

# Example record of initial planning meeting

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| Trainee |  |
| Training officer |  |
| Trainee start date |  |

Attach to this document:

* HEI timetable
* Planned absences (holidays booked etc)
* Calendar
* Key NSHCS dates – STP induction, mock and final OSFA
* Any Trust or Department scheduled events
* Training plans as per the following chart.

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| Document | Attached (tick) |
| Detailed plan (daily) for month 1 |  |
| Plan (weekly) for months 2 and 3 (rotations, work to be undertaken, competencies and assessments) |  |
| Outline plan (monthly) for months 4 – 12 (milestones) |  |
| Outline plan (quarterly) for years 2 and 3 (milestones) |  |
| Opportunities identified for clinical work, attendance at governance events, attendance at theatre etc (as appropriate) |  |

During the meeting you should agree dates for one early comprehensive review of progress (ideally after one month in post) and at least four subsequent one-to-one meetings.

Review meeting dates agreed

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |