

# Management: Clinical Governance Meetings (2021)'s Preview

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Version 3

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Fields marked with ★ are required.

## Section 1

### Project Description

### Date

### Any Comments/Reflections ★

## Section 2

### Assessor Name: ★

### Assessor registration number: ★

### Grade of Assessor: ★

### Assessor's email ★

1. Please note the trainee's performance on the following areas:

#### Identifies meetings in diary and ensures rota supports attendance:

*(Concerns - Poor attendance over 6 months with no attempt to get allocated rota time.) (Good practice - Regular and planned attendance over a 6 month period such that they become recognised as valued team member.)*

#### Attends meetings and shows has clearly read minutes:

*(Concerns - Little apparent understanding of current issues, no engagement. Doesn't read minutes or agenda before meetings.) (Good practice - Clearly reads minutes and discusses actions.)*

#### Contributes to meeting discussion:

*(Concerns - Little involvement in discussions or contributions.) (Good practice - 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:**

*(Concerns - Doesn't follow up action points or volunteer to do anything.) (Good practice - Creates and follows up action points between meetings. Works to appropriate timeline. Liaises with CG leads)*

**Enables others to contribute to meeting:**

*(Concerns - Offers little to meeting dynamics. Appears judgemental. Doesn't support MDT. Doesn't think about the bigger picture.) (Good practice - Supportive of team, listens to others' contributions. Supportive or non-judgemental. Understands the importance of clinical governance.)*

**Offers to take action and prepare presentations:**

*(Concerns - No activity or involvement demonstrated or volunteered.) (Good practice - Gets involved, offers to contribute and sticks to timelines. Happy to present work in meeting. Valued team member.)*

## Assessor rating

**1 – What was done particularly well? ★**

**2 – Learning points – What could have been done differently? ★**

**3 – Recommendation for further learning or development ★**

**4 – Overall: Please indicate the level of the trainee's performance in this episode: ★**