



A Trainee Action Plan (TAP) must be completed by all trainees identified as requiring additional support, whether this is because of:

- a. Performance below expectations in one or more of the ITER reported CanMEDS domains;
- b. Failure to pass College examinations;
- c. Failure to progress through the training program;

The TAP should document the issues and actions that are agreed at the formal meeting held between the trainee and supervisor after the need for additional support is identified. The trainee is required to submit a TAP to the College Training Department within 30 days of that meeting for review by the Censor.

It should include the following:

1. Specific issue/s that need to be addressed

1.1. The CanMEDS domain/s requiring support (eg. communicator, collaborator etc:

1.2. Areas of focus could include:

- a. Patient management (making plans, following through with plans)
- b. Critical thinking and assimilation of information
- c. Situational awareness – reading cues and emotions of others
- d. Communication
- e. Teamwork
- f. Professionalism

1.3. Failure to pass a College examination (First Part, Second Part, Second Part Paediatric Intensive Care):

1.4. Areas of focus could include:

- a. Reframing failure
- b. Exam preparation
- c. Stress/performance anxiety management
- d. Speaking clearly and concisely

1.5. Failure to sit/complete the First Part examination, Formal Project, WBAs etc

1.6. Areas of focus could include:

- a. Time management and self-regulation
- b. Improve access to courses etc.

2. Specific Remediation Activities

2.1. These may be tasks (for example practicing short answer exam questions to time), learning material, or resources eg. language courses



3. Objective Assessment

3.1. The methods that will be used to assess whether the issue/s have been addressed satisfactorily such as multi source feedback, Observed Clinical Encounter performance.

4. Timeframe (for resolution of the issues)

Different issues may be resolved over different timeframes and only open issues are rolled over to the next supervisor as described below.

5. Outcome

5.1. Whether the issue is resolved or not

5.2. When the issue has been resolved, the College should be notified that the trainee is no longer requiring additional support and the TAP will be closed.

5.3. If the issue is not resolved by the Review Date but the trainee is progressing towards resolution, the TAP will remain open, and the Review Date may be extended by agreement of Supervisor and trainee.

5.4. Trainees who have an open TAP at the end of a term will be referred to the next Supervisor.

TRAINEE ACTION PLAN (TAP) FORM TEMPLATE



Trainee Name: <small>(Person completing the Trainee Action Plan)</small>		Training Year:	Term:	Supervisor of Training:	Action Plan Commencement Date:
Issue (Examples)	Agreed Activities/Actions	Assessment Method/s		Review Date	Outcome
		Referral for Specialist Assistance:			
Start Date:		Trainee Signature:		Supervisor of Training Signature:	
Completion date:					