

Assigned Educational Supervisor (AES) Report Feedback Form

This is a supportive tool designed to improve the quality of AES reports. It is intended as both a guide for the AES to facilitate the completion of their report at the end of a trainee's placement and to allow the Training Programme Director (TPD) an opportunity to review reports and offer feedback to the AES. It is envisaged that the form will be completed by the TPD. **Completed forms do not need to be returned to the JCST.**

Name of AES	
Name of trainee	
Deanery/LETB	
Date of ARCP	
ARCP Outcome	

OBJECTIVE SETTING AND INTERIM REVIEW		
Did objective setting take place within 6 weeks of the trainee starting in placement?	Yes	No
Did an interim review occur at an appropriate time?	Yes	No

FINAL REVIEW			
Curricula objectives:			
Did the AES include free text comments on trainee performance?	Yes (this was helpful)	Yes (could be improved)	No
Was there a logbook review with comments?	Yes (this was helpful)	Yes (could be improved)	No
If applicable, had the benchmarking and/or certification checklist been completed?	Yes	No	N/A
Portfolio objectives:			
Did the AES include free text comments on trainee performance?	Yes (this was helpful)	Yes (could be improved)	No
Clinical supervisor comments:			
Were comments from the Clinical Supervisor entered into the portfolio?	Yes	No	
Did the AES refer to the Clinical Supervisor's comments in their report?	Yes	No	N/A

SUMMARY			
Has the AES report been completed with an appropriate level of detail and of sufficient quality to be of value in awarding the ARCP outcome?			
Excellent	Good	Adequate	Further development
Free text comments:			

Descriptors for AES report feedback:

Excellent – Full report on curriculum (to include logbook) and portfolio objectives, with detailed referral to Clinical Supervisor comments.

Good – Some inclusion of curriculum and portfolio objectives, and referral to Clinical Supervisor comments.

Adequate – Minimal reference to curriculum and portfolio objectives, or Clinical Supervisor comments.

Further development required – No reference to curriculum and portfolio objectives or Clinical Supervisor comments.