

In all circumstances where there are fitness to practice issues the postgraduate dean must be involved.

Action Plan

Define Learning Need	Create Learning Objectives	How will I address them (action & resources)	Date set to achieve goal	Date actually completed

*Document agreed SMART goals and objectives
i.e. Specific, Measurable, Achievable Relevant Timeframed*

Use work based assessments as appropriate

Agree clear timeframe

Identify date for review

Has the trainee got adequate support?

Date of next Review:

Refer to Occupational Health YES / NO Involve *(circle if appropriate)*
 Clinical Director / Director of Medical Education / Deanery / other

Signed.....

Signed.....

Signed..... **Educational supervisor**
Consultant Colleague (College Tutor or representative)

Trainee

Date.....

