ANZCA Handbook for Training and Accreditation
Appendix 2 - Trainee remedial interview record guideline (for supervisor of training to use in trainees experiencing difficulty process, Section 13 handbook)

DATE: / / 

Trainee remedial interview record

Trainee name:

College ID: Training period: Training site:

Supervisor of training Head of department

Persons present and designation:

1.

2.

3.

4.

5.

Supervisor of training summary of concerns:

Trainee summary of concerns:
Discussion: (Attach extra sheets if required)

* A copy of the record of the discussion and agreed action plan must be forwarded to the education officer (for the region), and general manager, Training and Assessments at the commencement of the trainees experiencing difficulty process (TDP). Once the process is complete this should be reported to the education officer and the general manager, Training and Assessments.

* The rotational supervisor should also be advised that a trainee experiencing difficulty process is underway.