

How to gain PSG feedback using the HEE Horus Foundation ePortfolio

Background

One of the responsibilities of the Clinical Supervisor (CS) is to seek formal feedback from the Placement Supervision Group (PSG) regarding the foundation doctor's (FD's) progress during the placement. This feedback helps inform the 'CS End of Placement Report' which includes recording the FD's achievement of competences and whether the FD has met or exceeded the minimum levels of performance required for sign off of each of the foundation curriculum outcomes known as foundation professional capabilities (FPC).

The PSG members consist of: **doctors more senior than F2**, (at least one consultant or GP), **senior nurses** and **allied health professionals**. The PSG are responsible for: **observing** the FD's performance in the workplace, **undertaking and facilitating** supervised learning events (SLEs) and **providing structured feedback** to the FD and their named CS.

New functionality in Horus has been introduced to support the CS by making the process more efficient and enabling additional foundation colleagues with agreement from the CS, to **request** feedback from the PSG on behalf of the CS. The other foundation colleagues are Educational Supervisors (ES), Foundation Programme Directors / Tutors (FPD/T) and administrators.

Step by Step Guide on requesting PSG feedback

Please note: The screen shots in the following guidance are from the HEE Horus ePortfolio training site and the foundation doctor (FD) details are fictitious.

1) Once you are logged in to Horus - click on the '**Trainer menu**' tab from the top menu bar and click on '**Supervising**' to reveal your assigned FD(s). Then click '**Open**' to open their ePortfolio

This is the training version of Horus ePortfolio. You can find the...

Horus ePortfolio

[Home](#) [Admin menu](#) [Trainer menu](#) [Forms \(start new\)](#) [ARCP panels](#)

Trainer menu:

- Supervising
- Activity summary

Supervising

Foundation Doctors under your supervision (most recent first).

Start typing to filter the results in the table:

Foundation Doctor	Supervision Details	Portfolio
Nadia Bailey	Educational supervisor (03-Apr-2019 until 31-Jul-2019) Educational supervisor (05-Dec-2018 until 02-Apr-2019) Educational supervisor (01-Aug-2018 until 04-Dec-2018) Clinical supervisor (01-Aug-2018 until 04-Dec-2018) Educational supervisor (04-Apr-2018 until 31-Jul-2018) Clinical supervisor (04-Apr-2018 until 31-Jul-2018) Educational supervisor (06-Dec-2017 until 03-Apr-2018)	

How to gain PSG feedback using the HEE Horus Foundation ePortfolio

2) Click on the arrow on the drop-down menu on the right-hand side to reveal the sections of the ePortfolio. Select **'Placement Supervision group'**

This is the training version of Horus ePortfolio. You can find the [live version here](#).

Horus ePortfolio NHS Health Education England

Home Admin menu ▾ Trainer menu ▾ Forms (start new) ARCP panels Help A.Burton Sign out

Nadia Bailey, F2

Foundation doctor details

Email:	
GMC number:	1000503
Medical school name:	Newcastle (University of), Newcastle Biomedicine, The Medical School This will appear on ARCP documentation and certificates.
Last logged in:	01-Nov-2018

F2: Nadia Bailey (2018-19) ▾

- Close Portfolio
- Overview
- Contents
- Curriculum
- PDP
- Reflection
- TAB
- Career Planning
- e-LIH
- Concerns
- Placement supervision group

3) Select **'Manage PSG Feedback'** next to the relevant placement.

This is the training version of Horus ePortfolio. You can find the [live version here](#).

Horus ePortfolio NHS Health Education England

Home Admin menu ▾ Trainer menu ▾ Forms (start new) ARCP panels Help A.Burton Sign out

Nadia Bailey, F2

Placement Supervision Group Feedback

Placements

General Practice (01-Aug-2018-04-Dec-2018)	Manage PSG Feedback
Emergency Medicine (05-Dec-2018-02-Apr-2019)	Manage PSG Feedback
General surgery (03-Apr-2019-31-Jul-2019)	Manage PSG Feedback

4) Select **'Request feedback'** or if it is the wrong placement you can select **'Choose another placement'** to take you back to previous screen

This is the training version of Horus ePortfolio. You can find the [live version here](#).

Horus ePortfolio NHS Health Education England

Home Admin menu ▾ Trainer menu ▾ Forms (start new) ARCP panels Help A.Burton Sign out

Nadia Bailey, F2

PSG feedback

Emergency Medicine: 05-Dec-2018 - 02-Apr-2019 [Not Placed (Northern)]

No Placement Supervision Group Individual Feedback forms found for this placement.

Choose another placement

Request feedback

How to gain PSG feedback using the HEE Horus Foundation ePortfolio

5) Complete the 'Full name' and 'Email address' and select 'Send feedback request'. An email is sent to the PSG colleague.

Home Admin menu ▾ Trainer menu ▾ Forms (start new) ARCP

Placement Supervision Group Feedback

Foundation doctor: **Nadia Bailey, F2**
Placement: **Emergency Medicine** 05-Dec-2018 - 02-Apr-2019 [Not Placed (Northern)]

Nominate placement supervision group member to provide feedback

Full name *
Peter Purple

Email address *
in4465@gmail.com

Send feedback request

6) The next screen informs you that the request has been sent (see green banner) and gives you an option of sending a reminder at a later date to an individual, if you do not receive any feedback.

Horus ePortfolio NHS Health Education England

Home Admin menu ▾ Trainer menu ▾ Forms (start new) ARCP panels Help A.Burton Sign out

Your Placement Supervision Group Feedback Request has been sent.

Nadia Bailey, F2 Choose another placement

PSG feedback Request feedback

Emergency Medicine: 05-Dec-2018 - 02-Apr-2019 [Not Placed (Northern)]

Requested	PSG member	Feedback
24-Jan-2019	Peter Purple	Recent reminder sent Last reminder: 24-Jan-2019

7) You repeat the process of selecting 'Request feedback' each time to as many of the PSG members as you wish and this generates a list. see screen shot below.

Horus ePortfolio NHS Health Education England

Home Admin menu ▾ Trainer menu ▾ Forms (start new) ARCP panels Help A.Burton Sign out

Your Placement Supervision Group Feedback Request has been sent.

Nadia Bailey, F2 Choose another placement

PSG feedback Request feedback

Emergency Medicine: 05-Dec-2018 - 02-Apr-2019 [Not Placed (Northern)]

Requested	PSG member	Feedback
24-Jan-2019	Peter Purple	Recent reminder sent Last reminder: 24-Jan-2019
24-Jan-2019	Polly Pink	Recent reminder sent Last reminder: 24-Jan-2019
24-Jan-2019	Garath Grey	Recent reminder sent Last reminder: 24-Jan-2019

Angela Burton, Northern Foundation School angela.burton@hee.nhs.uk
Health Education England, working across north east and north Cumbria,

How to gain PSG feedback using the HEE Horus Foundation ePortfolio

Please Note: PSG members do not need to have a Horus account to participate in this process. Make sure you have your list of names and email addresses ready before you start the process.

8) Each PSG member will receive an email with a link to complete the PSG feedback form (see below). They can click directly on the link or if preferred or if firewall security won't allow to click on web links, then they can copy the url and paste into their web browser

Horus ePortfolio
Horus: Placement Supervision Group Individual Feedback Form
To: angela.burton4465@gmail.com

Inbox - Google 12:44 HE

Horus ePortfolio
For foundation doctors in England.

Dear Peter Purple

The Clinical Supervisor Dr Angela Burton would like you to complete a Placement Supervision Group (PSG) Individual Feedback Form about foundation doctor Dr Cletus Kuhn.

[Go to the PSG Individual Feedback Form](#)

Within any placement, an individual healthcare professional is unlikely to build up a coherent picture of the overall performance of an individual foundation doctor. Whenever possible, the named clinical supervisor will seek information from senior healthcare professionals who will work with the foundation doctor during the placement. These colleagues will function as a placement supervision group, commenting on whether the foundation doctor's clinical and professional practice is expected to meet or exceed the minimum levels performance required for sign off in each of the 20 foundation professional capabilities at the end of the year.

The PSG is responsible for providing structured feedback to the clinical supervisor. Therefore, please fill in the form as soon as possible or let us know if you are unable to have any questions via the contact details at the end of this email. Your assistance in this matter is greatly appreciated.

If you prefer not to click links in emails below is the full url.

<https://hee-horus-training-web.azurewebsites.net/portfolio-item/feedback/kFaSlavAs7AjKx2T>

Thank you for your co-operation.

Horus is the ePortfolio for foundation doctors in England. It has been developed and is maintained by NHS Health Education England.

Please don't reply to this email address as it is not monitored.
For further advice please visit the Horus support site or contact your local Horus ePortfolio/postgraduate centre administrator in the first instance.
Horus support site: <https://supporthorus.hee.nhs.uk>
Horus helpdesk (technical queries): servicedesk.horus@hee.nhs.uk
Horus ePortfolio: <https://hee-horus-training-web.azurewebsites.net/login>

How to complete the individual PSG form

9) Once you have clicked on the link you will see your PSG Individual Feedback form. Your name will already be completed on the form. You will then need to complete 'Your Job Title' and 'Your Grade' see below.

Placement Supervision Group Individual Feedback Form

The Clinical Supervisor Angela Burton would like you to complete a Placement Supervision Group (PSG) Individual Feedback Form about foundation doctor Dr Cletus Kuhn.

Foundation Doctor details:

Foundation Doctor: Cletus Kuhn (1000502)
Date feedback requested: 29/11/2017
Supervisor: Angela Burton () Angela.Burton@hee.nhs.uk

Placement Supervision Group - Information and responsibilities

By completing this form members of the Placement Supervision Group are taking responsibility for describing accurately the foundation doctor's performance in the workplace and highlighting any areas of excellence or areas of concern. This form is not an additional assessment. The information will be used to help the Clinical Supervisor. The information will be used to help the Clinical Supervisor support the doctor and also feed into the Clinical Supervisor's End of Placement Report.

Your name *
Peter Purple

Your job title *
Cardiologist

Your grade *
Consultant

Angela Burton, Northern Foundation School angela.burton@hee.nhs.uk
Health Education England, working across north east and north Cumbria,

How to gain PSG feedback using the HEE Horus Foundation ePortfolio

10) As you scroll down the form you will see other sections you need to complete.

Record of SLE's. Tick which SLE's you have or have not completed . . .

Record of Supervised Learning Events

Please indicate if you have observed any of the following supervised learning events during this placement.

Mini-CEX *

- ☒ Yes
☐ No

DOPS *

- ☐ Yes
☒ No

Case-based Discussion *

- ☒ Yes
☐ No

Developing the Clinical Teacher *

- ☐ Yes
☒ No

Record of Observed performance in the workplace. This relates specifically to the 4 Sections in the Foundation Curriculum and the 20 Foundation Professional Capabilities (FPC's) training outcomes. Your rating options are '**No concern**' '**Some concern**' or '**Major concern**'

To focus your feedback, click on the information icon ⓘ to reveal the detailed criteria of the FPC's (curriculum outcomes) that are contained in each section and then click on your rating and comment in the box provided e.g. see screen shot of Section 1 below

Observed performance in the workplace

Section 1

Professional behaviour and trust: ⓘ

- ☒ No Concern
☐ Some Concern
☐ Major Concern

- Acts professionally
- Delivers patient centred care and maintains trust
- Behaves in accordance with ethical and legal requirements
- Keeps practice up to date through learning and teaching
- Demonstrates engagement in career planning

Please provide a comment to support and justify the assessment rating for section 1 of the FP Curriculum 2016. Particular attention to any areas of concern should be recorded. Please be as specific as possible:



Section 2

Communication, teamworking and leadership: ⓘ

- ☐ No Concern
☐ Some Concern
☐ Major Concern

Please provide a comment to support and justify the assessment rating for section 2 of the FP Curriculum 2016. Particular attention to any areas of concern should be recorded. Please be as specific as possible:

How to gain PSG feedback using the HEE Horus Foundation ePortfolio

Below each of the 4 sections there is a comment box. Please comment as this provides valuable feedback for the Supervisor and the FD.

If you select '**Some**' or '**Major concern**' then the FPC's (curriculum outcomes) open up automatically below the comment box for you to select further, as you will need to distinguish which outcome you have concern about. Then add your comment to support and justify your assessment rating in the comment box in that section. See below

Section 1

Professional behaviour and trust: * ⓘ

☐ No Concern

☒ Some Concern

☐ Major Concern

Please provide a comment to support and justify the assessment rating for section 1 of the FP Curriculum 2016. Particular attention to any areas of concern should be recorded. Please be as specific as possible:

1. Acts professionally: * ⓘ

☐ No Concern

☒ Some Concern

☐ Major Concern

2. Delivers patient centred care and maintains trust: * ⓘ

☒ No Concern

☐ Some Concern

☐ Major Concern

3. Behaves in accordance with ethical and legal requirements: * ⓘ

☒ No Concern

☐ Some Concern

☐ Major Concern

4. Keeps practice up to date through learning and teaching: * ⓘ

☒ No Concern

☐ Some Concern

11) At the end of the form is a final comment box for an overall judgement comment. Once the form is completed select '**Submit feedback**'

Section 4

Safety and quality: * ⓘ

☐ No Concern

☐ Some Concern

☐ Major Concern

Please provide a comment to support and justify the assessment rating for section 4 of the FP Curriculum 2016. Particular attention to any areas of concern should be recorded. Please be as specific as possible:

Other comments

Any other comments

Submit feedback

How to gain PSG feedback using the HEE Horus Foundation ePortfolio

12) Your next screen will inform you your PSG form has been saved

Horus ePortfolio

Form saved

Thank you, this form has now been saved, no further action required.

How to view PSG feedback

13) Repeat steps 1-3 on (page 1 & page 2 of this guidance) Once you have selected 'Manage PSG Feedback' next to the relevant placement, you will see how many responses you've requested and how many you have received.

Nadia Bailey, F2

Choose another placement

PSG feedback

Request feedback

Emergency Medicine: 05-Dec-2018 - 02-Apr-2019 [Not Placed (Northern)]

Requested	PSG member	Feedback
24-Jan-2019	Peter Purple	View Completed: 24-Jan-2019
24-Jan-2019	Polly Pink	View Completed: 24-Jan-2019
24-Jan-2019	Garath Grey	View Completed: 24-Jan-2019

14) Select 'View' to see each individual feedback form then click 'Close'.

Placement Supervision Group Feedback (F2)

Close

Name of Foundation Doctor Dr Nadia Bailey	GMC Number 1000503
Training period from: 05-Dec-2018	Training period to: 02-Apr-2019
Local Education Provider Not Placed (Northern)	Specialty Emergency Medicine
Date last updated 24-Jan-2019	

Placement Supervision Group - Information and responsibilities

By completing this form members of the Placement Supervision Group are taking responsibility for describing accurately the foundation doctor's performance in the workplace and highlighting any areas of excellence or areas of concern. This form is not an additional assessment. The information will be used to help the Clinical Supervisor support the doctor and will also feed into the Clinical Supervisor's End of Placement Report.

NOTE: The PSG summary can be released at the discretion of the supervisor, with no minimum number of responses needed. Although your name will not be shown to the foundation doctor, note that **this means your responses will not necessarily be anonymous.**

Member name: *
Peter Purple

Your job title *
EM specialist

Member email: *
angela.burton4465@gmail.com

Your grade *
Consultant

Angela Burton, Northern Foundation School angela.burton@hee.nhs.uk
Health Education England, working across north east and north Cumbria,

How to gain PSG feedback using the HEE Horus Foundation ePortfolio

Please Note: Only the names of the PSG members who submitted feedback will be auto-populated into the CS end of placement report and these names will be seen by the foundation doctor, their supervisors and administrators once the report has been submitted. See screen shot below.

This form has been marked complete. It's now available to the Foundation Doctor.

Clinical Supervisors End of Placement Report (F1) Close

Name of Foundation Doctor Dr Cletus Kuhn	GMC Number 1000502
Training period from: 02-Aug-2017	Training period to: 05-Dec-2017
Local Education Provider Not Placed (Northern)	Specialty Cardiology
Date last updated 29-Nov-2017	
map to curriculum	

Placement Supervision Group

The following individuals from the foundation doctor's placement supervision group contributed to this end of placement report.

Name	Job title	Grade
Gareth Grey	Pharmacist	senior
Polly Pink	Ward Sister	Senior Band 7
Peter Purple	Cardiologist	Consultant

Are there any other individuals from the foundation doctor's placement supervision group that contributed to this end of placement report?:

No entries have been made here.

By completing this form the clinical supervisor and Placement Supervision Group are taking responsibility for describing accurately this foundation doctor's performance in the workplace and highlighting any areas of excellence or areas of concern which may require educational support.

Horus will be developing a PSG feedback summary report during 2018/2019, which will allow foundation doctors, their supervisors and administrators to see an anonymized summary of the feedback received from PSG members (in a similar way to the TAB summary). Further details will be published when available.

Acknowledgements

I would like to thank HEE Horus Foundation ePortfolio Team for the use of the screen shots in this guidance document, from the Horus training site.



This work is licensed under a [Creative Commons Attribution-NonCommercial-NoDerivs 3.0 Unported License](#).

Angela Burton, Northern Foundation School angela.burton@hee.nhs.uk
Health Education England, working across north east and north Cumbria,