

Record of meeting with postgraduate trainee

The principles of fairness, natural justice and confidentiality should apply in all dealings with trainees experiencing difficulties. Appropriate documentation, made contemporaneously, supports these principles.

Trainee's name	Level	Date
Current rotation	Term supervisor	
Meeting convened by		
Notes taken by		
Purpose of meeting		
Issues		
Actions		
Follow up		

Postgraduate trainee action plan

Trainee name	Level	Current rotation	Term supervisor
Person completing this action plan		Plan date	Review date
Agreed actions	Expected outcome*	Person responsible	Review date
1			
2			
3			
4			
Referred to Hospital training program committee: <input type="checkbox"/> Yes <input type="checkbox"/> No Involvement of DMS <input type="checkbox"/> Yes <input type="checkbox"/> No Involvement of HR <input type="checkbox"/> Yes <input type="checkbox"/> No		Referral for specialist assistance:	
Signed:	Term supervisor	DCT	Date
Trainee	Date		
* Ensure that planned outcomes are "SMART": Specific, Measurable, Achievable, Relevant, Timeframed. Ensure that the trainee has adequate support.			