

Dumfries & Galloway NHS Board
Education Centre

Doctors in Training with Difficulties Implementing NES Policy Advice for Educational and Clinical Supervisors

Although most of our trainees do not encounter severe difficulties a small number develop problems either related to conduct, or performance. It is essential that any such difficulties are managed according to national guidance, and all actions / discussions recorded. Attached is a copy of the NHS Education for Scotland guidance, which should be followed in the event of such a problem. In addition the following actions **MUST** be taken locally.

1. If Clinical supervisors encounter trainees with performance or conduct issues in addition to discussing the issue with the trainee's educational supervisor, problems should be fully documented, and the documents shared with the educational supervisor. It is helpful to record some comments on the E.portfolio, this is easier with some versions than others, but is extremely helpful to subsequent supervisors.
2. Educational supervisors should follow the guidance as provided, documentation making an essential part of the process. This will facilitate decision making about signing off a trainee in the future. Concerns can be discussed with the training programme director (TPD), but written documentation is also vital, remember it is the TPD who signs off, or otherwise, a trainee at the end of his / her year. Inclusion of information on E.Portfolio aids the decision making process, and helps the next supervisor to address issues as expeditiously as possible.

Current TPDs Peter Armstrong - Foundation programme. Fiona Jefford – GPST programme

3. If consideration is given to obtaining an occupational health report on a trainee in difficulty then ideally the TPD should request this, the report is then available to the educational team. Failing this the educational supervisor may request the advice. If the trainee refers him / herself then no report will be available to the educational team, and this may be detrimental to efforts to offer maximal help.
4. NES has a performance support unit, which accepts referrals from TPDs and DMEs. Criteria for referral are as follows
 - Unsatisfactory educational supervisor end of placement report from more than one consecutive placement.
 - Repeated Failure of examinations which will trigger additional time in training
 - ARCP outcome 3,4, 7.3, 7.4

- Any trainee who despite extension of training due to lack of satisfactory progress or ill health is still not meeting training targets.
 - Any clinical concern requiring removal from on call duties or usual work of grade
 - Any incidence of clinical concerns triggering formal disciplinary investigation which results in suspension from duty.
 - Any GMC referral
 - Combinations of any of above
5. Clinical directors may at times need information about a trainee's availability to work. Training programme directors should provide clinical directors with information about trainee unavailability to allow service to be delivered. Clinical directors should not seek information from occupational health department where they have not initiated a referral.
 6. Where trainees are in Dumfries and Galloway as part of a regional or national training programme, and the Educational supervisor feels that the situation needs to move up a level, then our local departmental educational leads may provide some guidance. However both TPD for the trainee's programme and Director of Medical Education should be kept informed in writing.
 7. Where significant conduct issues are involved, the TPD or departmental lead should inform the Medical Director as per the guidance and local employment policies.
 8. In case of any performance or behaviour issues which result in referral to medical director, or adaptation of working arrangements DME must be notified.

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