**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** |  | |
| **ES /Foundation Supervisor e-mail address:** |  | |
| **Practice name(s):** |  | |
| **Trainee(s) GMC number and grade/placement type (F2, ST1/2/3, LTFT, MAT leave etc)** |  | |
| **Date of Submission by trainer** |  | |
| ***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** | |  |

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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)