Induction Meeting *Aide Memoire*

This document will assist Education Supervisors to cover all the areas necessary for the Induction meeting with their trainees undertaking the Internal Medicine Stage 1 (IMY1) curriculum.

The output from the meeting should be documented as appropriate in the Induction Meeting Form, SMART PDPs.

# Before the Induction Meeting

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| Review Transfers of Information on the trainee |
| Review previous ES, ARCP etc reports if available |
| Agree with the Placement Clinical Supervisors how other support meetings will be arranged. Including; |
| Review arrangements for Local Faculty Groups |
| Review arrangements for Professional Development Meetings |

# Induction Meeting

***The induction Meeting should cover the following items. This list is not exhaustive***

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| Review the placements for the year |
| Review the Training Year elements of the Generic Educational Work Schedule or its equivalent |
| Construct the Personalised Educational Work Schedule for the year or its equivalent |
| IMT - Define the evidence needed for each IMY1 CiP and how this can be attained |
| Construct the set of Year-Level SMART Personal Development plans to include; |
| MRCP PDP |
| QI PDP |
| ALS |
| Study Leave |
| Outline arrangement for career decision support and taster days |
| Discuss the trainee’s career plans and help facilitate these |
| Discuss the use of Reflection and make an assessment of how the trainee uses reflection and dynamic PDPs |
| Review arrangements for the teaching programme |
| Review arrangements for procedural simulation |
| Review arrangements for procedural skill consolidation |
| Review arrangements for LTFT training if appropriate |
| Plan additional meetings including the Professional Development Meetings and the interaction with the Placement Clinical Supervisors |
| Planning of SLEs and WPBA |
| Review arrangements for MSF |
| Review the Decision Aid |
| Review arrangements for Interim Review of Competence Progression (IRCP) |
| Discuss arrangements for Annual Review of Competency Progression (ARCP) and the writing and discussion of the Educational Supervisor Report |
| Review arrangements for pastoral support[[1]](#footnote-1)  |
| Review arrangements for reporting of concerns |

1. Pastoral support includes all elements of support for a trainee around issues that may detract from training or working. It should include where to go for help on issuers concerning health and general wellbeing. [↑](#footnote-ref-1)