

What is your role?

Role	Low level concerns	Intermediate level concerns	High level concerns
Clinical Supervisor (CS)	<ul style="list-style-type: none"> Ensure patient safety Identify and manage problems at an early stage Obtain feedback from colleagues and the multi-professional team Meet the trainee and document the meeting Provide level of support where appropriate Regular communication with trainee's ES 	<ul style="list-style-type: none"> Ensure patient safety Provide information as requested regarding ongoing investigation Continue communicating with ES Inform TPD (and DME where relevant) 	<ul style="list-style-type: none"> Regular communication with ES and/or TPD May be appropriate at this stage to include communication with education lead within LEP
Educational Supervisor (ES)	<ul style="list-style-type: none"> Meet the trainee Liaise with the CS Modify trainee's personal development plan (PDP) in order to achieve realistic measurable objectives Monitor progress Discuss with TPD if necessary Discuss the possibility of a referral with the professional support unit (PSU) 	<ul style="list-style-type: none"> Ensure appropriate levels of supervision are available Review objectives and assess whether there is a need for further training and assessment Closely monitor progress and document all meetings held with the trainee Involve the TPD/FTPD if performance is not improving Refer to the PSU 	<ul style="list-style-type: none"> Ensure appropriate supervision is always available – especially out of hours Provide additional training as required Gather further assessments of performance Regular communication with the TPD/FTPD Refer to the PSU
Foundation/Training Programme Director (FTPD/TPD)	<ul style="list-style-type: none"> Unlikely to have direct involvement at this stage Be available to give advice and guidance to the ES/CS and the trainee if appropriate Provide continuity between departments, School, HEE EoE for trainees moving to different locations 	<ul style="list-style-type: none"> Closely monitor progress Consider additional support/training needs for trainee Consider whether the trainee is safe/fit to practice based on feedback from various sources including the CS and ES Consider informing Medical Staffing Notify HEE EoE of concerns and attend a case conference if required Ensure a referral has been made to the PSU 	<ul style="list-style-type: none"> In collaboration with the ES, HEE EoE and the trainee, agree a process of remediation with additional support/training and further assessment Consider informing Medical Staffing Monitor progress and keep relevant members informed Attend a case conference as required Provide pastoral support for the trainee
Head of School	<ul style="list-style-type: none"> Unlikely to have direct involvement at this stage Available for advice and support 	<ul style="list-style-type: none"> Must be informed of the investigation Available for advice and support 	<ul style="list-style-type: none"> Must be informed of the investigation and may be involved in Case Conference meetings
Director of Medical Education (DME)	<ul style="list-style-type: none"> Unlikely to have direct involvement at this stage 	<ul style="list-style-type: none"> Unlikely to have direct involvement at this stage. However, there should be some awareness of those TID and be available for advice. DME may wish to be involved in the dialogue surrounding the trainee where there are adjustments being put in place to accommodate the trainee's training needs. 	<ul style="list-style-type: none"> Informed of ongoing concerns with TID's performance In consultation with the Postgraduate Dean to consider GMC referral. If allegations are of criminal nature, the police must be informed. To consider suspension from practice or initiate disciplinary procedure.

Scale of concern: Examples of Trainees in Difficulty

