**Appendix 6 – Flowchart for Trainee Support Process**

**Trainee Identified as Requiring Support**

* Complete high Level Referral form and send to the Trainee Support Team
* Include a copy of previous meeting notes
* Involve trainee in the completion of the referral form
* Remain in touch with the Trainee Support team re: progress

No further escalation. Monitor progress and keep record of previous meetings.

**YES**

* Seek the advice and guidance from others such as the Programme Director, HR, Director of Medical Education, Head of School or others in a senior education/supervisory role.
* KEEP RECORD OF THE MEETING

No further escalation. Monitor progress and keep record of previous meetings.

**YES**

* KEEP RECORD OF THE MEETING – Please see Appendix 1

***\*\*patient safety/fitness to practice issues MUST be reported to the DME as soon as they become apparent so that they can inform the MD. Trust HR and HESWPME should also be immediately informed\*\****

Escalate & refer to Trainee Support teams (High Level)

**NO**

Satisfactory progress?

Review progress at agreed time point

**NO**

Escalate & develop further action plan (Moderate Level)

Satisfactory progress?

Review progress at agreed time point

Supervisor to hold meeting with trainee and develop action plan (Low Level)