2016-17 Suggested TeP Checklist for ESR (Trainees and Trainers)

Item (area of e-portfolio to review) Not necessarily comprehensive	Written comments (have you commented on each of these?)	Quality control (a way to evaluate on individual areas and globally)	
Heather Peacock SE Scotland Deanery (Adapted from an idea by Dr J Foulkes and Steve Scott (NESC Wessex Deanery))		**NFD**	**A**
Assessments (correct minimum)	☐	☐	☐
COTs	☐	☐	☐
Mini_CeX	☐	☐	☐
CBDs	☐	☐	☐
CSR (one for each hospital post)	☐	☐	☐
MSF (released to trainee) x 2 cycles in ST1 and ST3	☐	☐	☐
PSQ (released to trainee) x 1cycle in ST1 and ST3	☐	☐	☐
Trainee self-rating (updated each 6 months) & submitted	☐	☐	☐
Professional competences (ES rating updated)	☐	☐	☐
Curriculum coverage	☐	☐	☐
CEPS (including intimate examinations)	☐	☐	☐
Learning log entries (see reflective criteria)	☐	☐	☐
Audit	☐	☐	☐
Significant event analysis (regular activity)	☐	☐	☐
PDP	☐	☐	☐
Quality of evidence provided	☐	☐	☐
ES recommendation (S, POR, US)	☐	☐	☐
Previous ARCP Documentation and feedback	☐	☐	☐
Feedback	☐	☐	☐
Agreed learning plan	☐	☐	☐
CPR & AED (final review)	☐	☐	☐
OOH (ST1 36 hours – each entry to summarize experience; ST3 72 hours – each entry to summarize experience) **Final review tick box**	☐	☐	☐
RCGP Educational agreement signed (1st review)	☐	☐	☐
SOAR Probity & Health statements signed (May each year)	☐	☐	☐
Child Protection/Safeguarding evidence to Level 3 (final ESR tick box)	☐	☐	☐
RCGP AKT (final review)	☐	☐	☐
RCGP CSA (final review)	☐	☐	☐
Completed ESR (see RCGP criteria)	☐	☐	☐

Possible ESR Outcomes

ES Outcome guidance	Satisfactory	Panel Opinion request	Unsatisfactory
Missing time i.e. sick time		✓	
Unsatisfactory or missing CSR			✓
Concerns about learning e.g. lack of engagement with e-portfolio or unsatisfactory assessments			✓
Missing evidence e.g. lack of log entries, no pdp, no self-ratings (see list above)		✓	
Concerns about professionalism or probity		✓	
None of the above	✓		