

Summary sheet –see manual for assessment numbers and detailed explanation

Portfolio – check posts and dates correct and any declarations completed	
Beginning of each Placement	
Meeting with supervisor for placement planning meeting – complete placement planning learning log	
Add PDP for each placement	
During Placement	
3 clinical case reviews per month*	
1 other learning log entry per month*	
Complete assessments regularly throughout placement	
MiniCEX, COT, Audio-COT	
CbD / CAT	
MSF	
CEPS – complete throughout training programme - 5 observed mandatory CEPS and range of others - latter to be added to learning log	
QIP in ST1/2	
Prescribing assessment / leadership activity / PSQ in ST3	
Towards end of Placement	
Meet with clinical supervisor to complete CSR **	
Complete PDP for placement	
During each calendar year – you need to ensure you have completed;	
BLS or equivalent and AED	
Child safeguarding level 3 - if any posts during the year included children	
Adult safe guarding level 3	
Learning event analysis and (Significant event analysis if applicable)	
Reflection on involvement in quality improvement activities	
Mid Year - approximately 6 months into each calendar year	
Arrange meeting with ES for interim ES review***– complete review paperwork prior to meeting	
End of year prior to Annual Review of Competency Progression Panel ARCP	
Arrange meeting with ES for ES review– complete review paperwork prior to meeting and any outstanding PDPS and action plans prior to review	
Attach Urgent Unscheduled Care log if contractually required	
Add Form R to learning log	

* Full time equivalent

** CSR in Primary Care post if CS different from ES, insufficient evidence in portfolio to give a full enough picture or either trainee or supervisor feel it is necessary

***Interim ESR if trainee progressing satisfactorily – otherwise full ESR needed