

## How to complete the Clinical Educator Programme Reflective Portfolio in 5 easy steps...

1. Gather together the following documents:

- a) the learning cards completed after each workshop
- b) the feedback from your teaching observation with one of the CEP Tutors
- c) any student/trainee evaluations of your teaching sessions
- d) A summary of everything that you have entered into the SEFCE Teaching Log (or equivalent record of your teaching)

2. Complete the [CEP UKPSF D1 Self-Assessment Form](#)

3. Look at all the documents you have gathered together and decide what you have most evidence of from the following (tick TWO only):

- ☐ Planning
- ☐ Teaching and supporting learners
- ☐ Assessing and giving feedback
- ☐ Developing good learning environment
- ☐ Integrating scholarship research and professional activities (with your teaching)

4. Write 3000-3500 words on HOW you do the two areas selected in your clinical education practice, **linking it to all** the evidence that you have gathered. Remember YOU DON'T NEED TO DO ALL FIVE, JUST WRITE ABOUT **TWO** OF THE FOLLOWING:

- 1. *How you design and plan learning activities and/or programmes of study*
- 2. *How you teach and support the learning of students (or colleagues)*
- 3. *How you assess and give feedback to students (or colleagues)*
- 4. *How you develop effective learning environments and offer support and guidance to students (or colleagues)*
- 5. *How you integrate scholarship, research and professional activities with teaching and supporting learning and how you ensure, and what steps you seek to undertake in order to enhance, the quality of your practice.*

5. Write 1000-1500 words describing your 'Philosophy of Clinical Education' in facilitating others' learning, showing how your philosophy has evolved over time and how it is positioned in relation to the following values: (Remember that there are 5 values below, which technically means that you only need to write 200 words on each! 😊)

- a) *respect for individual learners and diverse learning communities,*
- b) *a commitment to promoting participation in higher education, acknowledging diversity and promoting equality of opportunity for learners,*
- c) *a commitment to using evidence informed approaches,*