

Professional Support & Wellbeing

Trainee Support Meetings Information Sharing Policy

One of the aims of the Professional Support and Wellbeing team at NIMDTA is to provide best practice in supporting postgraduate doctors and dentists in training. Trainees may self-refer or be referred by an educator for a one-to-one support meeting with a case manager, which may result in onward referrals to other support services.

These meetings are confidential. A record of the meeting will be taken by a NIMDTA staff member and a summary of the discussion and agreed actions prepared. The summary will be password protected and emailed to the trainee for review of the content. The trainee will be given 5 working days to comment on the content, if no feedback is received the summary will be accepted as accurate. The summary is kept as a password protected electronic document, which is part of a professional support file.

The PSU case manager will provide feedback to the referrer (not applicable if the trainee has self-referred), which will be limited to a summary of actions agreed. Cases will be discussed with PSU case managers at the next monthly triage meeting, to gain additional advice and ensure good governance. Where an issue impacts upon training, e.g. adjustments are required, the case will be discussed at the next bi-monthly meeting with the senior departmental educators who are responsible for training.

A bi-monthly meeting also takes place with all departmental leads (including GP, Foundation, Dental and Hospital training), where there are themed discussions to identify whether change is required to improve the training environment / experience. A small number of anonymised cases may be presented to this group if there are more complex issues that would benefit from collective input. The terms of reference for this meeting may be accessed via <https://www.nimdtg.gov.uk/professional-support/psrg/>

It may also be necessary for a Transfer of Information (TOI) to take place to the trainees current/future host organisation, to highlight a requirement for additional support during the training programme e.g in the form of adjustments recommended by OH. (see [TOI Policy – Northern Ireland Medical & Dental Training Agency \(nimdtg.gov.uk\)](#)).

Trainees should also be aware that the interests of patient safety and trainee support can, on occasion, necessitate the transfer of personal information to other health and social care organisations or statutory bodies. This is included in the Educational Agreement for Doctors in Training in the Northern Ireland Deanery.

All documentation is stored in keeping with the principles of the Data Protection Act 1998. Any questions about how information is stored or used may be directed towards the Professional Support and Wellbeing team at professionalsupport.nimdtg@hscni.net or 028 9536 0224.