

Information for Basic Trainees Stage 1 – Local Remediation

Early local intervention

Written feedback and agreed actions can assist trainees experiencing minor issues, to get back on track quickly. The steps outlined below are designed to assist you to engage with your DPEs and supervisors in the planning process, particularly where initial concerns regarding training performance have been raised.

1. Constructive feedback can help identify areas for development.

Your DPE or supervisor may have already requested a meeting with you – this is a great opportunity to gain clarity and identify areas for development. Consider preparing for a meeting by doing the following:

- Take your previous supervisor reports to this meeting so you can compare any previous feedback with your current supervisor's assessment of your training performance.
- Be open to constructive criticism and explore any areas where you feel there is a need for additional support and development.
- Use the feedback you have received to develop an [Improving Performance Action Plan \(IPAP\)](#).
- Training can be challenging and the [RACP Support Program](#) might be helpful if you would like to access some confidential counselling and coaching at this time.

2. Having a plan sets out achievable goals

Use the feedback you have received to set learning objectives and identify opportunities to demonstrate improvement in the IPAP. Together with your DPE or supervisor, review and agree on the plan. You should also set a date to review the progress against your plan in three to six months.

It is a good idea to align the IPAP review date with the date for your next Progress Report. This way you can be clear about expectations in the lead up to this assessment.

3. A chance to reflect on progress

Review the IPAP and if the difficulties have been resolved, then this will likely be reflected in a satisfactory assessment of your performance on your next report. In this case your report will be considered in the usual manner and it is unlikely that any further follow-up will be required.

However, if your report indicates that the difficulties have **not** been resolved then the Training Committee will decide the next steps which may include College monitored support in future training rotations.

Patient and trainee safety

Patient and trainee safety take precedence over all other considerations. Employers and clinicians are bound by mandatory notification requirements to the Medical Board of Australia (MBA) or Medical Council of New Zealand (MCNZ) as appropriate. Reportable behaviours are dealt with directly by the MBA or MCNZ, and not by the College.