

Date:

Dear [name of DME],

The trainee I supervise [name] has been involved in a patient safety incident.

The summary details are as follows: *[I.e. brief summary of event in a couple of lines and details of the trainee involvement]*

In response:

1. I have met with the trainee in order to offer support Y/N
2. The trainee has logged this event in their portfolio and made a reflective practice note Y/N
3. Details of support offered in the following domains:

Pastoral:

Educational:

Professional:

1. My concerns in relation to this event or more generally regarding the trainee which might need additional support, and the plan for providing this:
   1. Competency Y/N
   2. Welfare Y/N
   3. Behaviour Y/N
   4. Training environment Y/N
   5. Other Y/N

Yours sincerely,