



## Start of Placement Meeting (FEM, IEM & AEM Training Programs)

### 1. Introduction

A Start of Placement Meeting is an opportunity for the trainee to meet with their Primary Supervisor and establish their learning intentions and goals for training for the upcoming placement.

### 2. Instructions

#### 2.1 Trainees

Trainees are required to:

- Complete Component One (1) - Trainee learning intentions, consideration of how they intend to approach their training during this placement, their learning needs and the goals they wish to work towards.
- Enter and save their Component One (1) notes in the assessment area of the ACEM Educational Resources website. The trainee may update their Component One (1) notes during their discussion with the supervisor.

#### 2.2 Primary Supervisors

Primary Supervisors are required to:

- Encourage open and trusted conversation and consider the following as a guide/basis for discussion during the start of placement meeting:
  - Learning needs of the trainee
  - Learning goals for training
  - Trainee strengths and weaknesses
  - Possible/ anticipated challenges in training in relation to meeting training and assessment requirements
  - Strategies to employ if/when challenges arise
  - The importance and purpose of meaningful self-reflection on one's clinical practice
  - The process/guide/tools to self-reflection during training

#### 2.3 Suggested process for Start of Placement Meeting

1. Trainee and supervisor to negotiate a meeting time of approximately 30 minutes within the first two weeks of a placement.
2. Trainee to complete Component One (1) – Trainee learning intentions notes in the assessment area of the ACEM Educational Resources website.
3. Meeting between trainee and supervisor to determine learning needs and goals
4. Trainee can update their Component One (1) notes during or after the discussion with their supervisor.
5. Supervisor to complete Component Two (2) - Discussion with supervisor in the assessment area of the ACEM Educational Resources website.



# Start of Placement Meeting Assessment Form (FEMTP, IEMTP, AEMTP)

**NAME OF TRAINEE** \_\_\_\_\_

**NAME OF PRIMARY SUPERVISOR** \_\_\_\_\_

**DATE OF MEETING** \_\_\_\_\_

PROGRAM

**FEMTP**

**IEMTP**

**AEMTP**

## COMPONENT 1 – TRAINEE LEARNING INTENTIONS

List of learning needs:

Set goals for training:

Strengths and weaknesses in relation to training:

Possible/ anticipated challenges in training:

Strategies to employ to meet challenges:

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## COMPONENT 2 – DISCUSSION WITH PRIMARY SUPERVISOR

Primary Supervisor comments (summary of discussion and agreed outcomes):

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

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

**(End of assessment)**