

TIP™ Structured Feedback

Background

Feedback, both positive and negative, will be a regular part of the informal day to day interactions between Registrar and Supervisor. The purpose of this document is to guide or prompt Registrars and Supervisors during formal (i.e a specific time set aside) feedback sessions.

It is suggested that formal feedback session occur three times a term:

- Initial session 2-6 weeks into the term (earlier in GPT2 term, later in GPT1)
- Midpoint session 3 months
- End session 5 months

The feedback should focus on strengths as well as areas of improvement and be a two way process between the Supervisor and Registrar. Informal, day to day, ad-hoc feedback is also extremely important and should complement more formal feedback sessions.

How to use this form

The following questions will help facilitate feedback from the Supervisor to the Registrar and the Registrar to the Supervisor. These questions were developed by a group of Registrars, Supervisors and Medical Educators but are not meant to be exhaustive. There may be other areas where you wish to provide feedback.

For payment send a copy of the completed summary form along with the TIP™ claim form including the date of activity to North Coast GP Training.

(Your registrar should keep a copy of this summary form in their learning planner)

For more copies of this document please go to the supervisor section on our website at <http://www.ncgpt.org.au/content/supervisors>

Supervisor structured feedback summary

Registrar: _____

Supervisor: _____

Date: ___/___/___

1. Performance clinically

Domain 1: communication skills and the doctor-patient relationship

| | |
|--|--|
| Ability to establish rapport | |
| Non verbal communication skills demonstrated | |
| Appropriate rate/tone and volume of speech | |
| Communicates in appropriate language for the patient and avoids jargon | |
| Appropriate integration of computer with in patient communication | |
| Ability to respond to patients emotions | |
| Ability to comprehend the patient's story/agenda | |
| Ability to listen and summarize the patient's agenda | |
| Ability to communicate management plans with patient | |
| Patient participation in decision making processes | |
| Communication with practise staff | |
| Communication with external people/institutions | |
| Ability to handle conflict | |

General Comments:

Domain 2: applied professional knowledge and skills

| | |
|--|--|
| Adequate knowledge base | |
| Ability to apply theoretical knowledge in clinical setting | |
| Ability to examine the patient appropriately | |
| Recognizing gaps in knowledge and seek assistance when appropriate or demonstrate self directed acquisition of knowledge | |
| Ability to synthesize clinical scenario and create appropriate management plan | |
| Organizes follow up appropriately | |
| Application of evidence based practise/clinical guidelines | |
| Ability to perform office based procedures eg. ECG/spirometry/excisions/PAPs | |
| Ability to manage ambiguous problems/tolerate uncertainty | |

General Comments:

Domain 3: population health and the context of the general practice

| | |
|---|--|
| Application of appropriate population screening | |
| Recognition of diseases in high risk populations | |
| Immunization: identification and communication | |
| Communicable disease prevention: identification and communication | |
| Appropriate use of recall systems | |
| Able to appropriately communicate behavioural modification | |

General Comments:

Domain 4: professional and ethical role

| | |
|---|--|
| Professional demeanour | |
| Awareness of own cultural and belief systems and their effect on clinical practise | |
| Willingness to acknowledge and correct errors | |
| Demonstration of appropriate management of issues relating to consent | |
| Demonstration of appropriate management of issues relating to confidentiality | |
| Demonstration of appropriate management of issues relating to boundaries | |
| Observation of one's own thinking and emotions how this may influence clinical judgment | |
| Appropriate drug prescription practise | |
| Appropriate billing with in medicare schedule | |
| Demonstrate an ability to act on feedback | |

General Comments:

Domain 5: organisational and legal dimensions

| | |
|---|--|
| Appropriate clinical records documentation | |
| Able to structure the clinical consultation appropriately | |
| Adequate time management skills | |
| Understanding legal implications of certain documents: driver's licence/work medicals etc | |
| Adequate typing skills | |
| Appropriate use of medical software | |
| Effective use of patient handouts and internet resources | |

General comments:

2. Areas where the supervisor has observed learning / improvement in performance

| What was noticed | How was it noticed |
|------------------|--------------------|
| | |

3. Supervisor's impression of registrar's overall performance as a learner

| Strengths | Suggestions for improvement |
|-----------|-----------------------------|
| | |

Other comments:

Thank you for your efforts as a GP working in this practice:

Supervisor's signature _____

Date: ___/___/___

Thank you for taking the time to provide this feedback:

Registrar's signature _____

Date: ___/___/___

Registrar structured feedback summary

Registrar: _____

Supervisor: _____

Date: ___/___/___

1. Positive learning opportunities and experiences in this practice (please list)

2. How could the learning opportunities in this practice be improved?

Thank you for the learning opportunities provided by this practice:

Registrar's signature _____

Date: ___/___/___

Thank you for your feedback:

Supervisor's signature _____

Date: ___/___/___