



Managing trainee performance - assessment tools

Foundation competencies

Download SHO RITA Forms (need link)

Generic skills

History & Examination

- Takes a proper clinical history
- Carries out a proper clinical examination
- Is proficient in the use of basic diagnostic tools, for example: stethoscopic examination of the heart, chest and abdomen, use of the sphygmomanometer, otoscope, ophthalmoscope. peak flow meter and electronic thermometer
- Understands basic communication theory and consultation models
- Understands body language and cues
- Understands physical, social and psychological influences on illness behaviour
- Can assess accurately what the patient does and doesn't know
- Can communicate bad news sensitively and effectively
- Can communicate effectively with patients and relatives.

Investigations

- Can initiate and arrange appropriate investigations
- Has a thorough understanding of the appropriate use of investigative techniques such as:-
 - ◆ Indications for and interpretation of ECG's
 - ◆ The use of chest and abdominal X-rays
 - ◆ The range and scope of laboratory investigations
 - ◆ The scope and use of ultrasound and various imaging techniques.

Problem solving/making a diagnosis/management plans

- Has good problem-solving skills
- Has an understanding of how doctors think and work
- Can cope with uncertainty
- Reflects formatively on accuracy and inaccuracy in diagnosis
- Can assess existing provision, future need and initiate provision of: physiotherapy, occupational therapy, homecare, social and financial support, day care/respice, use of voluntary agencies & housing assessment
- Can assess the implications of the patient's social context including effects of: retirement, bereavement, isolation, polypharmacy, need for palliative care and support for carers.

Prescribing

- Has a thorough understanding of the principles of prescribing and therapeutics including drug side

effects, interactions and contra-indications

- Is committed to generic prescribing
- Understands prescribing in children the elderly and pregnancy
- Is aware of prescribing costs in the hospital and community
- Understands the purpose and use of drug formularies
- Understands the role of the pharmacist.

Record Keeping

- Understands the structure of the clinical record
- Keeps regular, appropriately detailed, accurate records
- Understands medico-legal and risk management aspects of record keeping.

Emergency Care

- Understands how emergency medical care is organised in hospital and in primary care.
- Understands how unplanned care is organised and integrated including the role of the GP, NHS Direct/24 and other systems and structures
- Can understand the presentation of, accurately assess and initiate a management plan for medical emergencies
- Can fully assess a patient in collapse/arrest, initiate and manage basic CPR, life support and use of the defibrillator
- Proficient in the assessment of the unconscious and/or very ill patient, stabilising them and initiating an action plan
- Proficient in establishing venous access and venous blood sampling.

Works within limits of confidence

- Is aware of available and relevant guidelines, evidence and protocols
- Engages appropriately in critical self-appraisal
- Can engage team support appropriately
- Understands the nature of departmental senior staff support and engages this appropriately.

Maintaining Good Medical Practice

- Enthusiastically participates in and effectively contributes to learning opportunities
- Has a good ability to access and appraise medical literature
- Accepts and values constructive criticism
- Effectively participates in and contributes to the departmental training programme
- Commits whenever possible to parallel training programmes eg GP modular programmes
- Understands audit opportunities in primary care and the hospital
- Understands and is able to set quality standards
- Understands how audit feeds into quality assurance
- Ensures completion of agreed audit work.

Working relationship with colleagues

- Understands the roles of the wider health care team both in the hospital and the community
- Respects and engages **all** team members knowledge and skills
- Communicates accurately and effectively with team members
- Effectively engages with the whole medical team to ensure best outcomes for patient care
- Appropriately delegates and participates in care management
- Is committed to maximising team work between GPs and hospital doctors

- Has a competent telephone manner
- Constructs good quality letters - both for admission, referrals and discharge
- Communicates accurately and effectively with primary care colleagues, especially keeping them informed about their patients.

Relationship with patients

- Has a good basic understanding of human rights
- Understands basic personal needs of patients and relatives, respects their dignity and minimises discomfort
- Can illustrate patience and tolerance
- Copes with and defuses confrontation
- Uses language appropriate to patient and relatives' understanding
- Takes appropriate responsibility for initiating communication with patients and relatives
- Has a basic understanding of ethnic influences on patient care.

Teaching and Training

- Willing to participate in departmental teaching and training responsibilities
- Willing to develop basic training skills and attributes
- Appropriately supervises/mentors more junior staff and can motivate others
- Provides honest feedback on colleagues when requested.

Probity

- Understands what constitutes acceptable and unacceptable ethical practice
- Understands and maintains professionalism at all times
- Seeks help early if concerned about their own performance or that of others
- Understands how to handle complaints
- Understands the legal requirements and how to handle: death certification, The Mental Health Act, fitness to drive, child protection and notifiable conditions
- Understands and is committed to medical confidence
- Understands rights regarding access to information
- Ensures punctuality and availability when on duty
- Understands principles of time management
- Understands the need for high levels of honesty and trustworthiness in medicine including when financial transactions are involved
- Ensures that information relating to medical services is given clearly and objectively
- Never exploits patient vulnerability especially in terms of financial issues
- Always declares and withdraws from issues with conflict of interest.

Health

- Is aware of health issues that may affect ability to work safely as a doctor
- Is aware of work issues that might affect personal health
- Understands stress effects on doctors, patients and carers
- Manages personal causes and effects of stress
- Has an awareness of strategies for coping with stress
- Understands and tolerates other personality types
- Maintains as high a level of personal health and fitness as possible
- Has an awareness of the scope of Occupational Health services.

