

Process for Information flow between posts for Doctors requiring additional support

As a supervisor for GP trainees you may become aware that your trainee is in need of additional support. This may arise for a variety of reasons, health problems, identified educational needs, personal difficulties, assessment failure, lack of evidence on e-portfolio etc. These difficulties might not be severe enough to refer the trainee to panel, but you may feel that it would be beneficial to inform the training programme or their next supervisor. It was agreed at trainer group that having this kind of information before a trainee starts is valuable.

How we transfer this information between posts is listed below:

- Supervisors should write these issues into the e-portfolio under educator's notes, so these can be shared with trainee and next trainer.
- New supervisors should be given e-portfolio access 6 weeks prior to changeover so this information can be accessed.
- If negative entries are added and resolved this should also be logged in educator's notes.
- If any issues arise that the supervisor does not feel comfortable logging in e-portfolio they must highlight these to a TPD.

What the training programme will do when a trainee is referred to panel

General Practice/Hospital Posts

If a trainee has been referred to panel the training programme completes a report for the trainee and submits it to the ARCP panel. The trainee also receives a copy of this document. If the trainee is moving to a new trainer/CS, the programme will email the new trainer/CS to inform them that an ARCP report has been submitted and if the trainer/CS would like to see this document they must discuss this with the trainee.