



Trainee in difficulty: the first plan

Signals, the conversation, and a plan with dates



EM Orbit

Fill this before the first conversation, not after it. A plan that names behaviours, support and dates is fair to the trainee and protects patients. Involve the training body early where your system has one.

Trainee

Supervisor

Date

What has actually been observed (tick only what you can evidence)

- ☐ Slow to see patients, or patients waiting for decisions
- ☐ Near misses or errors, with incident references
- ☐ Avoids tasks, procedures or certain patients
- ☐ Poor communication with nurses, patients or seniors
- ☐ Lateness, absence, sickness pattern
- ☐ Concerns raised about health, wellbeing or home life

What the trainee says is going on

The plan

Behaviour to change	Support we provide	How we will measure it	Review date

Patients protected meanwhile

- ☐ Level of supervision set for every shift until the review date
- ☐ Named senior on each shift knows the plan
- ☐ Procedures or areas withdrawn, if any, written here

Trainee signature and date

Supervisor signature and date

