**Guide to Final Supervisor-Trainee Meeting for Core Trainees**

Deadline Date = 8 days prior to ARCP (i.e. for Friday ARCP = midnight on Thursday of previous week)

Suggest 2 computers side-by-side and note there are often 2 steps – ‘Approve’ and ‘Mark as complete’ before the system will register an entry on the ARCP record.

**Tasks**

**1) Workbook**

Sign-off outstanding sections including tick boxes □

Sign-off remaining 15 Basic Training Units table □

Sign-off Workplace Based Assessment grid by looking at trainees’ e-portfolio if necessary □

**2) PDPs and Learning Agreements**

PDP: Log-in as supervisor. Click on PDP next to trainee’s name, click ‘Approve’, click on ‘Mark as Complete’ □

\*\*\*NOTE: If when the PDP was created, learning agreement was ticked as ‘Yes’, the system will not recognise it as a PDP and the trainee needs to redo the PDP and click ‘No’ when asked if this is a learning agreement entry.

Learning Agreement: click ‘Approve’, click on ‘Mark as Complete’ □

Log-in on trainee’s account to confirm ARCP record has turned ‘green’ □

**3) Unit of Training Sign-Offs**

Need to have been sent to educational supervisor prior to meeting and only once MSF complete □

Click on each unit individually and fill forms □

**4) Probity and Health**

Ensure Statement of Probity and Health Signed-Off □

**5) To Complete e-portfolio For The Year**

Ensure no outstanding tasks by going back to supervisor’s homepage and going into the ‘My Trainees’ section and then reviewing each area – Entries, Personal Activities, PDPs, Qualifications and ARCP record

**6) ESSR**

Trainee now to log-in and send ESSR to supervisor

Trainee sign-out and supervisor log-in

Supervisor to check, complete or add to the blank space sections, paying particular attention to the following numbered sections;

34 (Logbook), 39 (WPBAs), 50 (UoT), 56 (MSF), 58 (Patient Survey \*\*\*OPTIONAL), 68 (Library/activity evidence), 104 (Leave Periods), 114 Overall comment (\*\*\*KEY entry).

**7) After Meeting**

No further action needed from supervisor

For trainee;

* Trainee to liase with college tutor re: completing ESSR prior to deadline
* Scan in Basic Training Unit Sign Off and assign to ARCP
* Link all assessments to ARCP record (via completed assessments) prior to deadline
* Ensure that ESSR, CV, MSF, Logbook (total and year), Exam Certs and Basic Training Unit Sign Off assigned
* Hard copy of training record book and above taken to ARCP

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