

## CLINICAL SUPERVISOR GUIDELINES

### GPST ePortfolio Access for Hospital Clinical Supervisors

**NB: Clinical Supervisors do not have direct access to the GPST ePortfolio.** However at your initial 2 week from start of rotation meeting, the trainee should download competencies you have discussed onto their ePortfolio.

<http://www.rcgp.org.uk/training-exams/mrcgp-workplace-based-assessment-wpba/wpba-competence-framework.aspx>

To complete the CSR – Clinical Supervisors Report – you will need your GPST to provide you with a TICKET CODE. <https://trainee.gpeportfolio.rcgp.org.uk/assessments.aspx>

- GPST creates ticket by clicking on EVIDENCE on left hand side of menu on ePortfolio, then clicking on 'Produce Ticket Code'. GPST forwards form to CS using the 'Notify Assessors link via email. When CS receives email they are advised to copy and paste code in real time and when trainee is with you.

### **GMC Clinical Supervisor Standards**

- *The CS must meet with the trainee at the beginning middle and end of their 4m placement to establish a meaningful PDP, provide support, feedback and review progress*
- *The CS should have an overview of the specific GP curriculum requirements pertinent to the specialty placement – document for this is on our GP HEKSS website*
- *The CS must be able to complete the CSR based on their own observations and where appropriate colleague feedback and provide meaningful feedback therein to GP trainees to guide their further performance and learning*
- *The CS undertaking GP workplace based assessments must understand the RCGP requirements and make themselves available to undertake assessments in a timely manner*
- *The CS must communicate with the GP ES, GPTPD and GP LFG any concerns about a trainee who may be experiencing difficulty*
- *The CS should ensure a handover of the trainee to the next CS*