**MINIMUM EVIDENCE FOR SELF-ASSESSMENT APPLICATION FORM**

**Educational/ Foundation Supervisor**

Part A - The Educational/Foundation Supervisor should complete Part A, embedding appropriate evidence.

Assessor will comment against this evidence in Part B

Part B - Assessor’s comments on Educational/Foundation Supervisor’s use of the ePortfolio

Part C - Assessor’s summary and recommended outcome

 **One form per Educational/ Foundation Supervisor**

|  |  |
| --- | --- |
| **Name of Educational/Foundation Supervisor:** |  |
| **Name of training practice:** |   |
| **Initials and status of trainee(s) (F2, ST1/2/3, LTFT, MAT leave etc)** |  |
| **Date of Submission** |  |
| ***Deanery Use:*****Name of person completing assessment:** |  | **Date:** |
| ***Deanery Use:*****Name of second Reviewer** |  | **Date:** |

**Evidence from Educational/Foundation Supervisor:**

|  |  |  |  |
| --- | --- | --- | --- |
| **A** | **Evidence** | **The Educational/Foundation Supervisor’s Evidence** | **Assessor’s Comments** |
| 1 | Educational PDP (Please embed) |  |  |
| 2 | Educational/Foundation Supervisor’s update training, bench marking and experience since last assessmente.g. Experienced Trainer Course, Consultation Course, Nuts & Bolts Course, Tutorial CourseFaculty Day, Trainers’ Group attendancePractice Visits |  |  |
| 3 | Educational/Foundation Supervisor’s timetable showing clearly time available for teaching (which includes assessment and supervision) |  |  |
| 4 | Actions from requirements/observations from last approval visit  |  |  |
| 5 | Feedback on Tutorials & Placements (please embed Feedback from Trainee e.g. Tynedale questionnaire) |  |  |
| 6 | List any other teaching done e.g. VTS scheme and feedback on this teaching |  |  |

**ePortfolio Assessment (Educational Supervisors only)**

|  |  |  |
| --- | --- | --- |
| **B** | **ePortfolio Area** | **Please comment on**  |
| **1** | **Educational Supervisor’s use of Educator Notes[[1]](#endnote-1)** | Highlights: |
| Requirements/ Observations |
| **2** | **Feedback:****Log Entries[[2]](#endnote-2)****(**curriculum validation, competence validation and comments) | Highlights: |
| Requirements/ Observations: |
| **3** | **COTs[[3]](#endnote-3)** | Highlights: |
| Requirements/ Observations: |
| **4** | **CBDs3** | Highlights: |
| Requirements/ Observations: |
| **5** | **CSR /ESR** | Highlights: |
| Requirements/ Observations: |

**Summary (Assessor)**

|  |  |
| --- | --- |
| **C** | **Brief summary of Evidence** |
| **Highlights** |
| **Requirements** (any comments in this box will trigger further review by the GP Dean) |
| **Observations** (formative) |
| **Approval – Yes/No** |  |

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| **Please be aware that this form will be shared with the applicant in its entirety. If you do not wish this please indicate this clearly and provide the reason** |

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| **Comments of Second Reviewer** |

**Guide for Assessors to assess Educational Supervisor as educator on e-portfolio:**

1. Educators notes:

 How Educational Supervisors are using e.g.

	* Plan for learning needs
	* Educational Supervisor log for tutorials/teaching
	* Commending on achievements/highlights of Trainee
	* Any details to help ARCP for trainee in difficulty
	* Communication between Programme Director/ Educational Supervisors/ Trainee [↑](#endnote-ref-1)
2. Log entries:

	* Date shared
	* Date Educational Supervisor reviewed and gave feedback
	* Quality of feedback reflective/educational component
	* Identifying Trainee’s learning need and advice for development
	* Curriculum linkage
	* Competence linkage
	* Justification of adding/removing curriculum/competence inappropriate linkages by the Trainees [↑](#endnote-ref-2)
3. CBD/COT feedback

	* Selective use of ‘competent’ rating?
	* Do Educational Supervisor’s comments contain useful suggestions?
	* Do they allow an understanding of what went on? [↑](#endnote-ref-3)