

EDUCATIONAL SUPERVISION AND APPRAISAL

Each SpR has an educational supervisor and senior nurse mentor, appointed prior to your ITU start date. All trainees should have a series of appraisals throughout their time with GOSH regardless of whether they are in a Deanery training post or a Trust post. **Appraisal** is concerned with setting personal goals. It reviews personal, educational and job related achievements, is confidential, pastoral and designed to assist an individual to progress. It should be perceived as non-threatening and be conducted in the context of the job. It is your responsibility to contact your educational supervisor and make an appointment for the initial appraisal meeting and to jointly set dates for subsequent meetings.

You should meet your educational supervisor in the first 1-2 weeks of your job to identify appropriate educational goals and plan. You should then meet at 3 months or midpoint for appraisal of objectives, and then at 6 months or in the last month of your post to complete the appraisal process and review training. Please inform Carol Parkes (x7950) and PGME of the name of your educational supervisor, planned meeting dates and confirmation that the meetings have taken place. This can be done via email or by using the forms provided in the appraisal documents. You may record your appraisal meetings in any form you find suitable but PGME forms are available on the intranet (<http://gosweb/pgme/appraisal.html>).