



# Direct observation of procedural skills (DOPS) paper form

This paper DOPS form can be downloaded by trainees or WBA assessors if internet availability prevents training portfolio system access. The WBA assessor is responsible for submitting the DOPS in the training portfolio system after the assessment so it is recorded in the trainee's portfolio.

## Assessment details

Date of assessment \_\_\_\_\_

Trainee name \_\_\_\_\_

Assessor name \_\_\_\_\_

Assessment toward completion of SSU? \_\_\_\_\_

If yes, SSU name \_\_\_\_\_

Competency \_\_\_\_\_

## Procedure details

Procedure \_\_\_\_\_

Details

Degree of difficulty  Low  Moderate  High

Conducted  On a patient  During simulation exercise

Reasons for difficulty

Ultrasound used?  Yes  No

Time pressure  Elective  Critical

Number of times procedure has been previously completed by the trainee \_\_\_\_\_

Focus for learning  
The trainee considers what they would like to learn from this experience.

### Trainee self-assessment

I need the assessor in the theatre suite			I need the assessor in the hospital			I could manage this procedure independently and do not require direct supervision		
1	2	3	4	5	6	7	8	9

### Assessor feedback

The aim of this assessment is to provide meaningful feedback to the trainee so they can make specific plans to improve and progressively develop toward a consultant level of practice.

### Global assessment

What level of supervision does the trainee require for THIS procedure overall?

Trainee needs assessor in the theatre suite			Trainee needs assessor in the hospital			Trainee could manage this procedure independently and does not require direct supervision		
1	2	3	4	5	6	7	8	9

1. Not comfortable leaving trainee unsupervised for any period of time.
2. Comfortable to leave trainee briefly i.e. take a brief call
3. As in 2, but comfortable staying away for a bit longer
4. Happy to leave the area, but remain immediately available in the hospital. Feels the need to check in on the trainee at regular intervals.
5. Happy to leave the area but remain immediately available in the hospital e.g. not take on another case themselves
6. As in 5 but happy to take on another case themselves
7. Could potentially be off-site but would want to talk with the trainee before the trainee started the procedure.
8. Supervisor Off-site. Confident that trainee can do the procedure but want to be notified that they are doing it.
9. Trainee could complete the procedure as a consultant. Appropriate if they don't contact supervisor.

### Observations

<b>Knowledge</b>	<i>Demonstrates relevant basic science / clinical knowledge and understanding of the procedure including indications, contraindications, anatomy, technique, side effects and complications.</i>
<b>Consent</b>	<i>Explains procedure to the patient and obtains valid and adequate informed consent.</i>

<b>Preparation</b>	<i>Prepares appropriately for the procedure. Ensures assisting staff are present; check equipment and prepares drugs, ensures clinically indicated monitoring; arranges workspace ergonomically.</i>
<b>Vigilance</b>	<i>Demonstrates situational awareness through constant clinical and electronic monitoring. Maintains focus on the patient and avoids distraction.</i>
<b>Infection control</b>	<i>Demonstrates aseptic/clean technique and standard (universal) precautions.</i>
<b>Technical ability</b>	<i>Demonstrates manual dexterity and confidence; demonstrates correct procedural sequence with minimal hesitation and unnecessary actions.</i>
<b>Patient interaction</b>	<i>Provides reassurance and checks for discomfort, concerns and complications.</i>
<b>Insight</b>	<i>Knows when to seek assistance, abandon procedure or arrange alternative care to prevent harm to patient.</i>
<b>Documentation/post-procedure management</b>	<i>Documents the episode including problems and complications; arranges and documents plans for post procedural care.</i>
<b>Team interaction</b>	<i>Provides clear and concise instructions to assisting staff and conveys relevant information concerning the patient and plans to team members.</i>
<b>Please note the focus of discussion during this assessment</b>	

## Overall feedback

<p><b>Examples of what was done well</b></p> <p><i>Example: Detailed anatomical knowledge; Thorough explanation of potential complications in language understood by patient; Well prepared prior to start – drugs and equipment</i></p>	
<p><b>Areas that need improvement and action</b></p> <p><i>Example: Managing sterility in crowded situations; Giving clear instructions to assistant in timely manner; To successfully complete procedure, suggest... e.g. placing ultrasound machine on other side to maintain line of sight</i></p>	

## Trainee reflection and comments

<p><b>Trainee reflection and comments</b></p>	
<p><b>Trainee action plan</b></p> <p><i>Example: Over the next week, I will familiarise myself with the ultrasound and practice in line needle insertions.</i></p>	<p>Based on my reflection and the feedback I have received I intend to:</p>