| Stage of Training : | Initial Meeting | Mid-placement Review | Final Meeting |
| --- | --- | --- | --- |
| % of training: | Date: | Date: | Date: |
| Learning objectives for the placement | 1)  2)  3) | 1)  2)  3) | 1)  2)  3) |
| Planned HLO’s for the placement | 1)  2)  3) | 1)  2)  3) | 1)  2)  3) |
| Local teaching attended |  |  |  |
| Regional teaching attended |  |  |  |
| Teaching delivered |  |  |  |
| Exam status |  |  |  |
| Logbook up to date |  |  |  |
| MTR review |  |  |  |
| MSF review |  |  |  |
| Other relevant activities |  |  |  |
| Study Leave during module *(courses & days)* |  |  |  |
| SPA time taken  *(activities and days)* |  |  |  |
| Other leave taken  *(excluding AL, study leave and sick leave)* |  |  |  |
| Significant health issues |  |  |  |
| Sick leave taken  *(number of days)* |  |  |  |
| SUIs / Untoward incidents |  |  |  |
| Trainee comments |  |  |  |
| Trainer comments |  |  |  |

Guidance notes -

The process to do this is as follows:

1. Open LLLP
2. Go to “PERSONAL ACTIVITY”
3. In the Activity Type drop down menu - pick “SUPERVISORY MEETING”
4. Give it a title and fill in the date (getting the date right is vital for it appearing on ESSR)
5. Enter brief text in the main box summarising the meeting eg “CS meeting with Dr Siddiqui”
6. Open the form as a word or pages document
7. Directly edit real time with the supervisory present
8. Attach it as a SUPPORTING DOCUMENT to the entry - you made need to export it to be a PDF to attach - this is the same with all Pages documents at present. The college are aware of this inconvenient step and is one of the many things being looked into.

We need a record of trainee activities and we trust the trainee to provide an accurate record and representation of activity.

The document does not get sent to the supervisor for approval and remains as a personal activity on the trainees LLLP.

However the supervisor/TPDs/CTs can access it at any time.

Therefore it is important that the clinical supervisor and trainee fill in the document real time together.

The table can be edited to include/remove mid term reviews.