

Specialised Foundation Programme (SFP) Supervision Form

Name of Foundation Doctor	
GMC No	

Training period from	
Training period to	
Local education provider	
Date last updated	

Purpose of this form

- To support SFP foundation doctors to plan, reflect on and receive feedback about their development during their specialised foundation programme. Some foundation doctors will undertake specialised elements throughout their foundation training, others will focus on this in a dedicated placement.
- To encourage the recording of supportive conversations between foundation doctors and their SFP supervisor, especially the recording of formative feedback
- To encourage information-sharing between the SFP supervisor and educational supervisor/FTPD/medical education team
- To support doctors on other types of foundation programmes to receive planning support and feedback on specialised work they have undertaken

This form is optional and not required for ARCP.

However, once completed and signed, this form can be used:

- to map to the curriculum Foundation Professional Capabilities (FPCs) as additional evidence to show progression and achievement
- as part of discussions between foundation doctors and their educational supervisor
- as evidence to show engagement in the programme as part of career planning and action-taking.

How to use this form

- There are five sections: introduction, initial meeting, midway review, final review and supervisor feedback.
- Relevant sections should be completed throughout the period the foundation doctor is undertaking specialised activities.
- Foundation doctors and their SFP (or other relevant) supervisor should work through these sections at intervals that reflect the nature of the specialised activities being undertaken by the foundation doctor.
 - For example, this form could be filled in over a four month placement, over a 12 month rotation, or any other time as agreed by both parties.
- Once both parties are agreed that the form is complete, the supervisor should sign the form. No further editing will be possible after this.
- Once completed, the form can be mapped to the curriculum.

What is the nature of your SFP placement or programme?

☐	Research
☐	Education and Training
☐	Leadership and Management

Record any other information about your SFP placement/programme (for example, type of work, project(s) being undertaken)

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SFP Personal Development Plan (PDP)

Foundation doctors undertaking specialised activities should have a personal development plan to support these activities. This should set out the specific aims and learning objectives and be based on the requirements for satisfactory completion of the F1/F2 foundation programme. At the beginning of each specialised activity, you should agree your PDP with your supervisor and record it in your e-portfolio. The PDP should form the basis of all appraisal discussions.

Once objectives have been achieved, they can be ticked off. They will remain on the PDP page to reflect your achievements throughout training. PDPs can be used for learning objectives related to your curriculum outcomes or career management goals, research goals, or any other goals related to specialised activities.

[How do I create a personal development plan in Horus ePortfolio?](#)

Initial meeting with SFP supervisor

What specific interests, skills or goals do you want to develop during this SFP placement/rotation/activity? Record any other outcomes of your discussion that you feel will be helpful for your planning and development, including any actions that may already (Upload SFP achievements to your PDP as you go along) [Create PDP](#)

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Date of meeting	
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Midway review with SFP supervisor

What progress are you making towards achieving your SFP PDP objectives, as set out at the initial meeting?

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What additional actions or support are needed to help you achieve your PDP objectives/goals related to your SFP?

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Date of meeting	
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End of placement/programme review with SFP supervisor

Looking back at your SFP PDP, did you achieve what you had planned out?

- If you did, how/what made it possible?

- If you did not, why not?

- Did things change along the way? How did they change and what did you learn from this?

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Are there any other key learning points that you can take forward?

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Record any other comments you'd like to that were discussed during the meeting. Consider describing your plans, if any, for a career in medical academia (research or education), leadership or management.

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Date of meeting	
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SFP supervisor feedback

Use this section to formally record your feedback to the foundation doctor directly, as well as a way of sharing information with the foundation doctor's educational supervisor and medical education team. They can view the contents of this form and note areas of excellence and good practice, in addition to supporting the foundation doctor with any identified development needs.

Comment on areas of strength and any areas of development

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Record any other comments or notes discussed and agreed during the meeting

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Date of meeting	
Signature	