

10 Point Guide to Completing an Educational Supervisor Report on the E-Portfolio

On 2 sides of A4 (Ok, one side would be better!)

Nb: this is a much abbreviated guide, and not an official document. It simply reflects what I do as an educational supervisor, and has been created in response to 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. There are also links to the e-portfolio changes here & also on the login page and individual pages of the e-portfolio (at the top). There are guidance, from the Deanery and other VTS schemes.

Before the review, ensure your trainee can provide their paper version of the OOH competency workbook, suitably signed off for each session, and their CPR certificate where relevant. The e-portfolio allows the GPR to make a reflective entry for an OOH shift. This does not give the same info as the OOH handbook entry. After each OOH shift, the usual trainer should verify the shift with the GPR, establish what learning has occurred & note any ongoing learning needs.

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 one: First, when the trainer/ TPD is the ES, you may have to "switch roles" from trainer to educational supervisor by clicking on the box on the left hand side of the screen. Login to your trainee's site. Set the date for the review by clicking the appropriate link, unless already set. (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 e.g. has taken time off for sickness or maternity leave). **Click on Save.**

Step two: 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 three: Go to the summary page and follow the navigator on the left to proceed systematically i.e. now click on Shared log and read as many entries as needed to get a good picture of your supervisee. 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 trainees are expected to do extra things such as audit, SEA and these need to be put under appropriate headings). If appropriate, you could click some entries as "read" & validated by you.

Step four: 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"). Have they completed their objectives, and if not, why not?

Step five. Click on Evidence. Check that your trainee has done the minimum numbers of 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). I also make brief written notes on the paper summarising the evidence and where I found it-this is useful when you get to the Final Review bit

Step six: 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 seven: Look at the individual MSF reports, as these often give very useful information as to performance under the 3 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 to them personally, before an electronic report lands in their in-tray.

Step eight: Using the navigator on the e-portfolio, now under the Reviews; 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- scroll to the bottom of the page, click on "Now proceed to view evidence of professional competences". Record your own ratings of their competence, quoting the evidence for them and where you found it.

Step nine: Go to the Skills Log & look at their DOPs. Remember these only need to be completed by the final review in ST3, but may be done throughout their VTS. Look at the actual ratings by the assessor, rather than simply the trainee comments. Look at the trainee self rating, which gives more information on their reflective ability and insight.

Step ten: Proceed to Final Review. 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 in ST3, pro rata in ST1/2), fulfilled the OOH competencies, and that the sessions have been verified and signed up in the paper version.

Once you have done the above click on the Edit review details under the "Review information". This will open up the Final Review page

It is now mandatory to comment on their curriculum coverage, skills log (DOPs) and give feedback.

Now under the Educational Supervisors recommendation use the drop down, to select your recommendation i.e. if you are satisfied they have met the required standard, click on Satisfactory Progress. If there are concerns, or 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.

MeiLing Denney, Training Programme Director May 1, 2009

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