| Module Title: | Initial Meeting | Mid-placement Review | Final Meeting | Comments |
| --- | --- | --- | --- | --- |
| % of training: | Date: | Date: | Date: |  |
| Learning objectives for module  *(add more as required)* | 1)  2)  3) | 1)  2)  3) | 1)  2)  3) |  |
| Units of Training for module  *(add more as required)* | 1)  2)  3) | 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)* |  |  |  |  |
| 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 attach as a supporting document to 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”
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.
9. Add CURRICULUM COMPETENCES as appropriate for module

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.

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.

Please keep the table in landscape form (as above).

(Any questions please direct to [s.thoms1@nhs.net](mailto:s.thoms1@nhs.net))