

# Trainee and Student Support Committee

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## What is the purpose of the TSSC?

The Medical Education Department at Blackpool Teaching Hospitals NHS Foundation Trust is committed to providing the best possible education and training programmes to its student and trainee doctors. However, there will be times during the course of training when difficulties arise, and at such times students and trainees may require additional support or remediation.

The Trainee and Student Support Committee (TSSC) is the principal means by which cases involving students or trainees in difficulty are managed, the express function of which is provide a support structure and to facilitate remedial actions: it is not a mechanism for disciplinary proceedings.

The TSSC meets bi-monthly and is chaired by the Director of Clinical & Medical Education or Associate Director of Medical Education. Its principal remit is to:

- Select a case to discuss; identify and agree upon the difficulties involved in the case
- Appoint a member of the group as a named support/link person for each individual student or trainee and/or supervisor
- Assess the current situation from the perspective of the student or trainee, the Trust, HENW, and the University
- Formulate an action plan
- Maintain frequent follow-up and monitoring of each case if the student or trainee remains in work or on clinical placement
- Ensure appropriate and timely documentation and record keeping

## Information Governance

Any confidential or sensitive information pertaining to an individual is stored in an electronic file, access to which is restricted to those directly involved in the management of the case. Notes from the committee or any informal meetings will be taken by one person only and are strictly factual. Any detailed information is recorded separately and included in the trainee/student's case file. The anonymity of the student or trainee is ensured by assigning a unique identifier to the individual. The minutes also contain a declaration of confidentiality which state which elements of the discussion are to remain confidential. This is to ensure that those aspects of the minutes which are not to be publicly disclosed are identifiable as such in the event that they are requested under the Freedom of information Act.

In the interests of openness and transparency, the student or trainee in difficulty will be updated at all stages of the case and has the right to access any information pertaining to them including minutes, reports, and any subsequent action plans. This information will also be available to any of the stakeholders involved in the case; but the information is strictly confidential and is subject to the Trust's information governance policies.