

## Year 2 Clinical Placements – Educational Supervisor Quick Guide.

Your group of 4 students will meet you 4 times over the academic year. Students should complete their e-portfolio ready for you to view at least 48h before their meeting with you. It may be helpful to contact the students by email ahead of your first meeting, to remind them to complete this the First Meeting box where they share their placement objectives.

Placement minimum requirements are: 4 Histories, 4 OE, 2 DOPS, 3 Clinics or MDTs, 2 reflections on Clinics / MDTs, 1 Observed handover, 1 Patient Experience/Journey and 4 Multi-professional Working forms.

Please encourage your students to aim to submit and share more than the minimum requirements and signpost them to look at the E-portfolio Placement Outcome rubric so that they understand the expectations for completion of a successful placement.

Please encourage students to spend time with colleagues within the healthcare team who are not doctors.

### First meeting – Week 1 – 1 hour, group meeting

- Check that the student has received a Trust induction and has submitted their e-portfolio departmental induction checklist
- Signpost to how to access support available and how to report concerns
- Ensure that the student has received appropriate timetables
- Review the student's personal objectives for the placement
- Discuss how they can meet their placement and personal objectives with reference to their timetable of activities e.g. clinics, MDTs.
- Recap the evidence the student needs to enter into the portfolio
- Note any concerns the student has about specific speciality related clinical examination techniques and how you plan to help the student address these
- Complete the Week One Supervisor box (free text) and click the button to confirm that the meeting has taken place.

## **Week 2 & 3 – small group meetings – 1 hour each**

- Discuss with the student what they have achieved that week and help them resolve any issues they may be encountering or concerns they have
- Ask the student to present some of the cases they have seen to you, encourage reflection on key learning points and consider management plans
- Discuss progress with portfolio objectives and any barriers to achieving these
- By the end of week 2 the student should have achieved 50% of their minimum placement requirements

## **End of Placement - Week 4 – 1:1 meeting 30 mins per student**

- Review the student's progress and the content of their e-portfolio for the placement, ensure all necessary forms have been completed and identify key areas for reflection and recommendations for future learning
- Check that placement evidence was gathered over the whole placement (rather than just at the end) and that assessments were completed by appropriate clinicians of varying experience, not only junior trainees
- Complete the section regarding student placement attendance
- Complete the end of placement summary (free text box)
- Please indicate whether the student has met requirements for successful placement completion using the E-portfolio Placement Outcome rubric.

**The deadline for e-portfolio completion, including Final ES report, is Friday 24th May 2024 at 12pm (noon).**