

**Combined: Induction meeting with clinical supervisor & initial meeting with education supervisor**

I am the joint educational and clinical supervisor

<b>Date of meeting:</b>			
<b>Name of foundation doctor:</b>		<b>GMC number:</b>	
<b>Training period From:</b>		<b>To:</b>	
<b>Local education provider:</b>		<b>Specialty:</b>	

Educational responsibilities:

<p>Have you agreed a personal development plan for this placement? <i>If not; when will this be agreed?</i></p>

Clinical responsibilities:

<p>Give a brief description of the placement; <i>for example general practice in a rural setting; haematology in university teaching hospital.</i></p> <p>TEXT box</p>
--

<p>Identify specific outcomes from the <i>Foundation Programme Curriculum</i> which the foundation doctor is expected to develop during this placement</p> <p>[Fn: drop down list of those outcomes and procedures set out in the Personal and Professional Development Section – can generate up to 50 options]</p>
--

1. Have you been advised who your educational supervisor is and given contact details?  
Yes  No  [Fn: ticking no should then automatically generate a text box]
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  [Fn: ticking no should then automatically generate a text box]
3. Have you been given clear advice as to what is expected of you in your position?  
Yes  No  [Fn: ticking no should then automatically generate a text box]
4. Do you know how to use the e-portfolio?

- Yes  No  [Fn: ticking no should then automatically generate a text box]
5. Have you been given training and access to the necessary IT systems for you to fulfil your workload?  
Yes  No  [Fn: ticking no should then automatically generate a text box]
  6. Have you been told what your working pattern will be and the banding associated with the post?  
Yes  No  [Fn: ticking no should then automatically generate a text box]
  7. Have you been told how to book leave (including study leave if appropriate)?  
Yes  No  [Fn: ticking no should then automatically generate a text box]
  8. Are you familiar with your new place of work?  
Yes  No  [Fn: ticking no should then automatically generate a text box]
  9. Do you feel competent to use any essential equipment which you will be required to operate?  
Yes  No  [Fn: ticking no should then automatically generate a text box]
  10. Have you been told who to contact for clinical advice in hours?  
Yes  No  [Fn: ticking no should then automatically generate a text box]
  11. Have you been told who to contact for clinical advice out of hours?  
Yes  No  [Fn: ticking no should then automatically generate a text box]
  12. Do you know how to order investigations and access their results in and out of hours, if appropriate to you role?  
Yes  No  [Fn: ticking no should then automatically generate a text box]
  13. Do you know how to access guidelines which may be helpful to you?  
Yes  No  [Fn: ticking no should then automatically generate a text box]
  14. Do you know who to contact if you have personal concerns?  
Yes  No  [Fn: ticking no should then automatically generate a text box]

***Signed by foundation doctor***

***Signed by the joint educational and clinical supervisor***

Signature:	Signature:
Name (print):	Name (print):
Date:	Date: