

SECTION 15: END OF PLACEMENT REVIEW

GUIDE TO COMPLETING THE MPR-EPR FORM AT THE POINT OF EPR

At the end of each placement period there is an end of placement review. Trainees and supervisors complete the relevant sections of the MPR-EPR form to give feedback to the trainee, the supervisor and the placement.

SUPERVISOR'S FEEDBACK IN THE MPR-EPR FORM

There are three Parts of the MPR-EPR form which supervisors complete at the point of EPR:

Part B This section is concerned with the supervisor's summary evaluation of the placement. It gives feedback to the Examination Board of the Course about whether the trainee has passed or failed the placement

Supervisors rate the trainee as "PASS" or "REFER TO EXAMINATION BOARD". Guidelines as to the meaning of these terms are listed later in this document.

Part D This section is a report on how the trainee has progressed over the placement, and gives an opportunity for identifying the trainee's strengths and needs

Part E This section helps to maintain continuity of training between placements. It asks supervisors to indicate both the trainee's strengths and areas for development. This section is passed to the trainee's next supervisor.

The supervisor's rating constitutes advice to the Examination Board. As such, it is an important judgment. Although trainees cannot request any changes in a completed form, they can comment on it by completing the Trainee comments on supervisor feedback at EPR form, and may appeal against a decision of the Board of Examiners. Section 27 of the handbook contains the guidelines on appeals.

In the third year, supervisors would also complete a brief (one-page) form to give an 'interim' judgment of third-year trainees in their final placement. This is required because the final Examination Board meets in early September, before trainees have finished their placements and thus would have completed the EPR meeting. This quirk of timing means that the Board needs supervisors to indicate how the trainee is progressing, before the point at which the usual MPR-EPR form is completed. This form is available on the course website and should be submitted in late August of the final placement. Supervisors would have been informed of the actual deadline in the placement letter.

Supervisor's recommendation to the Examination Board - PART B

Placements are rated as 'Pass' or 'Refer to Examination Board'. These ratings constitute advice to the Board of Examiners of the Course.

“Pass”

By passing the placement supervisors are indicating that the trainee has demonstrated clinical and professional competences relevant to the placement and to their stage of training (see Section 11 of the handbook for further details).

“Refer to Examination Board”

This category allows supervisors who have significant concerns about a trainee's performance to draw these to the attention of the course. The course will then make a decision about whether the placement should be passed or failed.

This rating is used when there is evidence of serious, persistent shortcomings in any of the areas covered by the supervisor's feedback form. Examples could include:

- failure to demonstrate acceptable levels of clinical and/or professional competence judged in the context of the stage of training and the opportunities provided by the placement
- serious lack of sensitivity and responsiveness to client's and/or colleague's communications
- serious and persistent difficulty in an important area of clinical-professional functioning (for example, being unable to formulate casework at a level appropriate to the stage of training)
- failure to show learning or to develop skills over the course of the placement
- failure to complete a sufficient amount of work (which is not accounted for by a lack of opportunity, or by illness)
- professional misconduct or serious breaches of the BPS Code of Conduct

It is important that concerns about poor performance on a particular item or set of items have been discussed with the trainee prior to the end of placement review. Where these concerns have become evident in the first part of the placement they should have been discussed at the Mid Placement Review, and with the trainee's course tutor.

The Board of Examiners, which has an overview of the trainee's development, will consider a number of sources of evidence in order to reach a decision about the appropriate outcome. These are:

- a) the supervisor's feedback at the end of placement in the MPR-EPR form
- b) feedback from the mid-placement review in the MPR-EPR form
- c) feedback from the trainee's course tutor
- d) evidence of progress from previous placements
- e) the outcome of a clinical viva (see Section 27)

The Board can decide to fail the placement, to pass it conditional on stipulated requirements to demonstrate specific competencies in the subsequent placement, or to pass the placement without further conditions.

Guidelines for Appeals against placement decisions are available from the Course and in Section 27 of the handbook.

Giving feedback - Part D

This part allows supervisors to give summative and detailed formative feedback about different areas of clinical competence. Each area contains exemplars, which help to anchor expectations relating to each area of activity.

It is not a requirement that the supervisor and the trainee agree about the feedback or the overall placement rating. However, it is important that supervisors discuss their feedback with the

trainee, and that they have this discussion before the trainee gives their feedback about the placement.

Goals for the next placement - Part E

This part allows supervisors to identify specific goals to be carried forward to the next placement, should they feel that this is necessary or would be helpful.

Timescale for returning the MPR-EPR form with supervisor feedback completed

The MPR-EPR form is a critical part of the evaluation process, and must be returned as soon as is practical after the placement ends. Without the form, the Examination Board cannot ratify the trainee's clinical experience, and hence significant delay in returning the form has the potential to jeopardise the trainee's progress through the course.

TRAINEE'S FEEDBACK IN THE MPR-EPR FORM

Within the MPR-EPR form, there are two Parts which trainees complete:

- Part A: this section provides details of the placement itself including number of days completed on placement
- Part C: this is where trainees provide more detailed feedback on the placement. Trainees are asked to comment on each aspect of the placement, identifying any issues and providing suggested developments. The following areas are covered:
 - 1. Basic placement organisation**
 - 2. Placement monitoring**
 - 3. Supervision**
 - 4. Range of clinical experience**
 - 5. Personal / professional support**
 - 6. Personal and professional development**

AFTER THE EPR MEETING: THE MPR-EPR FORM

Following the EPR meeting where supervisor and trainee have talked through their feedback in the various sections of the MPR-EPR form, the trainee will amalgamate the supervisor version of the form with theirs and they will both sign the form. This complete version of the form is then uploaded to ETFS. Trainees will take this completed form to their next placement, showing their new supervisor Part E (at a minimum), but can provide them with the whole form to help plan their experiences / areas for development in the new placement.