**Appendix 2: Trainee Meeting Pro-Forma (Peninsula)**

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| **Support & Performance Unit pro-forma for trainee meetings** | | | | | | | | |
| **Trainee Name:** | |  | | | **Specialty:** |  | | |
| **Base Hospital:** | |  | | | **Current year of training:** | | |  |
| **Date:** |  | | **Deanery Supervisor:** |  | **Notes taken by:** | |  | |
| **Reasons for review/ meeting:** | | | | | | | | |
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| Last ARCP outcome: | | | | | | | | |
| ARCP History**:** | | | | | | | | |
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| **Mitigating circumstances:** | | | | | | | | |
| Personal: | | | | | | | | |
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| Health: | | | | | | | | |
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| **Training issues:** | | | | | | | | |
| General: | | | | | | | | |
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| Educational supervision: | | | | | | | | |
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| Clinical exposure/clinical supervision: | | | | | | | | |
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| **Training issues contd.:** | | | | | | | | |
| Formal teaching: | | | | | | | | |
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| Informal teaching: | | | | | | | | |
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| Other: | | | | | | | | |
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| **Plans:** | | | | | | | | |
| General: | | | | | | | | |
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| Timescale proposed at ARCP: | | | | | | | | |
| Is timescale appropriate? | | | | | | | | |
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| **Additional support:** (OH, Coaching, Counselling, Mentoring, Career Planning) | | | | | | | | |
| Has support been offered? Is support needed? | | | | | | | | |
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| **Length of extension:** | | | | | | | | |
| How long? | | | | | | | | |
| Appropriate review in place? | | | | | | | | |
| Does trainee understand limits of extension of training? | | | | | | | | |
| **Actions:** | | | | | | | | |
| 1. Discuss at Support and Performance meeting? | | | | | | | | |
| 1. Communication with TPD, ES, School Manager Etc.? | | | | | | | | |
| 1. Other? | | | | | | | | |