

## How to complete the educational supervisor's end of placement report

### Guidance for educational supervisors

#### What is an educational supervisor's end of placement report?

The educational supervisor's report will indicate whether the foundation doctor's trajectory is likely to meet or exceed the expected minimum levels of performance required for sign off for each of the 20 foundation professional capabilities at the end of the year of training.

The educational supervisor's end of placement report draws upon the following areas to provide a judgment about a foundation doctor's performance:

- clinical supervisor's end of placement report
- the e-portfolio
- engagement in supervised learning events
- attendance at formal educational events
- information from the placement supervision group
- team assessment of behaviour (TAB) feedback
- and any other appropriate sources

Remember, that the educational supervisor's end of placement reports are used as part of the process to inform the overall F1/F2 end of year report and the ARCP process for each foundation doctor.

#### Who should complete the educational supervisor's end of placement report?

Only the educational supervisor should complete this report.

#### How do I access the form?

The educational supervisor end of placement report form is hosted with the foundation e-portfolio. A sample form is also available [here](#).

#### How does it work?

The educational supervisor's end of placement report requires review of the clinical supervisor's report along with the evidence provided within the e-portfolio and other sources.

Whilst engagement with supervised learning events (SLEs) and evidence of curriculum coverage must be taken into account, the overall judgement should include a triangulated view of each foundation doctor's day to day work performance. This includes evidence of participation in, and attendance at, educational activities, appraisals and the learning process.

## Rating the foundation doctor's evidence for assessments and engagement in learning:

When completing the form, you are considering evidence for assessments and engagement in learning. For each piece of evidence you will rate the doctor's performance according to the scale provided below:

<b>No concern</b>	Indicates that this doctor is performing at the expected level for completion of the current year of foundation training and there are/have been no issues which need/ed to be addressed. If you have no concern you can automatically move onto the next question.
<b>Some concern</b>	Indicates that there are or have been aspects of performance which are / were considered to need extra support. If you select this for any section, comment boxes will pop up with the foundation professional capabilities for that section ( <i>this will happen automatically online</i> ). It is mandatory for the educational supervisor to enter comments in these white space boxes i.e.: if no entry is made it will not be possible to submit the form.
<b>Major concern</b>	Indicates that there are or have been aspects of performance which if not corrected may impact on this doctor's ability to satisfactorily complete the current year of foundation training. If you select this, comment boxes will pop up with the foundation professional capabilities for that section ( <i>this will happen automatically online</i> ). It is mandatory for the educational supervisor to enter comments in these white space boxes i.e.: if no entry is made it will not be possible to submit the form.

The educational supervisor's report should also comment specifically on:

- Any noteworthy aspect of this foundation doctor's practice
- Any achievements of the foundation doctor
- Any targets for future development including any areas that need to be prioritised in the foundation doctor's next placement
- How the doctors performance compares to a doctor ready to complete their F1/F2 year.

## Sign Off

The outcome of the final assessment discussion should be agreed by both you and the foundation doctor and the form must be recorded within the doctor's e-portfolio.