



Career Planning Referral

How it Works

In the majority of cases, career planning discussions with doctors in training will occur at a local level as part of ongoing dialogue with Education Supervisors, Programme Directors, Career Leads, and Local faculty Leads etc. They may also be integrated within ARCP meetings. Many tactical needs for information, network contacts, and resolving questions about training pathways or specialty options and so on, will be met at this level.

If career development needs are more complex, an impartial, confidential discussion with a non-clinical careers adviser can help to move thinking and action forward. Scenarios where a meeting may be relevant include:

- Doubts in early months of the Foundation Programme
- Doubts about chosen specialty
- No firm options after a recruitment round
- Not progressing in chosen pathway
- Changes in personal circumstances e.g. health, family
- Thinking about resigning
- Doubts about choice of career
- ARCP outcome impacting on career

A meeting, telephone conversation or Skype call can be arranged with a Deanery Careers adviser either by an educator or the trainee direct. Where possible, our **Request for a Career Planning Meeting** pro-forma should be completed and emailed to pgmedicalcareers@cardiff.ac.uk, so that the adviser has basic background information to put the meeting in context and to enable them to research and prepare to help with specific queries. In practice, we are often approached by phone or email and can ask for background detail at that point. Trainees are not compelled to engage with us, although they may be strongly encouraged to do so. It is important that they talk with us when they are ready to look ahead in their career and may not be at this state of readiness when a referral is made.

The Deanery Careers Team also hold “quick enquiry” sessions when in Postgraduate Centres, or at local career events, enabling several doctors to have shorter conversations to address more straightforward careers questions. A specific drop-in session can be arranged on-site if there are a number of trainees with careers queries e.g. when a transition point is approaching (ST recruitment, end of F2, end of CT).

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Deanery Career Meeting Principles and Protocols:

- Career planning meetings which take place with the Deanery team are confidential. An individual may choose to share information arising from a meeting with other parties but purely at their discretion.
- Data Protection rules apply; any personal data provided will be used solely for the purpose of planning and arranging meetings and monitoring the Deanery caseload.
- Meetings normally last for about an hour.
- If a trainee is concerned about visiting the Deanery for a meeting, an alternative venue or phone conversation can be arranged.
- The Deanery will not provide any form of feedback about the occurrence of or content of career planning meetings to other parties within or outside the Deanery, unless the doctor attending gives their consent. The exception may be where the doctor is engaged with another support strand (e.g. the PSU) and information sharing is appropriate to ensure consistency of support, or if a disclosure is made which may impact patient safety.
- Career planning meetings will not form any part of, nor make any contribution to other formal processes relating to progress through training (e.g. ARCP) and are not recorded on the trainee file.

Typical Meeting format

A Career meeting will be based on the 4-stage career planning model outlined in “The Roads to Success” Elton, J and Reid, C (2nd Ed. 2010, KSS Deanery). This model has been adopted by medical careers advisers throughout the UK as it maps to the medical model of:

1. History (Self awareness)
2. Investigation (Awareness of Options)
3. Diagnosis (Decision factors)
4. Treatment Plan (Securing a Job)

The meeting will typically follow this framework:

Stage 1: Contracting

Stage 2: Career history

Stage 3: Exploration of presenting and underlying issues

Stage 4: Focus on goals and priorities

Stage 5: Action Plan

The Careers Team support a trainee in arriving at a position where they can take the initiative to manage their own career going forward.