****Record of meeting

TYPE DATE HERE

|  |  |  |  |
| --- | --- | --- | --- |
| Trainee Name |  | Graduating Medical School |  |
| GMC Number |  | Current Employer |  |
| Home Address |  | Email Address |  |

# Areas of concern identified

|  |  |
| --- | --- |
|  |  |

# Areas ADDRESSED

|  |  |
| --- | --- |
|  |   |

# Agreed actions

|  |  |
| --- | --- |
|  |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Trainee Support Coach Name |  |  | Date |  |

Please sign below if you agree for the above sections to be shared with (Trainee Liaison to tick all that apply) :

Educational Supervisor

Training Programme Director

AD/APGD

Lead Dean/Director

DME

Training Manager

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| Trainees Name |  |  |  | Date |  |