

Combined Induction Meeting with Clinical Supervisor & Initial Meeting with Educational Supervisor

Date of meeting

Foundation doctor

Name of Foundation Doctor	
GMC No	
Training period from	
Training period to	
Local education provider	
Specialty	

Supervisor's role

<input type="checkbox"/>	Joint educational and clinical supervisor
<input type="checkbox"/>	Educational supervisor only - please complete the "Initial Meeting with Educational Supervisor" form instead
<input type="checkbox"/>	Clinical supervisor only - please complete the "Induction Meeting with Clinical Supervisor" form instead

Educational Responsibilities

It is important that the educational supervisor and the foundation doctor agree a personal development plan (PDP) as part of their initial meeting.

Have you agreed a personal development plan for this placement?*

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

If you have not agreed a PDP, please complete the following:

<-- Only appears if "No" selected above

When will the PDP be agreed?:

<-- Only appears if "No" selected above
<-- Date widget

Do you want to generate a PDP following completion of this meeting form?*

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

<-- Only appears if "No" selected above
<-- If "Yes" selected, submission of this form should open a new PDP form.

Please record any comments or notes as discussed and agreed during the meeting:

Clinical Responsibilities

Give a brief description of the placement; for example general practice in a rural setting; haematology in university teaching hospital: *

During this placement, the foundation doctor will be able to achieve a number of the FPCs.

<-- This text is for information only - it is not a question
Only appears when the tooltip is hovered over/clicked on:

Section 1: Professional behaviour and trust

Section 2: Communication, teamworking and leadership

Section 3: Clinical care

Section 4: Safety & quality

Tooltip 1
Tooltip 2
Tooltip 3
Tooltip 4

Tooltip 1
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

Tooltip 3
Recognises, assesses and initiates management of the acutely ill patient
Recognises, assesses and manages patients with long term conditions
Obtains history, performs clinical examination, formulates differential diagnosis and management plan
Requests relevant investigations and acts upon results
Prescribes safely
Performs procedures safely
Is trained and manages cardiac and respiratory arrest
Demonstrates understanding of the principles of health promotion and illness prevention
Manages palliative and end of life care

Particular opportunities / areas of focus during this placement are:

Tooltip 2
Communicates clearly in a variety of settings
Works effectively as a team member
Demonstrates leadership skills

Placement Supervision Group (PSG)

Tooltip 5

Tooltip 5
[Extract from Foundation Programme Curriculum 2016 p.23] 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.

Tooltip 4
Recognises and works within limits of personal competence
Makes patient safety a priority in clinical practice
Contributes to quality improvement

Are you able to identify the likely members of the PSG for this placement at this point? *

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Question below appears if "Yes" selected.
Question below doesn't appear if "No" selected.

The following individuals may form the PSG for this placement:

Note that this will not start the PSG feedback request process - this needs to be done separately near the end of the placement.

Mandatory question if 'Yes' selected above - at least one entry required.

Name	Job Title	Grade

1. Have you been advised who your educational supervisor is and given contact details? *

Yes
 No

2. Are you aware of the requirements for satisfactory completion of your foundation year (including the benefits and required number of assessments and supervised learning events (SLEs) etc)? *

Yes
 No

3. Are there any practical procedures you feel you need extra support with in this placement? *

Yes
 No

Tooltip 6

Question below appears if "Yes" selected.

Tooltip 6

The GMC Core Procedures are: 1. Venepuncture, 2. IV cannulation, 3. Prepare and administer IV medications and injections, 4. Arterial puncture in an adult, 5. Blood culture from peripheral sites, 6. Intravenous infusion including the prescription of fluids, 7. Intravenous infusion of blood and blood products, 8. Intravenous infusion including the prescription of fluids, 9. Injection - subcutaneous (e.g. insulin or LMW heparin), 10. Injection - intramuscular, 11. Perform and interpret an ECG, 12. Perform and interpret peak flow, 13. Urethral catheterisation (male), 14. Urethral catheterisation (female), 15. Airway care including simple adjuncts (e.g. Guedel airway or laryngeal masks).

If yes, explain below. *

Mandatory question if "Yes" selected above.

4. Have you been given clear advice as to what is expected of you in your position? *

Yes
 No

5. Do you know how to use the e-portfolio? *

Yes
 No

6. Have you been given training and access to the necessary IT systems for you to fulfil your workload? *

Yes
 No

7. Do you know what your work schedule and work intensity are and how to contact the trust's guardian of safe working?

Yes
 No

8. Have you been told how to book leave (including study leave if appropriate)? *

Yes
 No

9. Are you familiar with your new place of work? *

Yes
 No

10. Do you feel competent to use any essential equipment which you will be required to operate? *

Yes
 No

11. Have you been told who to contact for clinical advice in hours? *

Yes
 No

12. Have you been told who to contact for clinical advice out of hours? *

Yes
 No

13. Do you know how to order investigations and access their results in and out of hours, if appropriate to your role? *

Yes
 No

14. Do you know how to access guidelines which may be helpful to you? *

Yes
 No

15. Do you know who to contact if you have personal concerns? *

Yes
 No

Note: By signing this form you are agreeing to follow the GMC standards for trainers (<http://www.gmc-uk.org/education/standards.asp>).

Supervisor details

Name	
GMC Number	
Email	

Signatures

Educational Supervisor signature:	
Date signed by Educational Supervisor:	

Foundation Doctor signature:	
Date signed by Foundation Doctor:	