As a Clinical Supervisor for a Foundation Doctor, you need to complete a 'Clinical Supervisor End of Placement Report'. It is very helpful for you and your foundation doctor to gain written feedback from your senior team members 'Placement Supervision Group' (PSG) about your foundation doctor's clinical performance during their 4-month placement.

The PSG members consist of the following:

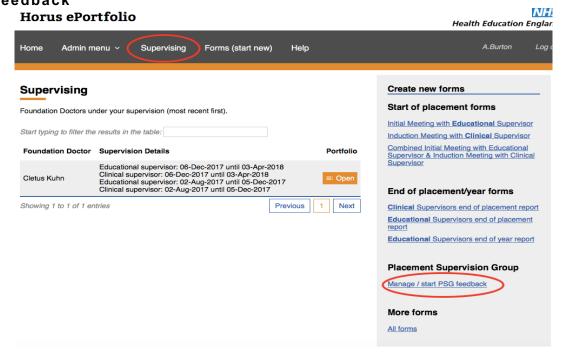
- doctors more senior than F2, (at least one consultant or GP principal)
- senior nurses (band 5 or above)
- allied health professionals

Responsible for

- observing the foundation doctor's performance in the workplace
- undertaking and facilitating supervised learning events (SLEs).
- providing structured feedback to the foundation doctor and their named clinical supervisor on the foundation doctor's practice
- 1) Once you are logged in to Horus click on the 'Supervising' Tab from the top menu bar to reveal your assigned Foundation Doctor(s)

 Please Note: If you don't see your foundation doctor's name in the list, you have not been assigned > ask your local Trust

 ePortfolio/postgraduate administrator to assign you.
- 2) In the menu on the right-hand side, select 'Manage/start PSG feedback'



3) If you have already started any PSG feedback for any of your supervised foundation doctors, you will see this on the left of the page under 'History'.

To start a new PSG feedback, click on the relevant foundation doctor's name from the list on the right under 'Start new.

Horus ePortfolio						Health Education	Health Education England	
Home	Admin menu v	Supervising	Forms (start new)	Help		A.Burton	Log out	
Placement Supervision Group Individual Feedback Forms						Back to Si	upervising	
History	•				Start new			
No PSG's found. Please use the menu on the right hand side to start a new one.					Click on the doctor's name to start a new PSG. Cletus Kuhn ang.elaburton4465@gmail.com			
					ang.elaburton44	465@gmail.com		

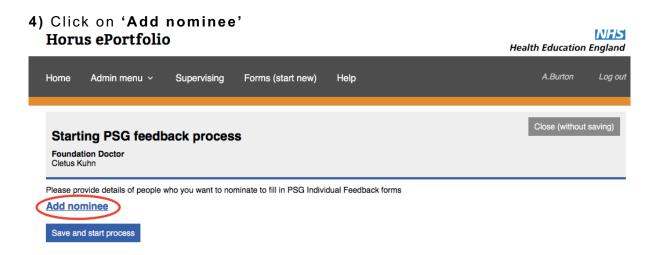
<u>Please Note:</u> PSG members do not need to have a Horus account to participate in this process. Make sure you have your list of names and email addresses ready before you start the process.

You can add as many PSG members as required in each placement <u>in 'rounds'(batches) of 20 members maximum at a time</u>. This is done by selecting 'Add nominee' then after adding the required number of PSG members click on 'Save and start process'. You cannot add PSG members to a 'round/batch' once you have started the process.

If you click on 'Save and start process' <u>before you have added all</u>

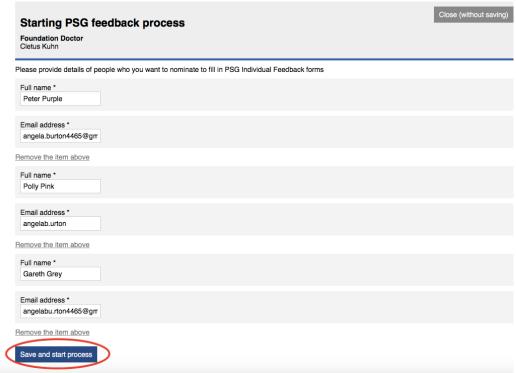
<u>PSG members for the relevant</u> placement or in the unusual case where more than 20 PSG members are required, <u>you will need to start</u>

<u>another 'round'. Repeat step 3) to step 5)</u> in this guidance document until you have the required number for the relevant placement.

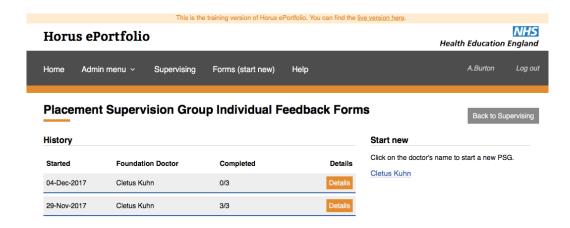


5) Enter each PSG member's name and email address.

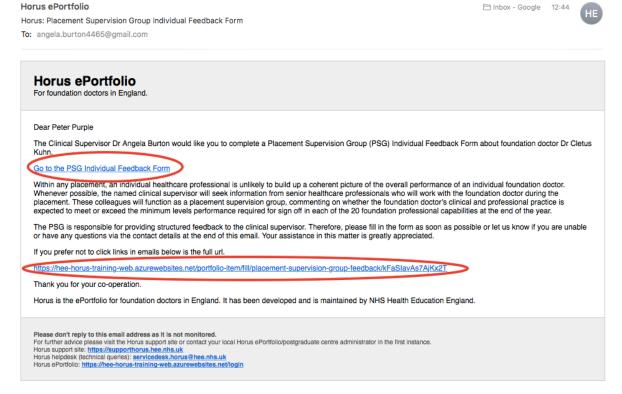
Once you've added all the required PSG members, select 'Save and start process'



The next page that appears you can see how many requests you have sent; how many PSG members have completed the form and how many in total PSG members have fed back. See below

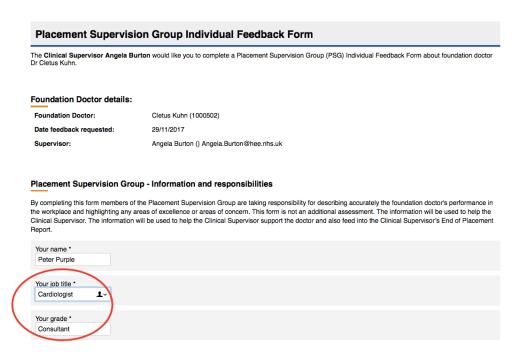


6) Each PSG member will receive an email with a link to complete the PSG feedback form (see below). They can click directly on the link or if preferred or Trust firewall security won't allow to click on web links, then they can copy the url and paste into their web browser



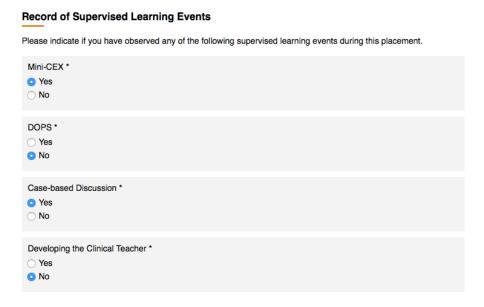
How PSG colleagues complete the PSG form

7) Once you have clicked on the link (see above screen shot) you will then see your PSG Individual Feedback form. Your name will already be completed on the form. You will then need to complete 'Your Job Title' and 'Your Grade' see below.



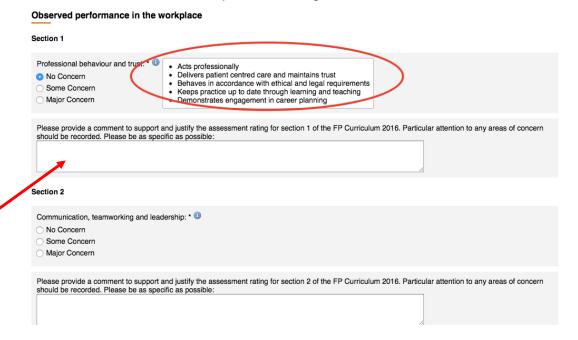
8) As you scroll down the form you will see other sections you need to complete.

Record of SLE's. Tick which SLE's you have or have not completed . . .



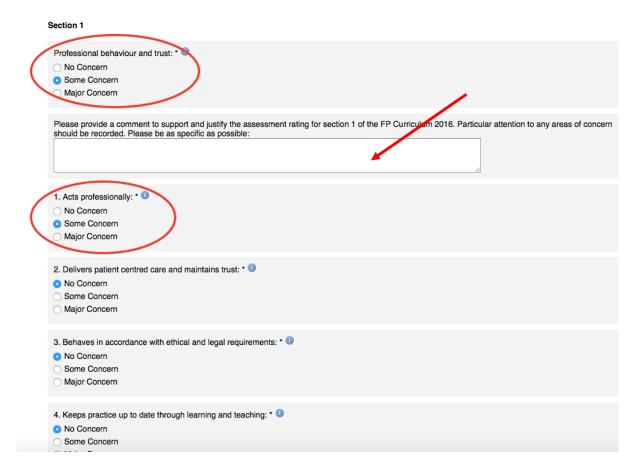
Record of Observed performance in the workplace. This relates specifically to the 4 Sections in the Foundation Curriculum and the 20 Foundation Professional Capabilities (FPC's) training outcomes. Your options are to select 'No concern' 'Some concern' or 'Major concern'

If you select 'No concern' then to focus your feedback click on the information icon to reveal the detailed criteria of the FPC's (curriculum outcomes) that are contained in each section and then click on your rating and comment in the box provided e.g. see Section 1 below

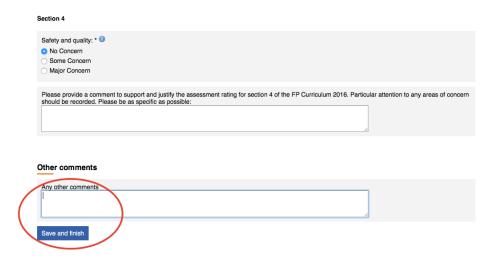


Below each of the 4 sections there is a comment box. Please comment as this provides valuable feedback for the Supervisor.

9) If you select 'Some' or 'Major concern' then the FPC's (curriculum outcomes) open up automatically below the comment box for you to select further, as you will need to distinguish which outcome you have concern about. Then add your comment to support and justify your assessment rating in the comment box in that section. See below



10) At the end of the form there is a final comment box for an overall judgement comment. Then click on 'Save and finish'



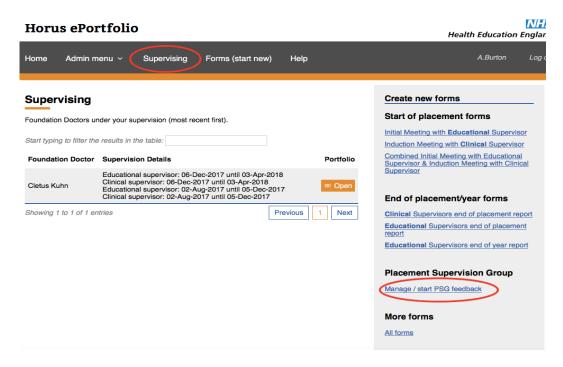
Your next screen will inform you your PSG form has been saved

Horus ePortfolio

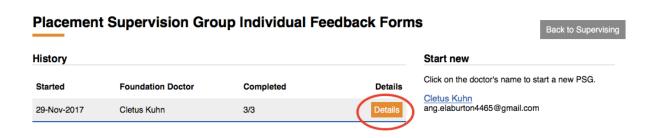


Clinical Supervisor viewing PSG feedback

11) Click on your 'Supervising' tab and then 'Manage / start PSG feedback' page to see how many responses you've requested and how many you have received.



12) Select 'Details' next to the relevant foundation doctor to see who has responded/is yet to respond.

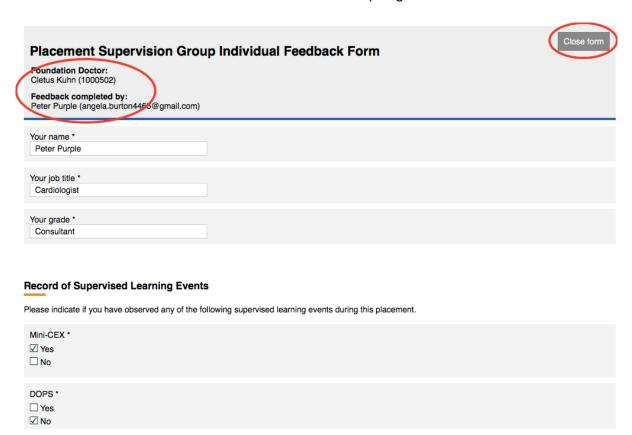


13) Click on 'See feedback form' button in the right-hand column to view each completed PSG individual feedback form.

Please Note: At present, they can only be viewed from this page by the supervisor.



14) Check names on the form are correct e.g. Foundation Doctor and PSG colleague who has submitted the feedback. Scroll down the form to read the content then click 'close form' at the top right-hand corner.



Please Note: At present feedback collected through the PSG feedback process on Horus can only be viewed by the supervisor who requested the feedback. Only the names of the PSG members who submitted feedback will be auto-populated into the CS 'end of placement report' and these names will be seen by the foundation

doctor, their supervisors and administrators once the report has been submitted. See screen shot below.

Horus will be developing a PSG feedback summary report during 2018, which will allow foundation doctors, their supervisors and administrators to see an anonymised summary of the feedback received from PSG members (in a similar way to the TAB summary). Further details will be published when available.

Clinical Supervisors End of Placement Report (F1)

Name of Foundation Doctor
Dr Cletus Kuhn

Training period from:
02-Aug-2017

Local Education Provider
Not Placed (Northern)

Date last updated
29-Nov-2017

map to curriculum

Placement Supervision Group

The following individuals from the foundation doctor's placement supervision group contributed to this end of placement report.

Name Job title Grade

Gareth Grey Pharmacist senior

Polly Pink Ward Sister Senior Band 7

Peter Purple Cardiologist Consultant

Are there any other individuals from the foundation doctor's placement supervision group that contributed to this end of placement report?:

No entries have been made here.

By completing this form the clinical supervisor and Placement Supervision Group are taking responsibility for describing accurately this foundation doctor's performance in the workplace and highlighting any areas of excellence or areas of concern which may require educational support.

Acknowledgements

I would like to thank HEE Horus Foundation ePortfolio Team for the use of the screen shots in this guidance document, from the Horus training site.



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