



## Reflection Meeting Guidelines (AEMTP)

### 1. Introduction

A Reflection Meeting is an opportunity for trainees to reflect on their training, learning and performance, gain formative feedback from their Primary Supervisor and establish further learning goals. Reflection Meetings for trainees completing the AEMTP include reflection on Leadership, Management and Professionalism.

Reflection Meetings are conducted at the end of every three calendar months of training during the minimum supervised training period for the training program, and ideally at the end of each of these contributing placements.

### 2. Instructions

#### 2.1 Trainees

Trainees are required to:

- Complete Component One (1) - Trainee Reflection, a self-reflection on their training, learning and performance over the previous three (3) calendar months of training.
- Enter and save their Component One (1) notes in the assessment area of the ACEM Educational Resources website, prior to meeting with their Primary Supervisor.

#### 2.2 Primary Supervisors

Primary Supervisors are required to:

- Encourage open and trusted conversation and reflection upon:
  - Previously developed goals
  - Trainee strengths and weaknesses
  - Challenges encountered by the trainee E.g. accessing adequate case-mix
  - Strategies implemented to address challenges
  - Impact and usefulness of self-reflection on training and clinical practice
  - Challenges around reflecting on training
  - Ability of the trainee to carry out self-reflection
- Assist with refinement of:
  - Areas for further development

The trainee may adjust their reflection notes during this meeting.

#### 2.3 Suggested process for Reflection Meeting

1. Trainee and Primary Supervisor to negotiate a meeting time, approximate duration of 45 minutes
2. Prior to the meeting, discuss the purpose of the reflection meeting and the process for undergoing meaningful reflection
3. Trainee to enter and save their Component One (1) – Trainee Reflection notes in the assessment area of the ACEM Educational Resources website
4. Meeting between trainee and supervisor to reflect on training and refine notes as necessary
5. Complete Component Two (2) - Discussion with Primary supervisor. During this discussion the Primary Supervisor must make note of the trainee's ability for self-reflection
6. Primary Supervisor enters and saves the record of the reflection meeting in the assessment area of the ACEM Educational Resources website.

# Reflection Meeting Assessment Form (AEMTP) Assessment Form



**NAME OF TRAINEE** \_\_\_\_\_  
**NAME OF PRIMARY SUPERVISOR** \_\_\_\_\_  
**DATE OF MEETING** \_\_\_\_\_

## COMPONENT 1 – TRAINEE REFLECTION

Goals that had been set to be addressed during this assessment period:

Reflection on progress toward set goals:

Strengths and weaknesses shown/perceived in training:

Challenges encountered in training:

Strategies implemented to address challenges:

Skills and knowledge for further development:

Reflection on leadership and management and professionalism:

Examples of leadership and management and professionalism including:

- Demonstration of situational awareness when managing a department
- Use of conflict resolution, within the multi-disciplinary team
- Identification of service gaps in the department
- Provision of feedback to junior staff directly supervising
- Demonstration of ethical practice, care and integrity
- Complies with their professional responsibilities and obligations

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## COMPONENT 2 – DISCUSSION WITH PRIMARY SUPERVISOR

Record of discussion of examples of leadership and management and professionalism:

Agreed list of goals for next 3 months of training or placement

(Does not need to be completed if the meeting is the final one at the end of training):

Primary Supervisor to confirm that the trainee will receive 30% direct supervision (rostered on shift with a direct Clinical Supervisor) during the placement.

(Does not need to be completed if the meeting is the final one at the end of training)

Primary Supervisor comments on trainee's self-reflection:

Additional Trainee and Primary Supervisor comments (optional) – entered by Primary Supervisor:

(End of assessment)