**Appendix 3: PSU Coding Matrix for Severn and Peninsula PME use only**

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| **TRIGGER INDICATORS** | **LEVEL OF CONCERN** |
| **PERFORMANCE (P)** | **Low (L)** | **Moderate (M)** | **High (H)** | **Descriptor** |
| 1 Patient safety |   |   | P1H | Any issue that could immediately threaten patient safety. This indicator merits an initial immediate escalation to high level of concern. |
| 2 GMC | P2L | P2M | P2H | Any GMC referral coded as high level of concern initially. |
| 3 Unsatisfactory ARCP | P3L | P3M | P3H | Outcome 3 & 4 should be coded as P3H; some outcome 2 usually P3M. Any unsatisfactory ARCP outcome may potentially threaten progress of training; hence initial level of concern should be moderate. |
| 4 Significant Incidents |   | P4M | P4H | Significant untoward incidents from LEPs or Exit reports. Initial coding as moderate if verified. |
| 5 Clinical competence | P5L | P5M | P5H | Unsatisfactory demonstration of knowledge, skills, work place based assessments (including logged cases) & mandatory course such as ALS. |
| 6 Examination failure | P6L | P6M | P6H | Postgraduate professional examinations, part(s) of Membership/Fellowship |
| 7 Complaints | P7L | P7M | P7H | Complaints from patients and colleagues which have been investigated and verified |
| **BEHAVIOUR (B)** | **Low (L)** | **Moderate (M)** | **High (H)** | **Descriptor** |
| 1 Non-clinical attributes | B1L | B1M | B1H | This includes *unsatisfactory demonstration* of non-clinical attributes such as organisation, leadership, team working, situation &/or self-awareness, prioritisation, communication, cognition (loss of memory, concentration and attention), decision making, stress management and ability to cope under pressure (trainees utilising coping mechanisms such as avoidance, dismissal and denial are more prone to experience high stress level). |
| 2 Professionalism | B2L | B2M | B2H | Fail to demonstrate professionalism which defines a set of values (work, social & culture), behaviours, and relationships; specifically including integrity, compassion, altruism, continuous improvement, excellence, and engagement in working partnership with members of the wider healthcare team and their training portfolio. |
| 3 Personality Traits | B3L | B3M | B3H | Personality factors that impact on performance: conscientiousness, emotional stability, openness, extraversion & agreeableness (The Five Factor Model).  |
| **HEALTH (H)** | **Low (L)** | **Moderate (M)** | **High (H)** | **Descriptor** |
| 1 Physical | H1L | H1M | H1H | Physical ill health |
| 2 Psychological | H2L | H2M | H2H | Non-physical ill health e.g. depression, bereavement, PTSD |
| 3 Substance misuse | H3L | H3M | H3H | Alcohol and drugs misuse |
| **ENVIRONMENT (E)** | **Low (L)** | **Moderate (M)** | **High (H)** | **Descriptor** |
| 1 Work | E1L | E1M | E1H | Underperformance secondary to or contributed by work system and infrastructure issues |
| 2 Home & family | E2L | E2M | E2H | Underperformance secondary to or contributed by domestic problems |

**LEVEL OF CONCERN GUIDE**

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| Low (L)  | Progression of training is unthreatened (no anticipated change of CCT date) |
| Moderate (M) | Progression of training may be threatened (CCT date may be changed) |
| High (H) | Progression of training is threatened (anticipated change of CCT date) |

**GENERAL GUIDE**

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| Trainees with Low and/ or Moderate level of concern usually managed by LEP and/ or Specialty School trainers, and supported by the PSU |
| Trainees with High level concern should be referred to PSU at HESW |
| Trainees may be referred to PSU with more than 1 code (a trigger code is helpful for HESW) |
| Trainers can refer ANY trainee regardless of the level of concern to PSU |
| Trainees referred or self-referred are divided into 3 categories: |
| 1. New trainees referral to PSU |
| 2. Support to trainees initiated by PSU and requirement for regular review at PSU Expert Panel. |
| 3. Trainees in whom regular review by Expert Panel is no longer required. |
| Automatic trigger to higher level |
| Trigger referral code to PSU (usually high level of concern but not exclusively) |