# Guidelines for PGDiTs Attending Professional Support Meetings

**The purpose of a meeting with the Professional Support Team is to:**

* Provide a confidential space, away from your training programme, to discuss difficulties and challenges arising in your personal or professional life that are impacting your training.
* Provide support and signposting to professional support and wellbeing resources.
* Help you to navigate career decisions.
* Help you to develop strategies that might improve your training outcomes.
* Discuss the impact of non-progressive ARCP outcomes and signpost resources that can be accessed to support you in your training.

**Please be aware that the Professional Support Team cannot:**

* Influence ARCP outcomes.
* Influence training programmes, rotations or training placements.
* Influence rota design.
* Influence decisions about OOP requests that have been declined.
* Act as your Doctor or Primary Care Provider.

**Please note the following arrangements for the meeting:**

* Meetings are organised virtually, as standard, being more efficient for the Professional Support Team in terms of time and geography.
* In exceptional circumstances, meetings can take place in person; usually at one of the Faculty Offices (Rotherham, Leeds, or Hull). A face-to-face meeting can be requested by contacting the Professional Support Team. We will endeavour to accommodate your request, but this will be dependent upon the team member’s availability to travel on the date of your meeting.
* Online meetings will take place via Microsoft Teams.
* Meetings will usually last 45 minutes, and no more than 60 minutes.
* To make the best use of the time, please arrive on time and make sure you have a private space to access the appointment, with reliable internet connection.
* A brief record of the meeting will be kept on an Encounter Form. A copy of the Encounter Form will be provided to you, and it is your responsibility to share a copy of the form with a third party (such as your Educational Supervisor or Training Programme Director), if you choose. The Encounter form will be saved in your central Trainee File, which is where the deanery saves all documents and correspondence relating to your training.
* Any confidential information will be recorded separately. Access to confidential information will be limited to you and the Professional Support Team. It will be saved in a restricted Professional Support file, for the team’s future reference if you access Professional Support again.
* We will not record the meeting in your e-portfolio. However, you are encouraged to document circumstances relevant to your training in your e-portfolio and Form R declarations.
* The team member you meet will encourage you to think independently and form your own ideas and solutions. They will also offer advice, ideas and suggestions based on the services and resources available through the deanery and their own knowledge and experience.
* For us to provide you with the best support, it is important that you are fully honest about your situation and disclose all pertinent information.

**Please be aware of your responsibilities following the meeting:**

* You will be responsible for taking action based on the discussions and outcomes of your meeting with Professional Support.
* We will not ordinarily arrange a subsequent meeting with you. However, should you find that an additional meeting would be beneficial to discuss your progress or seek further help, you can request one by contacting the Professional Support Team.
* If it is agreed that a subsequent meeting would be valuable, a second meeting may be arranged at the end of your first meeting. Otherwise, it is your responsibility to make contact with the Professional Support Team to request a further meeting at a mutually convenient time.

**Cancellation of appointments:**

* From time to time, we may need to cancel and reschedule a meeting owing to sickness, rota changes or other emergencies. Where this is the case, we will provide as much notice as is possible.
* Likewise, you may experience circumstances that mean you need to cancel an appointment. Where this is the case, please notify the Professional Support team via email as soon as possible, so that the time slot can be allocated to another postgraduate trainee and we can reschedule your appointment.