

Supervisor of Training Summary Form

Number of multi-source feedback (MsF) forms received _____ (*minimum six*)

Date of feedback meeting: _____

INSTRUCTIONS

The number of responders that rated the trainee should be placed in the corresponding box, expressed as a fraction of the responders that were able to observe and assess the trainee for that item. The most common rating should be identified in bold.

In the example below, the supervisor received six forms. For this particular item, one responder decided they were not in a position to rate the trainee, two responders noted the trainee “Occasionally” participates constructively as a member of the team and, five thought he/she “Consistently” did.

Example:

| | | | | | | |
|---------------------|--|-----|-----|-----|-----|-----|
| Collaborator | Participates constructively as a member of a multidisciplinary team. | 0/6 | 2/6 | 0/6 | 5/6 | 1/6 |
|---------------------|--|-----|-----|-----|-----|-----|

ASSESSMENT

| Roles in practice | Descriptor | Never | Occasionally | Sometimes | Consistently | Unable to assess |
|--------------------------|---|-------|--------------|-----------|--------------|------------------|
| Communicator | Demonstrates effective interpersonal communication skills. | | | | | |
| | Conveys all relevant information when transferring care of a patient. | | | | | |
| Collaborator | Participates constructively as a member of a multidisciplinary team. | | | | | |
| | Conveys relevant information when transferring care of a patient to another practitioner. | | | | | |
| Collated comments | | | | | | |
| Professional | Demonstrates professional behaviours in interactions with patients, colleagues, junior staff and students and respects confidentiality. | | | | | |
| | Is punctual and respectful of others' time and commitments. | | | | | |
| | Demonstrates respect for differences in cultural and social norms. | | | | | |
| | Recognises the limitations of their expertise and seeks appropriate guidance. | | | | | |

| Roles in practice | Descriptor | Never | Occasionally | Sometimes | Consistently | Unable to assess |
|---------------------------|---|-------|--------------|-----------|--------------|------------------|
| Leader and Manager | Contributes to quality assurance and improvement activities. | | | | | |
| | Organises, prioritises and delegates tasks to balance conflicting requirements. | | | | | |
| | Considers resource availability and allocation. | | | | | |
| | Demonstrates leadership in interdisciplinary settings. | | | | | |
| Collated comments | | | | | | |
| Health Advocate | Advocates for evidence-based treatments for patients. | | | | | |
| | Advocates for patient-centred care. | | | | | |
| | Identifies opportunities for promotion of health and quality of life of patients. | | | | | |
| Scholar | Facilitates learning of others. | | | | | |
| | Initiates and participates in discussions. | | | | | |
| | Is willing to accept criticism, feedback, direction and/or instruction. | | | | | |
| Collated comments | | | | | | |

MsF forms were collected from staff from various backgrounds

Specific areas that the trainee will focus on:

NAMES AND SIGNATURES

Trainee name: _____ Signature: _____

Supervisor of training name: _____ Signature: _____