Supervisors Report

❒ **Provisional general scope**
❒ **Special purpose scope**
❒ **Temporary registration**

RP3 – February 2008
Registration No:

Level 13 Mid City Tower, 139-143 Willis Street, P O Box 11 649 Wellington, New Zealand
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- A supervision report is to be completed and forwarded (via medical staffing office if employed in a hospital) to the Council office every three months, or as requested by the Medical Council.
- **It is important that the Chief Medical Officer (CMO) or Practice Manager is aware of poorly performing doctors. Should a doctor score below a '3' in any area of their practice being evaluated on this form, please provide a copy of this report to the CMO or Practice Manager for their information**

Name: ……

Employer/training host: ……

Report covers work/training done from: ……/……/……..to ……/……/……....

Doctor is working in vocational scope of: ……

Appointment ends on ……../……/……

Doctor is being considered for re-employment as: ……

Until: ……/……..../……

Current supervisor: ……..……

Supervision report

KEY:
1 Unsatisfactory-performs significantly below that generally observed for this level of experience
2 Below expectation-requires further development
3 Meets expectation-performs at a satisfactory level
4 Above expectation-performs at a level better than that which would be expected for the level of experience
5 Exceptional-performs at a level beyond that which would be expected for the level of experience
N/A Not applicable

Clinical Knowledge and Skills		1	2	3	4	5	N/A
1	**Clinical knowledge** (eg. knowledge of common symptoms, drug doses and side effects, drug interactions, etc)						
2	**Professional knowledge** (knowledge of hospital procedures, policy, medico legal aspects)						
3	**Clinical clerking** (adequacy of detail in written records, legibility, accurate drug charting)						
4	**History taking** (ability to take history and perform physical examination, powers of observation)						
5	**Relevant procedural skills** (eg. venesection, arterial blood gases, peak flows, etc)						
Clinical Judgement		1	2	3	4	5	N/A
6	**Diagnostic skills** (Identifies and prioritises patient problems)						
7	**Patient management** (Synthesises data, makes appropriate management decisions, responds appropriately to call outs and provides emergency care as required)						
8	**Time management** (Plans and organises work, sets goals and meets them, prioritises calls, seeks advice on priorities if needed)						
9	**Recognising limits** (accurate assessment of own skills, refers and consults with others as required, takes responsibility for actions, notifies staff if expecting to be absent from duty)						

Patient Communication		1	2	3	4	5	N/A
10	**Communication skills** (communicates effectively in English, clarity, logic of expression, quality of case presentation etc)						
11	**Ability to communicate with patients and families** (listening skills, respect, avoidance of jargon, coping with antagonism)						
12	**Sensitivity, ethical and cultural awareness** (is aware of options and networks available to patients, treats patients as individuals, responds appropriately to different cultures encountered)						
Communication and Teamwork		1	2	3	4	5	N/A
13	**Ability to communicate with other healthcare professionals** (ability to work in a multidisciplinary team and with all team members irrespective of gender, contributes effectively to teamwork)						
14	**Initiative and enthusiasm** (gets involved, able to identify needs of the job, follows up without being prompted, thinks and plans ahead, shows commitment, asks questions of supervisors)						
15	**Takes responsibility for own learning** (evidence of reading up on cases, attends seminars and teaching sessions, asks questions)						
Professional Attitudes and Behaviour		1	2	3	4	5	N/A
16	**Reliability and dependability** (punctual, carries out instructions, fulfils obligations, complies with hospital policies, keep up to date with work including letters, arranging meetings)						
17	**Ability to cope with stress, emotional demands and emergency situations** (reports when stressed, shows coping skills)						
18	**Personal manner** (approachability, warmth, openness, rapport etc)						

Comments (Please use a separate sheet if necessary)

Supervisor

This report should be discussed with the doctor being reported on. Please tick if you have done so ❒

If you have not done so, please explain why not:

Supervisor's name: …….

Supervisor's signature: ……. Date:…….

Doctor

Signed ……. Date:…….