

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

HLO 1. An accountable, capable and compassionate doctor
HLO 2. A valuable member of the healthcare workforce
HLO 3. A professional responsible for their own practice and portfolio development

Tooltip 1

Tooltip 2

Tooltip 3

Tooltip 4

<-- This text is for information only - it is not a question

Tooltip 1

FPCs are the 13 foundation professional capabilities listed in the FP Curriculum (2021).

Tooltip 2

FPC 1: Clinical Assessment
FPC 2: Clinical Prioritisation
FPC 3: Holistic Planning
FPC 4: Communication and Care
FPC 5: Continuity of Care

Tooltip 4

FPC 11: Ethics and Law
FPC 12: Continuing Professional Development
FPC 13: Understanding Medicine

Particular opportunities / areas of focus during this placement are:

Tooltip 3

FPC 6: Sharing the Vision
FPC 7: Fitness to Practice
FPC 8: Upholding Values
FPC 9: Quality Improvement
FPC 10: Teaching the Teacher

Placement Supervision Group (PSG)

Tooltip 5

Tooltip 5

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.

NOTE: A Placement Supervision Group assessment (PSG) is required in at least one placement at F1 and one at F2. Please complete the separate PSG request form towards the end of the placement.

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

☐ Yes
☐ No

Question below appears if "Yes" selected.

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

The following colleagues are likely to work with the trainee, be a member of the PSG and provide written feedback for the trainee for this placement:

NOTE: This does not start the PSG request process - Please complete the separate PSG request form towards the end of the placement.

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

Name	Job Title	Grade

NOTE: A Placement Supervision Group assessment (PSG) is required in at least one placement at F1 and one at F2. Please complete the separate PSG request form towards the end of the placement.

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

☐ Yes
☐ No

If no, give further information below:

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

☐ Yes
☐ No

If no, give further information below:

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

Tooltip 6

Tooltip 6

(GMC's Outcomes for graduates – Practical skills and procedures) (https://www.gmc-uk.org/-/media/documents/practical-skills-and-procedures-a4_pdf-78058950.pdf?la=en&hash=9585CB5CA3DA386B768F70DAD3F62170C2E987E5)

☐ Yes
☐ No

Question below appears if "Yes" selected.

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

If no, give further information below:

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

☐ Yes
☐ No

If no, give further information below:

6. Do you understand how to plan for and use time for self-development to achieve your curriculum outcomes (for personal and career development) and portfolio completion? *

☐ Yes
☐ No

If no, give further information below:

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

☐ Yes
☐ No

If no, give further information below:

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

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

If no, give further information below:

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

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

If no, give further information below:

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

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

If no, give further information below:

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

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

If no, give further information below:

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

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

If no, give further information below:

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

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

If no, give further information below:

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

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

If no, give further information below:

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

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

If no, give further information below:

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

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

If no, give further information below:

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Note to supervisor: By signing this form you are agreeing to follow the GMC standards for trainers (https://www.gmc-uk.org/-/media/documents/promoting-excellence-standards-for-medical-education-and-training-0715_pdf-61939165.pdf).

Supervisor details

Name	
GMC Number	
Email	

Signatures

Educational Supervisor signature:	
Date signed by Educational Supervisor:	