

## 2.3 Preparing for your review – *what will you need?*

### Initial meeting with the educational supervisor

- Foundation Learning Portfolio
- Diary and rota (to arrange subsequent appointments)
- Educational agreement form
- Self-appraisal form
- Personal development plan

### Induction meeting with clinical supervisor \*

- Diary and rota (to arrange subsequent appointments)
- Personal development plan
- Self-appraisal form (completed)

\* *Where the educational and clinical supervisors are the same, this need not be a separate meeting*

### Mid-point review \*\*

- Foundation Learning Portfolio
- Diary and rota (to arrange subsequent appointments)
- Personal development plan

\*\* *The mid-point review is not mandatory but strongly encouraged, particularly if you or your supervisor has concerns.*

### End of placement review

- Foundation Learning Portfolio
- Personal development plan
- End of placement self-appraisal of learning
- Self-appraisal form
- Final review form

### End of year review

- Foundation Learning Portfolio (complete and up-to-date)
- Assessment panel report

An explanation of the role of each of these meetings and some guidance as to how to approach them is set out overleaf, followed by an example of each form. You will find electronic copies of these forms on the learning portfolio CD or at [www.mmc.nhs.uk](http://www.mmc.nhs.uk)