

# Brief notes on good and bad Educational Supervisors' Reports

## North West School of Public Health

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What's in a good and a bad report?

These notes complement the fictitious examples and the template for a report on a Specialty Registrar whose performance is below the acceptable standard.

Good report:

Comments on specific achievements, not just on what areas the trainee has worked on  
Reports on progress through the training curriculum  
Identifies strengths and weaknesses  
Clearly sets out recommendations for the next year  
Provides the next educational supervisor with background to enable them to support trainee through the next part of their training.

Bad report:

Mentions the topics on which the trainee has worked, but gives no indication of individual's achievements or learning outcomes.  
Gives little or no indication of progress in training  
Strengths not sufficiently clarified, eg what is meant by "Is confident", trainee may like to chair meetings, but are they any good at it?  
No recommendations for the future: does this mean the trainee has no development needs whatsoever?  
Everyone has development needs.  
Insufficient information for next educational supervisor to assess how best to support trainee.

Of course, it is relatively easy to write a good supervisor's report for a good trainee. Good trainees often have clear insight into their own development needs, may consider interesting and innovative ways of addressing them, and are able to discuss these with their supervisors who can produce reports which reflect these. Producing a report for a trainee who is struggling or who presents particular challenges may be much more difficult. That's why we have a dummy report for such a trainee.

## EDUCATIONAL SUPERVISOR'S REPORT

**(1)**

Comment (add additional sheets if necessary)

### GENERAL

X is an enthusiastic, conscientious trainee and it is a pleasure to be his trainer. He is motivated and has a firm understanding of public health issues.

### STRENGTHS

X works well independently and is very reliable. In particular he is able to work to very tight deadlines and always delivers for me. He has a strong academic background and supports his written work with research evidence.

### AREAS FOR IMPROVEMENT

Xs' enthusiasm sometimes leads to him 'overpowering' other team members and not listening as well as he might. He enjoys debating issues and often has very clear views on what the outcome should be – life is not always quite so black and white!

Recommendations (state where special attention should be given in future)

X is leading the joint strategic needs assessment programme for me, which involves chairing meetings and leading the discussions. This project will give me the opportunity practice his leadership skills and debating skills

## EDUCATIONAL SUPERVISOR'S REPORT

(2)

Comments (add additional sheets if necessary)

### GENERAL

X is pleasant, hardworking specialist registrar who is committed to developing a career in Public Health. Unfortunately she has been unsuccessful in two attempts at the Part A exam which is extremely disappointing and we have discussed more targeted support to help her develop a more effective exam technique.

X has not had a consistent education supervisor during her time at XYZ as her allocated supervisor was on secondment between February and June 20011.

### STRENGTHS

X is clearly an able epidemiologist. She enjoys digging down into the detail of issues and has produced some valuable in-depth analyses of health care utilization by locality. She has also completed a very useful review of the available data on local infant mortality rates.

### AREAS FOR IMPROVEMENT

X is aware that she can get side-tracked by an interesting issue that comes up during her time of work and may spend valuable time exploring this in too much detail. She is now making a conscious effort to maintain a focus on the question being asked and to check with her work supervisor if this is not clear. Setting out a clear framework and maintaining a focus are valuable skills that she is concentrating on to help in future service work and exam situations.

Recommendations (state where special attention should be given in future)

The part A is now a major hurdle for X. I have advised her not re-apply for the next sitting but to wait until we agree that her exam technique has more definitely improved. We have planned a programme of shadowing, short project work and cases X has identified as current gaps, and discussion of exam questions. However, I do feel that the lack of an ongoing deanery Part A preparation programme is regrettable.

X is also about to develop the second and third stages of her work on infant mortality. These will involve working with acute trust clinicians on case note review of low birth weight babies and interview with local focus groups. I am sure this work will provide her with very valuable and relevant experience. She also plans to do her HPA attachment in January 2009.

## EDUCATIONAL SUPERVISOR'S REPORT

**(3)**

Comments (add additional sheets if necessary)

### GENERAL

X has integrated well into the department. He continued with the lead on contributing public health and project management support for the ERAS project working with clinicians and nursing colleagues. This project has completed the pilot phase and X will provide further input into the evaluation and report writing. He has taken a lead role in planning and designing an audit of the Early Warning Score System in the trust and is coordinating the data collection process through medical and nursing colleagues. He has analysed HES data, Diabetes care COPD admissions and presented his finding to various clinical forum. He was a major help in coordinating and leading the production of the Greater Manchester Hip Fracture Audit report. This has just been circulated.

### STRENGTHS

Sustained ability to work and support colleagues from a range of different professional backgrounds and help co-ordinate and progress projects on behalf of others. Able to devise and institute novel situations e.g ERAS / conventional algorithm, risk log etc. Delivers a public health perspective in healthcare service interventions and gains clinical acceptance. Collect and collate data from a number of different sources and construct a meaningful summary with recommendations

### AREAS FOR IMPROVEMENT

Recommendations (state where special attention should be given in future)

Listening and comprehension skills need to be improved especially for Part B. Needs more practice at report writing and being able to express public health concepts and issues succinctly and clearly to lay and professional audience. More attention to summarising and presenting complex data sets in a succinct fashion. Preparing papers for publication.

## EDUCATIONAL SUPERVISOR'S REPORT

**(4)**

Comments (add additional sheets if necessary)

### GENERAL

Xs' main focus has been on the MFPH Part A exam. However, over the last 12 months he has also shown himself to be a very able, reliable and competent members of the PCT public health team.

### STRENGTHS

Excellent grasp of the principles of a multi-disciplinary, team approach to public health implementation.

### AREAS FOR IMPROVEMENT

Nothing specific

Recommendations (state where special attention should be given in future)

**EDUCATIONAL SUPERVISOR'S REPORT**

**(5)**

Comments (add additional sheets if necessary)

#### GENERAL

X has had an excellent second year in XYZ – he is well respected and liked has come to be seen as an asset to the organisation. He has fulfilled all the milestones which were agreed at the beginning of the year and continues to make solid progress towards completion of his training. It is to his credit that he has been successful in the part B exam and this means that he can now focus on broadening his exposure to as wide a range of PH settings as possible for the remainder of this training. X is well on track to becoming a fully fledged PH Consultant and he should take pride in a solid year's performance on the training scheme.

#### STRENGTHS

Personable and an excellent team worker

Hard working and resilient – he seeks out work pro-actively

High level of analytical capacity

Able communicator

#### AREAS FOR IMPROVEMENT

Prioritisation of work – X is reaching the point where he needs to be able to draw some boundaries around his work so as not to become overstretched and less effective

#### RECOMMENDATIONS (state where special attention should be given in future)

- 1) X has now had a good exposure to PCT work. He is likely to sail through further PCT placements but I think that there would be value to him in looking at atypical environments in which to his public health skills.
- 2) Project management experience – I think that X would benefit from formal project management training at this stage in the training programme
- 3) X has relatively little exposure to contentious service delivery changes. I think that he should try to actively engage in politically charged discussions at some point during the next two years
- 4) X needs to gain “out of hours” public health experience and should be involved in major incident exercises or real-life events

## EDUCATIONAL SUPERVISOR'S REPORT

**(6)**

Comments (add additional sheets if necessary)

### GENERAL

X started as a Clinical Lecturer in the Division of Public Health, University of Anywhere in January 2007. Over the last 12 months, she has identified a PhD project, working with Profs. M Black and R White (Professor of Botany), has registered, and is starting work on this. This is not the main focus of the academic component of her training publication. She continues to contribute to both Undergraduate and Postgraduate teaching and is working to complete PG Cert in Teaching and Learning in HE. Her NHS (service) relationship is now with Anytown, with Dr Blue as her Health Service tutor, with whom she is working on projects designed to address competencies gaps.

### STRENGTHS

X is friendly, bright, helpful, confident and competent. She is self-motivated and focused. She uses his time well. She has a growing publication record.

### AREAS FOR IMPROVEMENT

While X usually focuses well on what she needs to do, she sometimes gets distracted by taking on tasks that she feels she can do, but that are not key aspects of what she should be doing.

Recommendations (state where special attention should be given in future)

X needs to continue to focus on ensuring she achieves her outstanding competencies, and to work on her PhD project.

## EDUCATIONAL SUPERVISOR'S REPORT

(7)

Comments (add additional sheets if necessary)

### GENERAL

X has been with us for six months. She is in ST3, and has done work on sexual health services and produced cancer screening reports for GPs. She wants to be a Health protection Consultant..

### STRENGTHS

X is confident and likes to chair meetings.

### AREAS FOR IMPROVEMENT

X needs to get the rest of her phase 3 competencies signed off

RECOMMENDATIONS (state where special attention should be given in future)

- 1) None