**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 assessment  e.g. Experienced Trainer Course, Consultation Course, Nuts & Bolts Course, Tutorial Course  Faculty Day,  Trainers’ Group attendance  Practice 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** | |  |

|  |
| --- |
| **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** |

|  |
| --- |
| **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)