

**Clinical Governance Meetings WPBA Benchmark Sheet**

**\*\* Expected over a period of 6 months**

|  | <b>Concerns</b>  | <b>Good practice</b>   | <b>Trainer Comments</b> |
|--|--|--|-------------------------|
| <b>Identifies meetings in diary and ensures rota supports attendance</b> | Poor attendance over 6 months with no attempt to get allocated rota time.  | Regular and planned attendance over a 6 month period such that they become recognised as valued team member.                                 |                         |
| <b>Attends meetings-clearly read minutes</b>                             | Little apparent understanding of current issues, no engagement. Doesn't read minutes or agenda before meetings.      | Clearly reads minutes and discusses actions.   |                         |
| <b>Contributes to meeting discussion</b>                                 | Little involvement in discussions or contributions.  | Contributes to team discussion in a valuable way. Develops understanding of key issues over time.  |                         |
| <b>Follows up own action points outside of meeting in timely way</b>     | Doesn't follow up action points or volunteer to do anything.   | Creates and follows up action points between meetings. Works to appropriate timeline. Liaises with CG leads.                                 |                         |
| <b>Enables others to contribute to meeting</b>                           | Offers little to meeting dynamics. Appears judgemental. Doesn't support MDT. Doesn't think about the bigger picture. | Supportive of team, listens to others' contributions. Supportive or non-judgemental. Understands the importance of clinical governance.      |                         |
| <b>Offers to take action, prepare presentations</b>                      | No activity or involvement demonstrated or volunteered.  | Gets involved, offers to contribute and sticks to timelines. Happy to present work in meeting. Valued team member.                           |                         |
| <b>Reflection</b>  | Has not demonstrated required learning or reflection from process.   | Demonstrates further understanding of clinical governance and meeting dynamics. Aware of challenges and identified personal learning points. |                         |

*The assessor is asked to consider the learner's performance in all of the domains listed in completing this statement:*

**“Based on this WPBA, I would be satisfied that this learner could contribute to clinical governance meetings as a newly appointed consultant”**

|           |  |
|-----------|--|
| Yes       |  |
| No        |  |
| Signature |  |
| GMC       |  |
| Date      |  |

**If no, these are the reasons and my recommendations for further work:**