

Beginning of term discussion template

Beginning of term discussion with supervisor – template guide for supervisor.

1. Introduction

- Welcome, getting to know each other
- Reflection on previous terms/how the year has gone so far

2. Term description and learning objectives

- Have you read the term description and the learning objectives it contains, and are there any questions?
- How cultural safety outcomes might be met during this term.
- Do you have any other learning goals this term (including addressing any areas where you think you need to improve)?
- Discussion may include what sorts of conditions and procedures the prevocational doctor will become competent in during the term.
- The supervisor and trainee should agree on whether additional learning objectives are added to the e-portfolio.

3. Midterm and end-of-term assessments

- Planning for mid and end of term assessments, how and when will they take place.

4. Entrustable professional activities

- Discussion about EPAs and what sort of activities the supervisor will observe and assess.
- Who else can observe and assess EPAs.

5. Any extra activities or expectations

- E.g. where to find handover documents/unit handbook (and give some examples of these), scope of practice (and give some examples)

6. Formal education program

- Arrangements to attend educational sessions

7. Support

- Who to go to for support
- Where to report concerns

8. Administrative items

- Who to notify when calling in sick
- How to apply for overtime