

Clinical Governance Meetings WPBA Benchmark Sheet

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

	Concerns	Good practice	Trainer Comments
Identifies meetings in diary and ensures rota supports attendance	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.	
Attends meetings-clearly read minutes	Little apparent understanding of current issues, no engagement. Doesn't read minutes or agenda before meetings.	Clearly reads minutes and discusses actions.	
Contributes to meeting discussion	Little involvement in discussions or contributions.	Contributes to team discussion in a valuable way. Develops understanding of key issues over time.	
Follows up own action points outside of meeting in timely way	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.	
Enables others to contribute to meeting	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.	
Offers to take action, prepare presentations	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.	
Reflection	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: