mandatory	Not required		ST3 5 +5
Actual							
Certification targets	AKT	CSA	CPR/AED	OOH 72 hrs	Skills	Reviews	
	<i>Any positive or negative comments about the number and quality of the above</i>						
Educational Notes	<i>Are there any previous notes of relevance? Have you made any additional notes or comments?</i>						
PDP	<i>SMART outcomes relevant to GP Are the outcomes completed? Evidence of adult learning Linkage of PDP-learning log</i>						
Learning Log Evidence	<i>Has the trainee linked curriculum statements appropriately? Comments about quality, justification, relevance and range of types of evidence. Is there evidence of adult learning taking place and linking back into PDP? As Ed Supervisor are you linking evidence to professional competencies appropriately?</i>						
Curriculum Coverage	<i>Comments about areas not covered and general depth of coverage</i>						
Skills log	<i>Need to obtain all Mandatory DOPs <u>supervised</u> and signed off by Final Review</i>						
Trainee self-rating	<i>This <u>must</u> be completed before every ESR!</i>						
Professional competencies	<i>All Professional Competencies need to be reviewed and up-dated. Are there any relevant positive or negative comments:</i>						
Finish Review	Quality of evidence						
	Areas to focus on						
Finish review	Recommendation	Satisfactory Green	<input type="checkbox"/>	Unsatisfactory Orange	<input type="checkbox"/>	Concerns Red	<input type="checkbox"/>
	Put "X" in box						
	Comments about Recommendation						
Feed back for Educational Supervisor	Has Review been accepted by Trainee?						
	If the review is an end of year review, is it within 8 weeks of ARCP?						