

**Combined Induction Meeting with Clinical Supervisor & Initial Meeting with Educational Supervisor**

Date of meeting	
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**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?\*

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<-- 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:

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**Clinical Responsibilities**

Give a brief description of the placement; for example general practice in a rural setting; haematology in university teaching hospital: \*

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During this placement, the foundation doctor will be able to achieve a number of the FPCs.

Tooltip 1
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<-- 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).
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- 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 2
Tooltip 3
Tooltip 4

Tooltip 2	FPC 1: Clinical Assessment FPC 2: Clinical Prioritisation FPC 3: Holistic Planning FPC 4: Communication and Care FPC 5: Continuity of Care
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Tooltip 4	FPC 11: Ethics and Law FPC 12: Continuing Professional Development FPC 13: Understanding Medicine
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Particular opportunities / areas of focus during this placement are:

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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
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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.**

Have you discussed the importance of the PSG?

Further information on the importance of the PSG can be found on the UKFPO website - <https://foundationprogramme.nhs.uk/curriculum/>

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

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

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

If no, give further information below:

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)? \*

<input type="radio"/>	Yes
<input type="radio"/>	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-04.pdf>, <https://www.gmc-uk.org/-/media/documents/practical-skills-and-procedures-04.pdf?la=en&hash=9585C85CA3DA386B768F70DAD3F62170C2E987E5>

<input type="radio"/>	Yes
<input type="radio"/>	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? \*

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

If no, give further information below:

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

<input type="radio"/>	Yes
<input type="radio"/>	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? \*

<input type="radio"/>	Yes
<input type="radio"/>	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? \*

<input type="radio"/>	Yes
<input type="radio"/>	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:

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:

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

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

If no, give further information below:

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:

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:

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:

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:

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:

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**

<b>Educational Supervisor signature:</b>	
<b>Date signed by Educational Supervisor:</b>	

<b>Foundation Doctor signature:</b>	
<b>Date signed by Foundation Doctor:</b>	