

Annotated Assistantship Progress Review Form (APR)

Year 5 Primary and Community Care Assistantship Progress Review

Thank you for completing this Review with your tutee. Tutors will be asked to sign off with your name and email address at the end of the form.

Student Name

* *Mandatory*

Tutor Name

* *Mandatory*

Academy

Please select your current Academy:

* *Mandatory*

Assistantship Progress

To successfully complete the assistantship, each student should review the following with their Academy Tutor, GP Tutor and/or Academy Lead. The Clinical Learning Journal and EPA log are accessible from the student's ePortfolio.

	No	Yes
Is the Clinical Learning Journal (weekly log) complete for this assistantship?	<input type="radio"/>	<input type="radio"/>
Is there evidence of sufficient Entrustable Professional Activities (EPA) completion at this point of the year?	<input type="radio"/>	<input type="radio"/>
Are you satisfied with the student's level of professionalism?	<input type="radio"/>	<input type="radio"/>

* *Mandatory*

Clinical and Professional Progress

Please discuss with your student their confidence and progress in developing consultation, clinical and professional skills (CaPS) and with their Team Assessment of Behaviour (TAB).

Recommendation to Progress/Exam Board

If you have answered 'No' to any of the previous questions this should prompt an 'Unsatisfactory Progress' recommendation.

You will be asked to expand on reasons for 'Unsatisfactory Progress' in a free text area below, and this will trigger a supportive meeting with the student, Academy and Year Leads to discuss this further.

By completing this recommendation you confirm that to the best of your knowledge the information on this form is correct and reflects evidence provided by the student.

	Unsatisfactory progress	Satisfactory Progress
Recommendation	<input type="radio"/>	<input type="radio"/>

Feedback and Further Plan of Action

Please consider also providing some feedback to the student on their Practice Project

* *Mandatory*

Clinical Learning Journal:

Students are required to complete a brief daily activity log on OneNote. Please ask them to show this to you and briefly check this is completed and consistent with their attendance in practice.

EPAs:

The students need to have

- at least 1 signature for each of EPA 1-14 for block A, at least 3 signatures for each EPA 1-14 for block B and completed all EPAs in Block C
- completed ONE Mini-CEX to a satisfactory level
- completed ONE Case Based Discussion (CBD)

Professionalism:

Please see the [link](#) outlining the key areas of professional concern for medical students. Of particular relevance to this placement would be consistent poor timekeeping and communication, lack of engagement with the placement or student project and poor behaviour with staff and patients. If your student has missed more than 5 days in practice during the attachment, please tick 'No' for professionalism and include number of days missed and reasons in the comments section. It is important to include even low level concerns on this form.

CAPs logbook:

All CAPs needs to have been completed to the required level by 10/05/24 so this should be close to completion, and they should have actively sought out opportunities to get some skills signed during their placement.

TAB:

The students need 10 responses for their TAB of which at least 8 must be from staff (any health professional/practice managers/receptionists) and no more than two from peers. Their academic mentor will review the TAB responses, so you just need to check they have had the appropriate number of responses.