

## Template: Supervisor-Registrar Discussion Record

The principles of fairness, natural justice and confidentiality should apply in all dealings with GP registrars experiencing difficulties. Appropriate documentation, made at the time of the consult, supports these principles.

### ASSESSMENT INTERVIEW

GP registrar		Date	1 January 2022
GP training term		Lead GP supervisor	
Meeting convened by		Notes taken by	
Purpose of meeting			
Issues			
Actions			
Follow-up			



## GP REGISTRAR ACTION PLAN

GP registrar's name		Person completing this action plan	
GP training term		Lead GP supervisor	
Plan date		Review date	

Agreed actions	Expected outcome*	Person responsible	Review date
1.			
2.			
3.			
4.			
5.			
6.			

\*Ensure that planned outcomes are 'SMART': Specific, Measurable, Achievable, Relevant, Timeframed.  
 Ensure that the GP registrar has adequate support.

RTO notified: <input type="checkbox"/> Yes <input type="checkbox"/> No	Referral for specialist assistance:
AHPRA notified: <input type="checkbox"/> Yes <input type="checkbox"/> No	
College(s) notified: <input type="checkbox"/> Yes <input type="checkbox"/> No	
GP registrar signature	Lead GP supervisor signature
Date 1 January 2022	Date 1 January 2022

Source: Adapted from Trainee in difficulty a handbook for Directors of Clinical Training, South Australian Medical Education and Training (SA MET) Unit,

