



Trainees:

- ☐ Complete required learning captures
- ☐ Complete required observation captures
- ☐ Ensure rotation plan was submitted at the start of the rotation
- ☐ Ensure all required learning courses are completed
- ☐ Review feedback from prior progress reports or learning conversations
- ☐ Reflect on progress against relevant learning goals and progression criteria
- ☐ Draft your self-assessment and reflection, thinking about specific examples of:
 - Professional activities
 - Work-based assessments
 - Feedback from supervisors or peers
 - Learning or performance challenges
- ☐ Review and submit your progress report by the due date in the TMP

Supervisors:

- ☐ Ensure the trainee has completed the required:
 - rotation plan
 - learning captures
 - observation captures
 - learning courses
- ☐ Review trainee's submitted progress report with self-reflection and evidence in TMP
- ☐ Reflect on performance using the progression criteria for the current training phase
- ☐ Provide clear, evidence-based comments in the report
- ☐ Assign ratings to each learning goal and overall progress
- ☐ Select a progression recommendation that will be considered by the Progress Review Panel
- ☐ Meet with the trainee to discuss their self-assessment, learning experiences and supervisor feedback
- ☐ Submit the completed supervisor section of the progress report in TMP before the due date