

NHS Isle of Wight  
Postgraduate Medical Centre, St Mary's Hospital  
**Learning Agreement**

**Name:** ..... **Speciality:** .....

**Grade:** ..... **Number of years previously in this grade:** .....

**Start date:** ..... **Finish date:** .....

Please discuss your educational requirements (see over) with your Educational Supervisor within the first two weeks of starting your post. Please then complete the details below and return to the Associate Director of Medical Education in the Postgraduate Medical Centre keeping a copy for yourself. This copy should be brought, together with your log book, to all subsequent appraisals.

**Note:** Application for study leave for relevant courses should be submitted as soon as possible.

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1. Give a brief statement of the training you have completed including jobs undertaken, knowledge and skills obtained so far: *for example Specialty Training Medicine*

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2. Short term career plan (including a description of what educational value you hope for from present post)

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3. Long term career plan – copy of PDP can be supplied

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4. Courses/conferences or private study you plan to take within the next six months ( F2/CT/ST grades)

Title:

Dates:

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- Please list any other training objectives during this post, including any exams you intend to take.
5. I have received a copy of the medical handbook and am aware that I will have to read and understand it within 6 weeks of commencing my post
6. Please confirm that you have received departmental and post induction at NHS IOW . YES/ NO

To be discussed and completed by the Educational Supervisor (after discussion of points noted overleaf).  
I agree that this is a reasonable and achievable programme with the following reservations/comments:

Signature: (Educational Supervisor)

Signature: (Trainee)

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Dates for future appraisals:

**Dr Oliver Cramer, ADME**

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**FAILURE TO COMPLETE AND RETURN THIS FORM MAY RESULT IN STUDY LEAVE NOT BEING APPROVED.**

Completion of this Learning Agreement is the first of, what should be, several formal appraisals between Educational Supervisors and Trainee. These appraisals should take place in protected bleep-free time. The following should be discussed and key points documented overleaf:

<b>Completed training</b>	What skills/knowledge has the trainee achieved so far?
<b>Present Attachment</b>	Does trainee have clear educational objectives (short term and long term)? What skills/knowledge does trainee have to attain? Awareness of college curriculum? (all) What opportunities are available on the firm? What competencies are expected of trainee at start of post and at end of post?
<b>Planning of Study Leave</b>	Brief details of courses, conferences and private study time proposed. (F2/CT/ST)
<b>Research and Audit</b>	Interest and Opportunities.
<b>Teaching</b>	By trainee to more junior doctors, nurses etc.
<b>Career Counselling</b>	Is further career counselling needed (e.g. by DME/local Career's Lead or Speciality Tutor/ Training programme director)?
<b>Future appraisal dates</b>	A minimum of two further formal appraisals in protected time should be planned at this stage. Discussion to include: <ul style="list-style-type: none"><li>• Log Book</li><li>• Performance and attitude, strengths and weaknesses, achievements</li><li>• Plans to fulfil college curriculum, exams, career objectives etc.</li><li>• Local/Regional educational programme</li><li>• Benefits from study leave already taken</li></ul>

This learning agreement should be part of a trainee's personal file and may need to be produced at their ARCP/RITA assessment, signed by trainee and trainer.