

School of Psychiatry HEE Yorkshire and Humber

Educational Supervisor Initial Meeting Form

HEE Yorkshire and Humber welcomes you to your training programme! Starting out can be a daunting process, however we hope to provide you with the appropriate support and guidance to settle into your training.

We would recommend you arrange an initial meeting with your Educational Supervisor to complete the following form in the first few weeks of your placement. This form will help your supervisor get to know you and provide an opportunity for discussion of your personal developmental goals, aspirations, and any concerns that you may have. This will lead to development of a bespoke training plan to cater to your needs in the most appropriate way possible.

This form is not mandatory and is just a suggested prompt for your initial meeting with your educational supervisor. After the initial discussion the Educational Supervisor will then review the Placement Specific Personal Development Plan agreed with your Clinical/Psychiatric Supervisor.

SECTION 1: PERSONAL INFORMATION

TO BE COMPLETED BY TRAINEE PRIOR TO MEETING WITH EDUCATIONAL SUPERVISOR

Training grade:

Forename:

Surname:

Country of Birth:

Nationality:

Primary Qualification:

Other post-graduate qualifications:

Country of Qualification:

Year of Qualification:

Preferred email address:

Preferred telephone number:

SECTION 2: BACKGROUND/ ABOUT YOU

This section of the form is to get to know you better and provide structure to your first meeting with your Educational Supervisor. You do not have to answer every question in this section.

1. What attracted you to a career in psychiatry?

2. What areas of psychiatry are you looking forward to experiencing?

3. Do you have any concerns or worries about your psychiatry placements?

4. Do you have any questions about the psychiatry curriculum and training placements?

5. Do you have any questions about the workplace-based assessments and ARCP process?

6. Do you have any hobbies or interests outside work?

7. Which of your achievements are you most proud of?

8. Would you like any support to learn how to drive or access public transport for work?

SECTION 3: INTERNATIONAL MEDICAL GRADUATES

Answering every question is not mandatory and is just a suggested prompt for your initial meeting with your educational supervisor.

1. When did you move to the UK?

2. How would you say have you settled in the UK since you arrived?

3. Have you had any personal experience of racism, bullying or harassment since arriving to the UK? If yes, how were these addressed?

4. Are you experiencing any issues with accommodation or finances?

5. How comfortable are you with the use of English language? Do you feel you may need additional support to address this?

6. Apart from English, what other languages can you speak?

7. Is this your first NHS job? If not, where have you worked previously.

8. Are there / what are the challenges you faced whilst working in the NHS?

9. Do you have any social support in the UK i.e. family, relatives, or friends?

10. Do you have any concerns about visa sponsorship

SECTION 4: PLACEMENT CHECKLIST

Trust: _____ Placement: _____

For Psychiatry:

- ☐ Attended hospital/trust induction
- ☐ Attended local departmental induction
- ☐ Understands what his / her role responsibilities during the placement *weekly timetable*
- ☐ Has smartcard/fobs access required to access hospital systems and areas
- ☐ Has access to online or printed Portfolio
- ☐ Has access to HEE website and knows where you obtain further information about training.
- ☐ Has access to training handbook and Royal College curriculum guides
- ☐ Understands portfolio requirements of this placement
- ☐ Understands the roles of the Clinical and Educational Supervisor
- ☐ Has had first supervision session with Clinical Supervisor. If not, due to meet them on:
- ☐ Understands the importance of reflection and how to write them to facilitate lifelong learning
- ☐ Understands the requirements for his / her Annual Review of Competency Progression (ARCP)
- ☐ Previously in a complaint or serious incident in the NHS
- ☐ Understands the importance of indemnity cover and has appropriate arrangements in place
- ☐ Aware of the current changes to patient contact and the use of PPE relating to coronavirus
- ☐ Aware of the current government guidance relating to coronavirus and local self-isolation protocol

SECTION 5: SUPPORT

1. Do you have any concerns or issues that you would like to discuss?

2. Do you have any health issues/disabilities that would impact your training/work? Would you like any adjustments to assist you with this?

3. Do you have any upcoming out-of-hour shift duties on your rotation schedule? Are you comfortable commencing these duties?

4. What are your personal development goals for this training post?

5. Are you aware of potential avenues of support available to you? (Formal and informal)

SECTION 6: AGREED ACTION PLAN

This section is to highlight non-educational needs only (for example referral to Occupational Health, work adjustments or childcare issues etc)

No:	Need identified	How will this be addressed?	Action taken	Follow up required (if any)

Educational Supervisors are encouraged to document in the trainees e-portfolio that a conversation has occurred. It is not mandatory to upload this form onto the e-Portfolio.

Signed: (Trainee)

Date:

Signed: (Educational Supervisor)

Print Name:

Date: