

Sarah's guide to ESR self-assessment

- Log into portfolio
- Add some 'New PDP' ideas – remember to keep them SMART
- Check that your mandatory training certificates are all in date – upload to 'Supporting Information' LL and link to the Compliance Passport
- Check that you have recorded any additional days out of training eg sickness
- Click the 'Prepare' link on the dot chart
- Check the date of the review that has been set up – let your supervisor know if this is wrong
- The list of tasks to be completed will reduce as you work through the process
- Add comments about your Clinical Experience coverage and Educational Assessment progress
- Click the Capability links to open up data entry screen for each area
- Look at the list of linked evidence that is available for tagging
 - Consider how each one might demonstrate your competence in that area
 - Tag 3 examples to illustrate your overall performance
 - Write a sentence to indicate why you have chosen these pieces of evidence
- It is acceptable to cite evidence that might not be available for 'tagging' eg quote from MSF reports in which case you need to clearly reference it so that the Ed Sup and ARCP panel can find the original entry
- Look at the 'word pictures' at the bottom of the page which provide a guide towards how you can demonstrate 'competency' and consider how you are performing compared to your peers
 - It is expected that in ST1 you are still 'needs further development' across the board
 - Do you feel that you are 'meets expectations', or performing 'above' or 'below'?
 - A 'Competent for Licensing' rating suggests that you have achieved the expected level of performance needed for a newly qualified GP – this needs to be achieved across the board by the time of your **final** ESR prior to CCT
 - A rating of 'Excellent' indicates that you are performing above the level expected of a fully qualified GP
- Choose the 'Rating' that you consider the 3 pieces of presented evidence portrays
- Move onto the next Competence Area, and complete all 13 of them in turn
- Consider 3 actions for completion within the next 6 months – these are for items of evidence that you can add to the portfolio related to that particular professional capability eg collect x number of CEPS, attend an MDT – keep it simple
- Review your PDP objectives and mark whether each has been achieved, or whether you wish to carry them over to the next review period, add a reflective comment in each to provide an update and make sure that you have linked any relevant evidence
- Check the declarations and complete as appropriate
- Sign off your self-assessment and let the Ed Sup know when you have completed all of the above so that they can review your information prior to the ESR meeting
- Look forward to doing the whole thing again in May!