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| Supervisor Training Reflective Practice Record  Name: |  |

This document collates all of the reflective notes made by people undergoing supervisor training for the College of Optometrists. The questions are provided to guide you but need not be used in your reflective practice. The spaces provided for your reflective notes are **not** indicative of the amount you should write.

Section 1: Introduction

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| **1.1 The Course Structure**   1. Do you agree with the approach we are using with this training? 2. How will you have to adapt your usual method of learning to adapt to this approach? | **Reflective Notes** |
| **1.2 Introduction to the Scheme for Registration**   1. Will you be working alone with the student, working with another Principal Supervisor and/or with Additional Supervisors? | **Reflective Notes** |
| **1.3 The Benefits of Good Workplace Supervision**   1. What do I believe about how change occurs in people? 2. What are the crucial variables in training and supervision? 3. How do I measure success in supervision? 4. How do I contribute to that success? 5. What is the hardest type of person to supervise, and why? 6. What is the easiest type of person to supervise, and why? | **Reflective Notes** |
| **1.4 The College Expectations of Supervisors**   1. Which of the College’s expectations of you as a supervisor will be the most challenging for you to achieve? 2. Will you need support or help to achieve some of these expectations? 3. How will you access that help and / or support? 4. How will you remind yourself of these expectations? | **Reflective Notes** |
| **1.5 Creating a Learning Environment**   1. Where do you think you may encounter challenges in setting up a good learning environment? 2. Are there any actions you can take to reduce or eliminate these challenges? | **Reflective Notes** |
| Signed: | Date: |

Section 2: The Scheme

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| **2.1 Overview of the Scheme for Registration**   1. Do you think you could explain the general structure of the Scheme for Registration to a fellow optometrist?  * Without using diagrams * In approximately 5-10 minutes   (give it a go and reflect on how it went) | **Reflective Notes** |
| **2.2 Stage 1 Visits**   1. Which of the contents of this module do you think you will have the biggest challenge to comply with? 2. Is there anything you can do / support you can get to help you? 3. How can you make / encourage your trainee to take responsibility for their paperwork, evidence and reflective journals? | **Reflective Notes** |
| **2.3 Moving from Stage 1 to Stage 2**   1. Which content in this module do you think will be the most difficult to deliver? 2. Is there anything you need to do or any support you require to help you? 3. Do you know supervisors in other practices you could work with to give trainees different experiences? | **Reflective Notes** |
| **2.4 OSCEs and GOC Registration**   1. Can you think back to your OSCE and how you felt / performed in it?    * What would have helped you to prepare for it? 2. Who else can help you to prepare your trainee for their OSCE? 3. What activities can you do to prepare your trainee for the OSCE examination conditions? | **Reflective Notes** |
| **2.5 Cheating and Misconduct**   1. What kind of activities or behaviours could lead you to suspect a learner of:    * cheating?    * misconduct? | **Reflective Notes** |
| Signed: | Date: |

Section 3: Preparation

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| **3.1 Preparing to Supervise**   1. Which of the tips do you think will be the most challenging for you to achieve or implement (or remember to do)?  * Why is this?  1. Is there anything you can do to help yourself? 2. Do you agree with the tips we have put forward? 3. Are there any you think should be added or removed (and why)? | **Reflective Notes** |
| **3.2 Designing an Induction for a Learner**   1. Do you think you could plan and timetable the first week or two of a new learner’s time with you? 2. How can you share the task of the induction around your wider team? | **Reflective Notes** |
| **3.3 Planning for Success**   1. Are there any things you can address at your practice to avoid cancellations and postponements? 2. What level of postponements do you feel is acceptable and why? | **Reflective Notes** |
| **3.4 Getting to grips with reasonable adjustment**   1. What reasonable adjustments could you foresee being able to accommodate in your workplace? 2. What kinds of reasonable adjustment could be challenging at your workplace and what would you need to overcome them? | **Reflective Notes** |
| Signed: | Date: |

Section 4: Guiding

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| **4.1 Start Day Checklist**   1. Do you think you could write an induction checklist for your practice?Note: you may already have one for previous learners or new members of staff - feel free to adapt that 2. Do you think there will be challenges on day one? What are they and how can you prepare for them? | **Reflective Notes** |
| **4.2 The First One-to-One**   1. What do you think will be your biggest challenges in your first one-to-one with a new learner? 2. How will you overcome some of these challenges? 3. What sort of professional relationship do you want to have with your learner and how will you establish this in your first meeting? | **Reflective Notes** |
| * 1. **Encouraging Reflective Practice**  1. Prepare your own “talk” about the benefits of reflective practice that you could use for learners under your supervision.    * feel free to do some additional online research to better inform or illustrate your approach. 2. Which of the suggestions do you think you could incorporate into your practice as a supervisor? | **Reflective Notes** |
| **4.4 Progress Meetings**   1. What changes can you make to ensure your one-to-one meetings with your learners are more:  * efficient? * productive? * supportive? | **Reflective Notes** |
| **4.5 Having Difficult Conversations**   1. What worries you most about having these sorts of conversations? 2. What can you do to reduce those worries and improve how you deal with them? 3. Is there any support or advice available from your team or workplace? | **Reflective Notes** |
| Signed: | Date: |

Section 5: Supervising

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| **5.1 Duties of Supervision**   1. What are the crucial variables in training and supervision? 2. How do I measure success in supervision? 3. How do I contribute to that success? 4. What is the hardest type of person to supervise, and why? 5. What is the easiest type of person to supervise, and why? | **Reflective Notes** |
| **5.2 Giving High Quality Formative Feedback**   1. Which of these approaches to feedback do you feel will be the most challenging to do? Why do you think that is? 2. Is there anything you can do to help you implement these ideas into your day-to-day practice? | **Reflective Notes** |
| **5.3 Learner Evidence**   1. What actions could you take to encourage your learner to take responsibility for the evidence they gather and gain confidence in the quality of the evidence they use? 2. Are there any competencies or learning outcomes where the gathering of evidence will be more difficult? How would you approach these with a learner? | **Reflective Notes** |
| **5.4 Balancing Supervision with**   1. Which would be the most challenging aspects of the duties expected of you as a supervisor?    * Have you had a conversation about which duties your supervisor work will replace in your day-to-day duties? 2. List them and refer back to them from time to time. 3. Who can support you in the workplace | **Reflective Notes** |
| Signed: | Date: |

Section 6: Challenges

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| **6.1 Maintaining Clinical Responsibility**  No reflective questions | **Reflective Notes** |
| **6.2 Learner Health, Safety and Wellbeing**   1. Which of the contents of this module would you find most challenging? 2. What activities / support could you do to overcome these challenges? 3. What health, safety or wellbeing aspects of your practice could you get a learner to look at / audit? | **Reflective Notes** |
| **6.3 Common Learner Challenges**   1. Which challenges would you find most difficult to address and why? 2. Is there anything you can do to address or reduce these difficulties? | **Reflective Notes** |
| **6.4**  No reflective questions for this module | **Reflective Notes** |
| Signed: | Date: |

**Continue if you wish to apply for the *OptPE* affix.**

Section 7: Routine Supervising Reflective Notes

To gain the *OptPE* affix we will expect you to keep regular reflective notes on your routine supervising activities for at least six months.

Please record them here.

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| **Date** | **Reflective Notes** |
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Section 8: Declaration

I declare that these reflective notes are my own work, and I wish to apply for the *OptPE* affix.

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| Name: |  |  | Date: |  |
| Membership No: |  |  | GOC No: |  |

I have completed the following:

Online training modules

Supervisor Peer Review

Email your completed form to [clip@college-optometrists.org](mailto:clip@college-optometrists.org)