

Preparation for Meeting with Trainee

Supervisor checklist

The checklist below highlights **key aspects of an effective meeting**. Can you say **YES** to most of the following statements?

- ☐ Before the meeting I keep a file on the trainee so I can familiarise and update myself with their progress/performance. (If you're short of time, then try to make sure that you've at least looked through your trainee's e-portfolio before the meeting.)
- ☐ The trainee has been told to reflect on their progress and think about future plans prior to the interview. (Give the trainee a copy of the 'trainee checklist' below BEFORE the meeting.)
- ☐ Sufficient time has been allocated for the meeting.
- ☐ I have ensured that we will be free from interruptions.

Trainee checklist

Questions for the trainee to consider:

Think about your training year and about what you have learned. **Do not just repeat entries from your e-portfolio** but think about main learning experiences:

- How did you learn?
- What teaching and learning methods work best for you?
- What would you do differently in the future?
- How has your clinical practice changed as a result of your learning?
- What learning needs have you identified for the next period of your training?

Both you and the trainee need to give thought to the themes you wish to raise. This will require both of you to reflect on:

- ***Standards of performance***
- ***Areas that you and/or the trainee think have gone well***
- ***Areas that you and/or the trainee think have been difficult***
- ***Areas that have yet to be fulfilled***
- ***The support and assistance the trainee receives from the specialty (and gives to more junior staff)***
- ***Ideas for future action***

You can use the basic forms below to help you work through each of these areas. The forms are intended to be a guide and you may wish to adapt them.

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WHAT HAS GONE WELL

Professional competence

Working relationships

Professional development and career plan

Personal issues

WHAT COULD BE IMPROVED

Professional competence

Working relationships

Professional development and career plan

Personal issues

Agreed learning objectives	How can these objectives be achieved?	What is the evidence of achievement?	Timescale
<p><u>EXAMPLE:</u> Demonstrate confidence in discussing bad news with patients and relatives.</p> <p><u>OWN EXAMPLE:</u></p>	<p><u>EXAMPLE:</u> Trainee sits in twice on consultant to observe practice. Consultant sits in twice on trainee and gives feedback.</p> <p><u>OWN EXAMPLE:</u></p>	<p><u>EXAMPLE:</u> Consultant gives positive feedback on mini-CEX. Trainee feels more confident.</p> <p><u>OWN EXAMPLE</u></p>	<p><u>EXAMPLE:</u> By next meeting (date).</p> <p><u>OWN EXAMPLE:</u></p>

Date of next meeting: