

Educational Supervisions

Top Tips

NOTE THE PANEL MEETS ON 30th NOV AND 30th MAY EACH YEAR

- 1) **Make sure a review has been created** – Click on review preparation. Then scroll down to the bottom and click on self review. If this doesn't allow you to start completing a self review then one has not been created; you need to email your educational supervisor and get them to create a review. Please also check with them they have done this for the correct dates (if they get this wrong it all goes wrong!!!)

ST1 Review 1: 1st August – 30th November
ST1 Review 2: 1st December – 31st May
ST2 Review 1: 1st June – 30th November
ST2 Review 2: 1st December – 31st May
ST3 Review 1: 1st June – 30th November
ST3 Review 2: 1st December – 31st May

Dates are set to allow any WpBA done after the ESR to be included in the subsequent supervision period

- 2) Make sure you complete the **self review – this is time consuming!**
- 3) Make sure you **update PDP** etc.
- 4) Make sure that you have added evidence to the learning log throughout period
- 5) Make sure you've **signed the declarations** / agreements
- 6) Make sure you've completed the correct number of **MiniCEx / CBDs**
- 7) IF you're in a **hospital post** your **CLINICAL supervisor** will need to:
 - a. Fill in a **CSR** – this can be done without logging in by going to your eportfolio login page and clicking on 'You can complete certain [Assessment Forms](#) without logging in.'
 - b. Get them to read your **e-learning entries**. They need to **MARK EACH ONE as READ** and also click on appropriate **COMPETENCE AREAS** (NOTE these are DIFFERENT from the curriculum statement headings that you can link each log to)
 - c. If there are any GP specific entries (e.g. some VTS sessions) that they aren't happy to read then you will have to ask your educational supervisor to read these instead.
- 8) Make sure you go back after you've met with your educational supervision and **SIGN your review** (this should come up on your eportfolio home page) otherwise the panel won't accept it.

- 9) After they've signed you off until the panel meets it's best not to enter any new CBDs etc as they won't get counted until the panel have met, signed you off, and the e-portfolio evidence section resets. Note it will reset on the 1st of June or 1st of December IF your educational supervisor has put the dates in correctly! You can enter log entries / PDP / DOPs as these don't need to reset.