

ANZCA Handbook for Training and Accreditation

Appendix 3 Guideline for documentation – SOT meeting with a trainee experiencing difficulty

Trainee details:

Name

College ID

Training period

Current training placement

Date issue raised:

1. Risk assessment – safe to practice?
 - a. If NO discuss with Head of Department, consider immediate safety of patients and trainee, and consider rostered duties
 - b. If YES proceed to 2.
2. What are the issues:
 - a. Examination failure/failure to present
 - b. Performance
 - c. Professionalism or insight deficiencies
 - d. Illness
 - e. Global assessment concerns
3. Preparation for meeting with trainee
 - i. History
 - ii. Further assessment
 - iii. Meeting plan
 - iv. Meeting invitation – date, place, invitees
4. Meeting
 - a. Discussion with trainee
 - b. Action plan options
 - c. Date of meeting
 - d. Meeting attendees
5. Agreed plan
 - a. Avenues for remediation
 - b. Timeframe for remediation
 - c. Monitoring of progress
 - d. Review date
 - e. Conclusion date
 - f. Training time options
 - g. Rostering options
 - h. Discussion about commitments to other ANZCA activities eg. committee involvement and whether this is feasible

6. Please note
- a. Mentor
 - b. Resource person(s)
 - c. Support - Family/friends

Signatures:

Trainee -----

Supervisor of training -----

Date: -----/-----/-----

- **A copy of the meeting record will be provided to the trainee**
- **A copy of the meeting record will be kept in a confidential file by the SOT**
- **If a Trainee experiencing Difficulty Process (TDP) is planned, the Education Officer and Head of Department must be notified and provide copy of the meeting records.**
- **The Rotational Supervisor should be notified if a TDP is commenced.**

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