**Concern about trainee form**

|  |
| --- |
| Trainee name: (block capitals) |
| Year of entry to DClinPsy:    ) |
| Please note nature of concern and attach further information if necessary: |
| Please identify which standard(s) of conduct and ethics these concerns relate to: |
|  |
|  |
|  |
| Report from: Date:  (block capitals) |
| Your role in relation to the trainee, e.g. clinical tutor, administrator, service user, placement supervisor, cohort tutor, teacher, academic supervisor |
| Signature (this form **MUST** be signed )    actioned) - see over) |
| Please return to Katherine Thackeray, C16, Furness College, Lancaster University, LA1 4YG  (k.thackeray@lancaster.ac.uk) |
| **For office use** |
| Noted by programme administrator: signed date |
| Action required:  Date form recorded on database: …………………………  Date outcome of meeting recorded on database: ……………………….  Is this a: minor concern serious concern very serious concern  Form signed off by …………………………………………………….. Completed paperwork by…………………………………………………… |

Concern form submitted

Considered at Directors Meeting

Acknowledge receipt of Concern form and inform Trust (if appropriate)

**Meet with trainee:**

Course Director(s) and appropriate tutor (often referrer)

Refer to Learning Support

Referred to DSS

Inform student advisor

Minor Concern

Serious Concern

Very Serious Concern

Formal warning

Fitness to practice and/or LCFT disciplinary investigation and/or Lancaster University disciplinary procedures

Kept on file

Any previous minor concerns?

Any previous formal warnings?

Three formal warnings trigger escalation of issues

More than two concerns will trigger a formal warning