

Workplace Difficulty and Support Planner

Separate immediate safety, employment, regulatory, health and immigration questions so each problem reaches the correct support route.

How to use it

Use one section at a time alongside the relevant online chapter and the current official source. Write only what is needed for your decision, then add an owner and review date to every unresolved action.

Confidentiality and limits

Do not enter patient-identifiable information, private colleague information, passwords, passport numbers or documents you are not authorised to share. This workbook is independent educational guidance, not individual immigration, employment, legal, regulatory, tax, pension or clinical advice.

A controlled working method

Separate verified facts from assumptions. Date every figure or rule copied from a live source. Keep the exact advert, policy, contract or form on which a decision depends. When circumstances are complex, use the worksheet to prepare questions for an appropriately qualified adviser rather than trying to make the workbook provide the advice.

- Fact: supported by a current document or a named person with authority.
- Assumption: plausible but not yet verified; record the check required.
- Decision: state who owns it, the evidence considered and the review date.
- Action: name the person responsible and a realistic deadline.
- Reflection: keep it proportionate, factual and confidential.

Master action log

ACTION, OWNER, DATE AND OUTCOME
Priority decision or unresolved question — — —
Evidence or source to check — — —
Person responsible and target date — — —
Outcome and next review — — —

Immediate triage

Complete this from current evidence. If an entry relies on memory or informal advice, mark it for verification before acting.

IMMEDIATE TRIAGE
Is anyone at immediate risk? — — —
Action taken now to protect safety — — —
On-call, incident or emergency route used — — —
Follow-up owner and deadline — — —

Define the problem

Complete this from current evidence. If an entry relies on memory or informal advice, mark it for verification before acting.

DEFINE THE PROBLEM
Safety or clinical governance issue
Employment, contract or conduct issue
Regulatory, health or immigration issue
What is known, unknown and assumed

Factual chronology

Complete this from current evidence. If an entry relies on memory or informal advice, mark it for verification before acting.

FACTUAL CHRONOLOGY
Date, time and source — — —
What happened or was communicated — — —
Action taken and response — — —
Document or witness reference — — —

Choose support

Complete this from current evidence. If an entry relies on memory or informal advice, mark it for verification before acting.

CHOOSE SUPPORT
Clinical supervisor or manager
Freedom to Speak Up or equivalent
Union, defence organisation or regulator
Occupational health, GP or wellbeing support

Meeting preparation

Complete this from current evidence. If an entry relies on memory or informal advice, mark it for verification before acting.

MEETING PREPARATION
Purpose and attendees
Key facts and documents
Outcome or clarification requested
Companion, notes and follow-up plan

Recovery and review

Complete this from current evidence. If an entry relies on memory or informal advice, mark it for verification before acting.

RECOVERY AND REVIEW
What has changed
Risk that remains
Effect on health, visa or career
Next review date and independent advice

Final review and next conversation

Summarise the decision you are trying to make, the evidence already verified and the few questions that remain. Take this summary-not an uncontrolled collection of personal documents-to the relevant supervisor, employer team, regulator, union, defence organisation or adviser.

ONE-PAGE DECISION SUMMARY
Decision and desired safe outcome — — —
Verified facts and source dates — — —
Main risk or uncertainty — — —
Questions for the appropriate adviser — — —
Next action, owner and review date — — —

Core current sources

GMC registration applications

NHS Employers medical workforce

Health and Care Worker visa

GMC Good medical practice

Reviewed 7 September 2026. Always re-check the live source before a significant decision.