CS form - Draft 2

Module Title:	Initial Meeting	Final Meeting	Comments
% of training:	Date:	Date:	
Learning objectives for module *(add more as required)*	1) 2) 3)	1) 2) 3)	
Units of Training for module *(add more as required)*	1) 2) 3)	1) 2) 3)	
Local teaching attended			
Regional teaching attended			
Teaching delivered			
Exam status			
Logbook up to date			
Annex G progression *(general review - add free text detail as required)*			
MSF review			
Other relevant activites			
Study Leave during module *(courses and number of days)*			
SPA time taken *(activities and days)*			

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% of training:	**Date:**	**Date:**	
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 -

This form is modelled on and adapted from the v5 traffic light document created in the South Yorkshire region for documentation of clinical supervision and progression throughout training module. It is also a record of work scheduling and time management of the trainee during their placement.

We are replacing the traffic light form with this template which the trainee will copy and paste into their LLLP record.

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"

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4) Give it a title and fill-in the date
5) Copy and paste the document above into the "DETAILS" section
6) To do this click once on the whole table and copy and paste
7) It comes up like this with a red square around the whole table
8) Directly edit real time with the supervisory present
9) Add the competencies achieved at your final meeting

There are some significant differences between the portfolio and LLLP and recordings of meetings is one of them.
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.
The supervisor can however 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 and mid term reviews.

Please keep the table in landscape form (as above).
LLLP works better with documents in landscape due to the sizing of the details window.