

## **Dr Denney's 10-Point Guide to Completing an Educational Supervisor Report in the e-Portfolio (*on two sides of A4—I know one would be better!*)**

**Please note:** This is a very abbreviated 10-point guide, and is not an official document. It simply reflects what I do as an Educational Supervisor, and has been created in response to specific requests from GP trainers and GPSTRs. You are advised to read the RCGP *Educational Supervisor Guide to the New Review Functions* - there is a link to this from the e-portfolio, as well as on the RCGP website. In addition to this, there is a link to the changes introduced by version 3 on May 1 2008, also on the login page of the e-Portfolio and individual pages within (at the top).

**Before the review,** ensure that your trainee can provide their paper version of the OOH competency workbook, suitably signed off for each session, and their CPR certificate. For the CPR certificate, this should be entered under course/certificates in the learning log and given a tag "*care of acutely ill*". When the ES/trainer views this, s(he) will be prompted to state whether this fulfils the CPR certificate requirements. Clicking on yes will ensure that the right box gets a green tick at the end of their e-Portfolio. If this is not done, the ES can do this at the time of the final review by clicking in the *Progress To Certification* box in the end page.

### **Step 1**

Login to your trainee's site. Set the date for the review by clicking the appropriate link (*Proceed to Review, then Record New Review*). Put the date as the last possible date for the review period (so that as much evidence can be entered by the trainee as possible), and label it correctly (take care if your trainee is a February starter, part-time, or different in any way eg has taken time off for sickness or maternity leave).

### **Step 2**

Check that all the declarations have been signed off by your trainee, and that you as ES have signed off the educational contract from your end.

### **Step 3**

Go back to the summary page, click on *Evidence*. Check that your trainee has done the minimum requirements for WPBA assessments. Look at enough assessments to get an idea of the accuracy of the links by the CS to the competency headings, the grades given, and the formative feedback (I look at all of them, but you may not feel it is necessary). Make a judgment of the level of difficulty of the cases seen (if they are all very superficial and it is difficult to judge your trainees competency, it is worth noting this in your comments at the end).

### **Step 4**

Look at the individual MSF reports, as these often give very useful information as to performance under the three headings of knowledge, skills, and attitudes. If you have not already released the collated report to the trainee, do so now. Put in some comment as ES.

Look at the PSQ, and do the same. NB Do not release MSF & PSQ reports to trainee if there is something potentially damaging in them. This is better fed back personally, before an electronic report lands in their in-tray.

### **Step 5**

Look at their DOPS. Remember these only need to be completed by the final review at the end of ST3, but may be done throughout their VTS. Look at the actual ratings by the assessor, rather than simply the trainee comments.

## Step 6

Look at the CSR reports—these are often very helpful, and you may want to look back at previous CSR reports to see if there are any ongoing issues, or positive statements.

## Step 7

Go to their shared log and read as many entries as you feel you need to get a good picture of your trainee. Sample from tutorials, reading, OOH entries, clinical encounters, etc. Look at the degree of reflection, and depth as well as breadth of curriculum coverage. (NB Some trainees do extra things such as audit, and these need to be put under something like *professional conversation*, until such time as a suitable heading comes out in another e-Portfolio version).

## Step 8

Look at their PDP—there should be a handful of entries. Check that it fulfils SMART criteria, and does not focus on either the mandatory (eg “pass the AKT, pass the CSA”) or the trivial (eg “find out what the dose of amoxicillin should be”).

## Step 9

Look at curriculum coverage. Are there any obvious gaps, or strange skewing towards one particular area? Click your way through their curriculum statement headings in order to get an idea of whether their tags are reasonable or very tenuous. Now do the same for Competence Areas Feedback. Look at the trainee self rating, which gives more information on their reflective ability and insight.

## Step 10

Proceed to *Final Review*. You now need to check on their AKT and CSA results—it is worth commenting if they have passed very well or failed very badly. Check that they hold a valid CPR and an AED certificate. Look at their OOH competency handbook, and check that they have met the required number of hours (72 per annum pro rata) and fulfilled the OOH competencies, and that the sessions have been verified and signed up in the paper version.

- It is now mandatory to comment on their curriculum coverage, skills log (DOPs) and give feedback
- If you are satisfied they have met the required standard, click on *Satisfactory Progress*
- If there are significant gaps in their assessment, learning log, certificates etc, then you can choose from *Unsatisfactory Progress* or *Panel Opinion Requested*

## **You have now finished the Educational Supervisor review!!**

You need to sign it off by clicking in the time period boxes that correspond to the review period covered. If you have not yet completed the review, and wish to edit it or add to it later, click on Save. When you have finally completed the review and do not intend to return to it, click on Complete and Submit. This sends the report to your trainee, who must then accept it at their end. There is not much choice about this from their point of view, although there is scope for discussion with you, because if they do not accept the review they will not be able to proceed to ARCP and will therefore not be signed up.

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