

## One-to-One Check-in Template

### My Career and Development

How happy are you with your current placement? Are there any issues or concerns around your workload? Do you feel welcome and supported within your team environment?



### My Feedback

What feedback does your supervisor have for you? Do you have any feedback for your supervisor?



### My Recognition

Have you had any successes you would like to share? Have you recognised great work being carried out by a colleague?



Start Here



### My Wellbeing

Have a general discussion of how things have been since you last spoke. Consider reasons for how you have been feeling and discuss them.



### My Progress

Consider what has gone well and not so well, reflect on recent accomplishments. Share if there are any learning opportunities you would like to pursue.












### My Objectives

Discuss your career plans. How are you progressing against your objectives? Do they need amending? What additional support would help?

# Personal Learning and Development Plan

<b>Background/ Who am I?</b>	
Trainee Name	
Preferred name	
Gender ( Male/ Female/ Non-binary)	
Name of ES	
% of Full-Time	
ST Training Period (ST1,ST2, ST3, extension etc.)	
Current CCT date	
Any significant periods of time out of training, please detail.	
Place and date of Primary Medical Qualification?	
Previous Medical Experience  Are you new to the NHS?	
Apart from English do you speak any other languages? What is your first language?	
How long have you lived in the UK?	
What support networks do you have in place? (family, friends, peers, other..)	
Any other practical life issues that you may need support with? (eg Visa status, Driving License, banking, schools etc)	
<b>Wellbeing</b>	
How are you today? Any issues/worries/concerns?	
What do you like to do outside work?	
Any issues since starting training?	
Any previous health/wellbeing issues to be aware of?	

<b>Career Aspirations</b>					
Long term aims/objectives?					
<b>Training thus far:</b>					
Supervisor relationship/support					
<b>Have you attended:</b>					
Local Induction?					
Departmental Induction?					
Training sessions/Study Days?					
Anything else? Any issues being released from post? If not attending – why not?					
<b>Portfolio:</b>					
Have you accessed?					
Are you using regularly?					
Are you familiar with reflective practice/writing reflective entries?					
Do you understand the requirements for ARCP and e-portfolio?					
Do you have any issues that you would like to discuss?  (Personal/ professional/ placement)					
<b>Prior learning experience</b>					
What exam experience do you have?	Multiple choice questions	Short answer questions			
	Essays	Vivas			
	OSCE	Simulated consultations			
Have you completed a VARK assessment in the past?		<a href="https://vark-learn.com/the-vark-questionnaire/">https://vark-learn.com/the-vark-questionnaire/</a>			
How do you learn best?	Watching 	Listening 	Reading/ Writing 	Doing 	
How do you prefer to receive feedback?	I prefer to be told clearly what I did not do well	1 ←   2   3   4   5 →		I prefer to be told what I can improve on	
What is your experience of receiving feedback	Good			Bad	
At the moment, what prevents you from learning effectively?	Language problems 	Lack of time 	My personal situation 	I.T 	Lack of support 

How do you prefer to be taught?	I like to be told facts		I like to be asked questions		I like to discuss real cases
	I like to be told where to find information		I like to discuss issues in small groups		<i>Other (please specify)</i>
<b>Communication skills:</b>					
Have you had any previous communications/consultation skills training?					
How do you rate your communication skills?					
Do you have any challenges with accents or linguistics?					
<b>Strengths and Weaknesses</b>					
Which clinical areas do you feel are your strengths?					
Which clinical areas do you feel less confident in?					
Any personal strengths?					
Any areas for personal development?					
What do you think are the key areas of focus for the next few months?					
<b>Study Resources?</b>					
Are you using any study resources – if so which?					

If possible please upload this document to your portfolio. Consider a few key objectives/actions for the next 6 months of training to discuss with your supervisor. These should be shared (and if jointly agreed and appropriate) may be added as PDP objectives in your trainee portfolio.

## Support services



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Junior doctor handbook	<a href="https://www.bma.org.uk/media/3069/bma_junior_doctors_handbook_2015_full.pdf">https://www.bma.org.uk/media/3069/bma_junior_doctors_handbook_2015_full.pdf</a>
SuppoRRT Team	<a href="https://severn deanery.nhs.uk/about-us/supportt-2/">https://severn deanery.nhs.uk/about-us/supportt-2/</a>
Practitioner Health	<a href="https://www.england.nhs.uk/gp/the-best-place-to-work/retaining-the-current-medical-workforce/health-service/">https://www.england.nhs.uk/gp/the-best-place-to-work/retaining-the-current-medical-workforce/health-service/</a>
Professional support and wellbeing/ PSU	<a href="https://www.severn deanery.nhs.uk/about-us/professional-support-and-well-being-south-west">https://www.severn deanery.nhs.uk/about-us/professional-support-and-well-being-south-west</a>
Freedom to speak guardian	<a href="https://bnssgccq.nhs.uk/library/freedom-speak-policy/">https://bnssgccq.nhs.uk/library/freedom-speak-policy/</a> <a href="https://www.gloshospitals.nhs.uk/media/documents/Simple-Guides-Freedom to Speak-A4.pdf">https://www.gloshospitals.nhs.uk/media/documents/Simple-Guides-Freedom to Speak-A4.pdf</a> <a href="https://www.plymouthhospitals.nhs.uk/f2su">https://www.plymouthhospitals.nhs.uk/f2su</a>
South West IMG network	<a href="https://twitter.com/network_img?lang=en">https://twitter.com/network_img?lang=en</a>
For GPs - SPEX	<a href="https://primarycare.severn deanery.nhs.uk/training/trainees/south-west-support-to-prevent-extensions-spex-programme/">https://primarycare.severn deanery.nhs.uk/training/trainees/south-west-support-to-prevent-extensions-spex-programme/</a>
Road to UK	<a href="https://roadtoug.com">https://roadtoug.com</a>