An issue arises resulting in one of the educational or training opportunities in your work schedule being missed or disrupted

You raise an exception report within 14 days of the event.

Sent to educational supervisor

Your educational supervisor reviews & discusses the reasons with you what actions are needed to address the issue within 7 days of receiving report

The outcome is communicated to you in writing after the meeting

You decide whether the issue, even if a ‘one-off’ event, impacts your training and therefore requires a work schedule review?

Yes

You request a work schedule review

No

Closed

Copy to DME

DME will review and identify whether improvements to your training experience are needed

Yes

A work schedule review should be triggered

No

Included in the DME’s annual report

Please refer to the work schedule review flowchart