**Guidance on conduct of educational and clinical supervisor meetings prompted by concerns regarding training.**

Meetings with a trainee are a fundamental part of the educational and support process.

Whilst most meetings are perceived as going well by both trainee and trainer sometimes meetings can go wrong.

This note is meant as general guidance on usual practice and to advise on the framework of meetings between trainees and named supervisors.

**Setting**

Meetings should be in private, with enough time to allow appropriate discussion and a reasonable expectation that there will be no interruptions. Meetings will usually be one on one.

**Agreeing the terms of meeting**

Trainee should know the purpose of the meeting and this should be discussed at the start of the meeting. In the case of routine start and end of block meetings this may be obvious, but in the case of additional meetings prompted by concerns raised with supervisor this will need to be addressed explicitly.

If concerns raised have triggered the meeting it should be made clear that the meeting is to share concerns with the trainee and establish the trainee's perspective of the situation in a non-judgmental way. However, the trainee needs to know that any patient safety concerns apparent during meeting will need to be taken forward. Trainee should be told that output of meeting will be recorded, shared and agreed between the trainee and trainer.

Normally the initial meeting would NOT be attended by anyone other than trainer and trainee. If trainee concerns have been raised at the initial meeting and it is felt that a further meeting is needed which requires other members of the training team to be in attendance (usually the TPD, FPD,APD or DME) then this should be stated prior to the meeting occurring. If a member of administrative staff has been asked to minute meeting again this should be agreed prior to meeting. In the case of more than one member of deanery team being present at a meeting the trainee might wish to bring someone with them for support and this opportunity should be made clear before the meeting.

**What should be discussed at meeting**

The meeting should give the trainee the opportunity to hear details of any concerns raised and respond with their perspective. Engagement with portfolio and evidence of performance found in portfolio should be reviewed and discussed with an emphasis on performance and not personality. Agreed facts and trainee perspective should be documented. Next steps should be agreed and a follow up meeting scheduled in a timely manner.

If the meeting seems to be becoming especially difficult or confrontational it may be preferable to halt the meeting and agree another time to meet.

This guidance is not for employer investigation under conduct or disciplinary policy. However, the agreed output from such a meeting may inform future meetings.