***NHS Fellowship in Clinical AI*: supervision meeting 1**

Induction & Personal Development Plan

|  |  |
| --- | --- |
| Name of fellow |  |
| Name of supervisor |  |
| Date |  |

Instructions:

* The fellow shall use this template at the start of the fellowship year to document plans for the year in discussion with their supervisor.
* Please submit this completed form *with a copy of the agreed project template* to [gstt.aifellowship@nhs.net](mailto:gstt.aifellowship@nhs.net) & cc supervisor

**Induction**

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| --- |
| Agreed timetable of weekly fellowship commitments e.g. direct supervision (at least 1hr per week from a suitable member of the clinical AI team), protected time for project work, protected time for didactic & self-directed learning activities |
|  |
| Plan for site-specific induction processes e.g. introductions and work-shadowing of relevant team members, fire safety, IT accounts, building access, specialist equipment induction, out of hours work, pastoral and academic support/resources |
|  |
| Title of agreed clinical AI project (also attach up to date of the project outline including any agreed modifications or updates) |
|  |
| Other comments |
|  |

**Fellow’s Personal Development Plan (part of induction meeting)**

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| --- |
| What objectives of the curriculum are your highest priority, and how does this align with your future career development? |
|  |
| What learning methods will you use to achieve these objectives? |
|  |
| How will you show evidence of meeting these objectives? E.g. code repository, certificates, personal reflection, record of attendance of learning events |
|  |
| Other comments |
|  |

 We recommend the fellow identifies and anticipates training needs using the SWOT (Strengths, Weaknesses, Opportunities, Threats) tool below. See the Clinical AI Curriculum document for a worked example.

|  |  |  |
| --- | --- | --- |
|  | Helpful | Harmful |
| Internal factors | Strengths | Weaknesses |
| External factors | Opportunities | Threats |

***NHS Fellowship in Clinical AI:* supervision meeting 2**

Mid-point review

|  |  |
| --- | --- |
| Name of fellow |  |
| Name of supervisor |  |
| Date |  |

Instructions:

* The fellow shall use this template at the midpoint of the fellowship year to document updates to their plans for the year in discussion with their supervisor.
* Please submit this completed form to [gstt.aifellowship@nhs.net](mailto:gstt.aifellowship@nhs.net) & cc supervisor. If the project template was updated, submit the updated version.

**Project review**

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| --- |
| Describe whether key interim milestones have been met in a timely manner according to the project outline. If the project has changed substantially since the previous version, please attach an amended project outline. |
|  |
| Describe anticipated or unanticipated issues that have arisen during the project and the steps taken to mitigate them. |
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| Describe the future milestones, challenges, and actions for the project |
|  |
| Other comments |
|  |

**Personal Development Plan Review (part of mid-point review)**

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| What is the evidence of meeting the objectives stated in the Personal Development Plan?  Any new learning objectives? |
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| What objectives still need to be achieved, and how will they be achieved? |
|  |
| Other comments |
|  |

Where useful, please revisit the SWOT tool to identify any relevant changes since last time:

|  |  |  |
| --- | --- | --- |
|  | Helpful | Harmful |
| Internal factors | Strengths | Weaknesses |
| External factors | Opportunities | Threats |

***NHS Fellowship in Clinical AI*: supervision meeting 3**

End of fellowship appraisal

|  |  |
| --- | --- |
| Name of fellow |  |
| Name of supervisor |  |
| Date |  |

Instructions:

* The supervisor shall use this template at the end of the fellowship year to appraise the overall performance of the fellow throughout their attachment in discussion with the fellow.
* Please submit this completed formto [gstt.aifellowship@nhs.net](mailto:gstt.aifellowship@nhs.net)

**Appraisal of project**

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| --- |
| Please provide feedback on the fellow’s clinical AI project work throughout the year. This should include how well they fulfilled their agreed roles and responsibilities, significant milestones in the project, and their response to challenges arising in the course of the project |
|  |
| Other comments |
|  |

**Appraisal of Personal Development Plan**

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| --- |
| Which objectives of the fellow’s Personal Development Plan have been met, and what is the evidence to support this? |
|  |
| What are specific areas of development that the supervisor recommends in future work? |
|  |
| Other comments |
|  |