

**Trainee in Difficulty Support**

**MEETING RECORD**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Trainee | |  | | | | MIN | |  | | | |
| Supervisor(s) | |  | | | | Curriculum year | |  | | | |
| Training program | |  | | | | Rotation start | |  | | End |  |
| Date | |  | | | | Location | |  | | | |
| Attendees | |  | | | | | | | | | |
| Purpose | |  | | | | | | | | | |
| Area(s) of concern | |  | | | | | | | | | |
| Discussion summary  (include specific examples of any concerning behaviour discussed with the trainee) | |  | | | | | | | | | |
| Is an IPAP being developed to address the concerns? | | Yes  No | | | | | | | | | |
| Date of next meeting | |  | | | | | | | | | |
| Trainee agreement | |  | This is an accurate record of what was discussed at this meeting. | | | | | | | | |
|  | This is not an accurate record of what was discussed at this meeting. | | | | | | | | |
| Trainee comment | |  | | | | | | | | | |
| Signatures | | | | | | | | | | | |
| Trainee | | | | Supervisor | | | Co-supervisor | | | | |
| Date |  | | | Date |  | | Date | |  | | |