

## Yorkshire and Humber Foundation School (YHFS) PSG Guidance

It is very helpful for trainees and their clinical supervisor to gain written feedback from their senior team members about their clinical performance during each of the 4-month placements. This can be achieved by using the 'Placement Supervision Group' (PSG). The PSG is available on Horus (ePortfolio).

The Clinical Supervisor (CS) will arrange the PSG feedback and complete the 'Clinical Supervisor End of Placement Report' which includes a section for a summary of the PSG feedback. The PSG should preferably be obtained at the beginning of the last month of the 4-months rotation.

All foundation doctors should be fully aware of this requirement.

What happens next:

- 1) The Clinical supervisor (CS) will access the PSG tool in the ePortfolio (see the screenshot below) and start the PSG by entering email addresses / details of PSG members. These are the clinical staff directly involved in providing day to day clinical supervision e.g. doctors more senior than F2, (at least one consultant or GP); Senior nurses (band 5 or above) and allied health professionals. Please refer to the attached leaflet for details of how to access the PSG.
- 2) The CS will discuss the PSG feedback with the Foundation doctor during the end of placement clinical supervision meeting.

**Horus ePortfolio** NH Health Education England

Home Admin menu ▾ **Supervising** Forms (start new) Help A.Burton Log out

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### Supervising

Foundation Doctors under your supervision (most recent first).

Start typing to filter the results in the table:

Foundation Doctor	Supervision Details	Portfolio
Cletus Kuhn	Educational supervisor: 06-Dec-2017 until 03-Apr-2018 Clinical supervisor: 06-Dec-2017 until 03-Apr-2018 Educational supervisor: 02-Aug-2017 until 05-Dec-2017 Clinical supervisor: 02-Aug-2017 until 05-Dec-2017	Open

Showing 1 to 1 of 1 entries Previous 1 Next

#### Create new forms

##### Start of placement forms

- [Initial Meeting with Educational Supervisor](#)
- [Induction Meeting with Clinical Supervisor](#)
- [Combined Initial Meeting with Educational Supervisor & Induction Meeting with Clinical Supervisor](#)

##### End of placement/year forms

- [Clinical Supervisors end of placement report](#)
- [Educational Supervisors end of placement report](#)
- [Educational Supervisors end of year report](#)

##### Placement Supervision Group

- [Manage / start PSG feedback](#)**

##### More forms

- [All forms](#)

The following table provides more information regarding the PSG:

<b>What?</b>	The PSG is a tool on your ePortfolio (HORUS) used to provide formal feedback about your progress in each placement.
<b>When?</b>	Although it can be used at any time during each placement and on an ad-hoc basis, the PGS should be obtained as early as possible during the last month of the 4-months rotation.
<b>Who?</b>	Your Clinical Supervisor will arrange the PSG feedback and to complete the 'Clinical Supervisor End of Placement Report' which includes a section for a summary of the PSG feedback.
<b>How?</b>  <b>(What does this mean to you and to your Clinical Supervisor)</b>	<ol style="list-style-type: none"> <li>1) At the start of the 4-months placement your clinical supervisor will inform you that team members will be contacted to obtain PSG.</li> <li>2) Early during the last month of the 4-month rotation your clinical supervisor will identify the names and emails of the PSG members.</li> <li>3) The clinical supervisor will access your details on Horus and enter the PSG members names and emails (Maximum number is 20 PSG members, however sending 4-5 requests expecting 2-3 responses is suggested for this purpose.)</li> <li>4) Each PSG member will receive an email with a link/request to complete the PSG feedback form. They can click directly on the link or if preferred they can copy the url, paste into their web browser to complete the feedback.</li> <li>5) Your clinical supervisor will discuss the outcome of the PSG with you and agree any additional plans as needed.</li> </ol>
<b>Monitoring of progress and compliance</b>	The Education Department will monitor your progress and provide feedback to you and your clinical supervisor. Trusts are also monitored by the Foundation School regarding this issue.
<b>Support to both Clinical supervisors and Foundation doctors</b>	<p>The Trust Foundation Administrators, will be happy to provide any additional information and support or training.</p> <p><b>Please also refer to the attached information, which includes a guide of how to gain PSG</b></p>

## Clinical Supervisors – How to gain PSG feedback

*This guidance was written by Angela Burton, FP Director for Portfolio, Northern Foundation School Health Education England, Working Across North East and North Cumbria*

As a Clinical Supervisor for a Foundation Doctor, you need to complete a 'Clinical Supervisor End of Placement Report'. It is very helpful for you and your foundation doctor to gain written feedback from your senior team members 'Placement Supervision Group' (PSG) about your foundation doctor's clinical performance during their 4-month placement.

The PSG members consist of the following:

- doctors more senior than F2, (at least one consultant or GP principal)
- senior nurses (band 5 or above)
- allied health professionals

Responsible for

- observing the foundation doctor's performance in the workplace
- undertaking and facilitating supervised learning events (SLEs).
- providing structured feedback to the foundation doctor and their named clinical supervisor on the foundation doctor's practice

1) Once you are logged in to Horus - click on the '**Supervising**' Tab from the top menu bar to reveal your assigned Foundation Doctor(s)

**Please Note: If you don't see your foundation doctor's name in the list, you have not been assigned > ask your local Trust ePortfolio/postgraduate administrator to assign you.**

2) In the menu on the right-hand side, select '**Manage/start PSG feedback**'

### Horus ePortfolio

NHS  
Health Education England

Home Admin menu ▾ **Supervising** Forms (start new) Help A.Burton Log out

### Supervising

Foundation Doctors under your supervision (most recent first).

Start typing to filter the results in the table:

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Cletus Kuhn	Educational supervisor: 06-Dec-2017 until 03-Apr-2018 Clinical supervisor: 06-Dec-2017 until 03-Apr-2018 Educational supervisor: 02-Aug-2017 until 05-Dec-2017 Clinical supervisor: 02-Aug-2017 until 05-Dec-2017	Open

Showing 1 to 1 of 1 entries

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- [Initial Meeting with Educational Supervisor](#)
- [Induction Meeting with Clinical Supervisor](#)
- [Combined Initial Meeting with Educational Supervisor & Induction Meeting with Clinical Supervisor](#)

##### End of placement/year forms

- [Clinical Supervisors end of placement report](#)
- [Educational Supervisors end of placement report](#)
- [Educational Supervisors end of year report](#)

##### Placement Supervision Group

- [Manage / start PSG feedback](#)**

##### More forms

- [All forms](#)

3) If you have already started any PSG feedback for any of your supervised foundation doctors, you will see this on the left of the page under 'History'.

To start a new PSG feedback, click on the relevant foundation doctor's name from the list on the right under 'Start new'.

## Horus ePortfolio



Health Education England

Home Admin menu ▾ Supervising Forms (start new) Help A.Burton Log out

### Placement Supervision Group Individual Feedback Forms

Back to Supervising

#### History

No PSG's found. Please use the menu on the right hand side to start a new one.

#### Start new

Click on the doctor's name to start a new PSG.

[Cletus Kuhn](#)  
ang.elaburton4465@gmail.com

*Please Note: PSG members do not need to have a Horus account to participate in this process. Make sure you have your list of names and email addresses ready before you start the process.*

*You can add as many PSG members as required in each placement in 'rounds'(batches) of 20 members maximum at a time. This is done by selecting 'Add nominee' then after adding the required number of PSG members click on 'Save and start process'.*

*You cannot add PSG members to a 'round/batch' once you have started the process.*

*If you click on 'Save and start process' before you have added all PSG members for the relevant placement or in the unusual case where more than 20 PSG members are required, you will need to start another 'round'. Repeat step 3) to step 5) in this guidance document until you have the required number for the relevant placement.*

4) Click on 'Add nominee'

## Horus ePortfolio



Health Education England

Home Admin menu ▾ Supervising Forms (start new) Help A.Burton Log out

### Starting PSG feedback process

Close (without saving)

Foundation Doctor  
Cletus Kuhn

Please provide details of people who you want to nominate to fill in PSG Individual Feedback forms

[Add nominee](#)

Save and start process

5) Enter each PSG member's name and email address.

Once you've added all the required PSG members, select **'Save and start process'**

**Starting PSG feedback process**Close (without saving)

Foundation Doctor  
Cletus Kuhn

Please provide details of people who you want to nominate to fill in PSG Individual Feedback forms

Full name \*  
Peter Purple

Email address \*  
angela.burton4465@grr

[Remove the item above](#)

Full name \*  
Polly Pink

Email address \*  
angelab.urton

[Remove the item above](#)

Full name \*  
Gareth Grey

Email address \*  
angelabu.rton4465@grr

[Remove the item above](#)

[Save and start process](#)

The next page that appears you can see how many requests you have sent; how many PSG members have completed the form and how many in total PSG members have fed back. See below

This is the training version of Horus ePortfolio. You can find the [live version here](#).

**Horus ePortfolio**NHS Health Education England

[Home](#) [Admin menu](#) [Supervising](#) [Forms \(start new\)](#) [Help](#) [A.Burton](#) [Log out](#)

**Placement Supervision Group Individual Feedback Forms**Back to Supervising

**History**

Started	Foundation Doctor	Completed	Details
04-Dec-2017	Cletus Kuhn	0/3	<a href="#">Details</a>
29-Nov-2017	Cletus Kuhn	3/3	<a href="#">Details</a>

**Start new**

Click on the doctor's name to start a new PSG.  
[Cletus Kuhn](#)

6) Each PSG member will receive an email with a link to complete the PSG feedback form (see below). They can click directly on the link or if preferred or Trust firewall security won't allow to click on web links, then they can copy the url and paste into their web browser

**Horus ePortfolio**

For foundation doctors in England.

Dear Peter Purple

The Clinical Supervisor Dr Angela Burton would like you to complete a Placement Supervision Group (PSG) Individual Feedback Form about foundation doctor Dr Cletus Kuhn.

[Go to the PSG Individual Feedback Form](#)

Within any placement, an individual healthcare professional is unlikely to build up a coherent picture of the overall performance of an individual foundation doctor. Whenever possible, the named clinical supervisor will seek information from senior healthcare professionals who will work with the foundation doctor during the placement. These colleagues will function as a placement supervision group, commenting on whether the foundation doctor's clinical and professional practice is expected to meet or exceed the minimum levels performance required for sign off in each of the 20 foundation professional capabilities at the end of the year.

The PSG is responsible for providing structured feedback to the clinical supervisor. Therefore, please fill in the form as soon as possible or let us know if you are unable or have any questions via the contact details at the end of this email. Your assistance in this matter is greatly appreciated.

If you prefer not to click links in emails below is the full url.

<https://hee-horus-training-web.azurewebsites.net/portfolio-item/submit/placement-supervision-group-feedback/kFaSlavAs7AjKx2T>

Thank you for your co-operation.

Horus is the ePortfolio for foundation doctors in England. It has been developed and is maintained by NHS Health Education England.

Please don't reply to this email address as it is not monitored.

For further advice please visit the Horus support site or contact your local Horus ePortfolio/postgraduate centre administrator in the first instance.

Horus support site: <https://supporthorus.hee.nhs.uk>

Horus helpdesk (technical queries): [servicedesk.horus@hee.nhs.uk](mailto:servicedesk.horus@hee.nhs.uk)

Horus ePortfolio: <https://hee-horus-training-web.azurewebsites.net/login>

## How PSG colleagues complete the PSG form

7) Once you have clicked on the link (see above screen shot ) you will then see your PSG Individual Feedback form. Your name will already be completed on the form. You will then need to complete 'Your Job Title' and 'Your Grade' see below.

**Placement Supervision Group Individual Feedback Form**

The Clinical Supervisor Angela Burton would like you to complete a Placement Supervision Group (PSG) Individual Feedback Form about foundation doctor Dr Cletus Kuhn.

**Foundation Doctor details:**

**Foundation Doctor:** Cletus Kuhn (1000502)  
**Date feedback requested:** 29/11/2017  
**Supervisor:** Angela Burton () Angela.Burton@hee.nhs.uk

**Placement Supervision Group - Information and responsibilities**

By completing this form members of the Placement Supervision Group are taking responsibility for describing accurately the foundation doctor's performance in the workplace and highlighting any areas of excellence or areas of concern. This form is not an additional assessment. The information will be used to help the Clinical Supervisor support the doctor and also feed into the Clinical Supervisor's End of Placement Report.

Your name \*  
Peter Purple

Your job title \*  
Cardiologist

Your grade \*  
Consultant

8) As you scroll down the form you will see other sections you need to complete.  
**Record of SLE's.** Tick which SLE's you have or have not completed . . .



## Record of Supervised Learning Events

Please indicate if you have observed any of the following supervised learning events during this placement.

### Mini-CEX \*

- ☒ Yes  
☐ No

### DOPS \*

- ☐ Yes  
☒ No

### Case-based Discussion \*

- ☒ Yes  
☐ No

### Developing the Clinical Teacher \*

- ☐ Yes  
☒ No

**Record of Observed performance in the workplace.** This relates specifically to the 4 Sections in the Foundation Curriculum and the 20 Foundation Professional Capabilities (FPC's) training outcomes. Your options are to select '**No concern**' '**Some concern**' or '**Major concern**'

If you select '**No concern**' then to focus your feedback click on the information icon to reveal the detailed criteria of the FPC's (curriculum outcomes) that are contained in each section and then click on your rating and comment in the box provided e.g. see Section 1 below

### Observed performance in the workplace

#### Section 1

##### Professional behaviour and trust: \*

- ☒ No Concern  
☐ Some Concern  
☐ Major Concern

- Acts professionally
- Delivers patient centred care and maintains trust
- Behaves in accordance with ethical and legal requirements
- Keeps practice up to date through learning and teaching
- Demonstrates engagement in career planning

Please provide a comment to support and justify the assessment rating for section 1 of the FP Curriculum 2016. Particular attention to any areas of concern should be recorded. Please be as specific as possible:

#### Section 2

##### Communication, teamworking and leadership: \*


- ☐ No Concern  
☐ Some Concern  
☐ Major Concern

Please provide a comment to support and justify the assessment rating for section 2 of the FP Curriculum 2016. Particular attention to any areas of concern should be recorded. Please be as specific as possible:

***Below each of the 4 sections there is a comment box. Please comment as this provides valuable feedback for the Supervisor.***


9) If you select **'Some'** or **'Major concern'** then the FPC's (curriculum outcomes) open up automatically below the comment box for you to select further, as you will need to distinguish which outcome you have concern about. Then add your comment to support and justify your assessment rating in the comment box in that section. See below

**Section 1**


Professional behaviour and trust: \* 

- ☐ No Concern  
☒ Some Concern  
☐ Major Concern


Please provide a comment to support and justify the assessment rating for section 1 of the FP Curriculum 2016. Particular attention to any areas of concern should be recorded. Please be as specific as possible:

1. Acts professionally: \* 


- ☐ No Concern  
☒ Some Concern  
☐ Major Concern

2. Delivers patient centred care and maintains trust: \* 

- ☒ No Concern  
☐ Some Concern  
☐ Major Concern

3. Behaves in accordance with ethical and legal requirements: \* 

- ☒ No Concern  
☐ Some Concern  
☐ Major Concern

4. Keeps practice up to date through learning and teaching: \* 

- ☒ No Concern  
☐ Some Concern

10) At the end of the form there is a final comment box for an overall judgement comment. Then click on **'Save and finish'**

**Section 4**

Safety and quality: \* 

- ☒ No Concern  
☐ Some Concern  
☐ Major Concern

Please provide a comment to support and justify the assessment rating for section 4 of the FP Curriculum 2016. Particular attention to any areas of concern should be recorded. Please be as specific as possible:

**Other comments**

Any other comments

Save and finish

Your next screen will inform you your PSG form has been saved



## Form saved

Thank you, this form has now been saved, no further action required.

## Clinical Supervisor viewing PSG feedback

11) Click on your 'Supervising' tab and then 'Manage / start PSG feedback' page to see how many responses you've requested and how many you have received.

### Horus ePortfolio

**NH**  
Health Education England


Home Admin menu ▾ **Supervising** Forms (start new) Help

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## Supervising

Foundation Doctors under your supervision (most recent first).

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Foundation Doctor	Supervision Details	Portfolio
Cletus Kuhn	Educational supervisor: 06-Dec-2017 until 03-Apr-2018 Clinical supervisor: 06-Dec-2017 until 03-Apr-2018 Educational supervisor: 02-Aug-2017 until 05-Dec-2017 Clinical supervisor: 02-Aug-2017 until 05-Dec-2017	 Open

Showing 1 to 1 of 1 entries

Previous 1 Next

### Create new forms

#### Start of placement forms

[Initial Meeting with Educational Supervisor](#)

[Induction Meeting with Clinical Supervisor](#)

[Combined Initial Meeting with Educational Supervisor & Induction Meeting with Clinical Supervisor](#)

#### End of placement/year forms

[Clinical Supervisors end of placement report](#)

[Educational Supervisors end of placement report](#)

[Educational Supervisors end of year report](#)

#### Placement Supervision Group

[Manage / start PSG feedback](#)

#### More forms

[All forms](#)

12) Select 'Details' next to the relevant foundation doctor to see who has responded/ is yet to respond.

## Placement Supervision Group Individual Feedback Forms

[Back to Supervising](#)

### History

Started	Foundation Doctor	Completed	Details
29-Nov-2017	Cletus Kuhn	3/3	<a href="#">Details</a>

### Start new

Click on the doctor's name to start a new PSG.

[Cletus Kuhn](#)  
ang.elaburton4465@gmail.com

13) Click on 'See feedback form' button in the right-hand column to view each completed PSG individual feedback form.

*Please Note: At present, they can only be viewed from this page by the supervisor.*

## Placement Supervision Group Individual Feedback Form

[Back to manage PSGs](#)

PSG responses for Cletus Kuhn (started on 29-Nov-2017)

Name	Email	Status	See feedback form
Peter Purple	angela.burton4465@gmail.com	Completed	<a href="#">See feedback form</a>
Polly Pink	angelab.urton4465@gmail.com	Completed	<a href="#">See feedback form</a>
Gareth Grey	angelabu.rton4465@gmail.com	Completed	<a href="#">See feedback form</a>

14) Check names on the form are correct e.g. Foundation Doctor and PSG colleague who has submitted the feedback. Scroll down the form to read the content then click 'close form' at the top right-hand corner.

## Placement Supervision Group Individual Feedback Form

[Close form](#)

Foundation Doctor:  
Cletus Kuhn (1000502)

Feedback completed by:  
Peter Purple (angela.burton4465@gmail.com)

Your name \*

Peter Purple

Your job title \*

Cardiologist

Your grade \*

Consultant

### Record of Supervised Learning Events

Please indicate if you have observed any of the following supervised learning events during this placement.

Mini-CEX \*

☒ Yes  
☐ No

DOPS \*

☐ Yes  
☒ No

**Please Note: At present feedback collected through the PSG feedback process on Horus can only be viewed by the supervisor who requested the feedback. Only the names of the PSG members who submitted feedback will be auto-populated into the CS 'end of placement report' and these names will be seen by the foundation doctor, their supervisors and administrators once the report has been submitted. See screen shot below.**

This form has been marked complete. It's now available to the Foundation Doctor.

### Clinical Supervisors End of Placement Report (F1 )

Close

**Name of Foundation Doctor**  
Dr Cletus Kuhn

**GMC Number**  
1000502

**Training period from:**  
02-Aug-2017

**Training period to:**  
05-Dec-2017

**Local Education Provider**  
Not Placed (Northern)

**Specialty**  
Cardiology

**Date last updated**  
29-Nov-2017

[map to curriculum](#)

#### Placement Supervision Group

The following individuals from the foundation doctor's placement supervision group contributed to this end of placement report.

Name	Job title	Grade
Gareth Grey	Pharmacist	senior
Polly Pink	Ward Sister	Senior Band 7
Peter Purple	Cardiologist	Consultant

**Are there any other individuals from the foundation doctor's placement supervision group that contributed to this end of placement report?:**

No entries have been made here.

By completing this form the clinical supervisor and Placement Supervision Group are taking responsibility for describing accurately this foundation doctor's performance in the workplace and highlighting any areas of excellence or areas of concern which may require educational support.

#### Acknowledgements

I would like to thank HEE Horus Foundation ePortfolio Team for the use of the screen shots in this guidance document, from the Horus training site.

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