**CHECKLIST FOR COLLEGE VISITORS CONDUCTING MPRS**

Format of the meeting:

* First, meet with trainee, using prompts below and review of trainee ratings on the MPR-EPR form, placement contract and clinical log (~30 minutes)
* Second, meet with supervisor, using prompts below and review of supervisor ratings on the MPR-EPR form (~30 minutes)
* Conclude with a joint meeting, summarising feedback from the supervisor and then from trainee. Record on MPR-EPR form goals for the placement in PART B, and also any specific issues / concerns that were not recorded by the trainee or supervisor but came to light in the discussion, in APPENDIX section. Ensure you record whether a viva is indicated by ticking the relevant box under the goals table in PART B (~30 minutes)

**Meeting with the trainee**

* Start by summarising what you have taken from the trainee feedback part of the MPR/EPR form
* Ask the trainee whether there is anything that has not been recorded or highlighted in the form that they wish to raise with you, whether there are any issues or concerns that they want to discuss
* Work through each area of their feedback section, asking them to elaborate on their ratings and experience of the placement. Ensure that you cover: **caseload, observations, supervision, leadership opportunities, service related research, service user / carer consultation, inter-professional learning task** and ask them specifically **whether they have any concerns about the safety and wellbeing of service users** and whether they feel able to raise this with their supervisor and if not why not.
* What feedback have they had from supervisors to date?
* Conclude with a discussion about what they would like to set as goals for the remainder of the placement, and note these down for discussion in the final meeting with trainee and supervisor
* Summarise to the trainee what you will be feeding back in the joint meeting with the supervisor, agreeing what specific feedback will be given and how any issues / concerns might be raised and addressed.

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| **Meeting with the supervisor** |

* Start with **thanking the supervisor** for having the trainee on placement!
* Summarise what you have taken from the supervisor feedback part of the MPR/EPR form
* Ask the supervisor whether there is anything that has not been recorded or highlighted in the form that they would wish to raise with you, whether there are any concerns that they want to discuss
* Work through each area of competence in their feedback section (**i.e. clinical skill areas, use of supervision, professional competencies**) asking for summary comments / thoughts about their ratings in each.
* Ask the supervisor for feedback from the MDT / team (via the inter-professional feedback exercise – see questions below in box), ensure that MDT feedback is recorded on the MPR-EPR form (either by supervisor under question 6 of PART D, or ask for them to provide you with the feedback and you add to APPENDIX section).

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| **Inter-professional feedback exercise:**  **Impact**   * Has the trainee’s contribution been useful, and if so in what way? Do they communicate with team members in an appropriate manner? Have they made a difference to team discussions, and if so, in what way?   **Understanding team roles**   * Does the trainee understand the way the team functions and your role in it? Does the trainee appear to value and respect the roles of their team colleagues? |

* **Are there any specific concerns that would not lead to overall placement failure, but should be noted?**
* **Does the supervisor anticipate the trainee passing – are there any areas of concern that could give rise to possible failure?**
* **Goals** - What targets need to be set for the remainder of the placement – identify which are Formative (for the trainees further development but not required to pass placement) and which are Summative (required for trainee development AND to pass the placement). For any Summative goals, please note the date on which they will be reviewed to determine whether the trainee has met the requirements to pass the placement
* Summarise to the supervisor what you will be feeding back in the joint meeting with the trainee, agreeing what specific feedback will be given and how any issues / concerns might be raised and addressed

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| **Joint meeting and finalising the MPR-EPR form** |

* Start with giving supervisor feedback to trainee. Invite supervisor to add any additional comments
* Give trainee feedback to the supervisor, invite trainee to add any additional comments
* Discuss and agree goals for placement, and if needed, when they will be reviewed
* Record goals on the form, send form to trainee and supervisor to review. If they agree with content, trainee uploads to ETFS. If any changes need to be made, you make them and then trainee uploads to ETFS