

DRAFT COVERING LETTER FOR MULTI-SOURCE FEEDBACK

DATE

Dear Colleague,

RE: StR trainees in Anaesthesia – Multi-Source Feedback

Multi-source feedback is now a required part of the assessment process for specialist trainees in anaesthesia and we shall be grateful if you would take a few minutes to complete the attached form.

The form is anonymous but we ask that you complete a limited number of personal details to enable us to check that a suitable cross-section of people have been asked to comment on the trainee's performance.

Please return the form to in the envelope provided by ...DATE....

Thank you for agreeing to complete this multi-source feedback form.

Yours faithfully,

Name

_____ School of Anaesthesia

MULTI-SOURCE FEEDBACK: 360° Team Assessment of Behaviour

Trainee's Name:		GMC number:							
Current post:		Date started present post:	D	D	M	M	Y	Y	Y

ASSESSOR'S DETAILS (please tick as appropriate)			<input type="checkbox"/> Male	<input type="checkbox"/> Female
Doctor - speciality	<input type="checkbox"/> Nurse			
<input type="checkbox"/> Consultant	<input type="checkbox"/> Theatre/Recovery	<input type="checkbox"/> ODP		
<input type="checkbox"/> SAS Grade	<input type="checkbox"/> ICU/HDU	<input type="checkbox"/> Administration/Secretarial staff		
<input type="checkbox"/> SpR 3-5/StR 3-7	<input type="checkbox"/> Ward	<input type="checkbox"/> Other		
<input type="checkbox"/> StR1/2	<input type="checkbox"/> Other			
<input type="checkbox"/> FY1/2				

- Please use the free text part of this form to congratulate good behaviour and to describe any behaviour causing you concern.
- If you want to comment on attitude please provide evidence of behaviour as evidence.
- Give specific examples, if you can, of good or worrying features.
- The trainee will receive private feedback, but you will not be identified.
- If enough observers regard a trainee as giving cause for concern, the trainee will be offered help and support.

BEHAVIOUR AND ATTITUDES EVIDENCED BY BEHAVIOUR	AREAS OF CONCERN			Comments. <ul style="list-style-type: none"> • If you cannot give an opinion due to lack of knowledge of the trainee say so here. • Comment on anything especially good. • You must specifically comment on any concern about attitudes and / or behaviour, and this should reflect the trainees behaviour over time – not usually just a single incident
	NONE	SOME	MAJOR	
Maintaining trust/professional relationships with patients <ul style="list-style-type: none"> • Listens • Is polite and caring. • Shows respect for patients' opinions, dignity and confidentiality. • Is unprejudiced and dresses appropriately 				
Verbal communication skills <ul style="list-style-type: none"> • Gives understandable information. • Speaks good English, at the appropriate level for patients. 				
Team working/Working with colleagues <ul style="list-style-type: none"> • Respects others' roles and works constructively in the team. • Hands over effectively and communicates well. Is unprejudiced, supportive and fair. 				
Accessibility <ul style="list-style-type: none"> • Is accessible. • Takes proper responsibility. • Only delegates appropriately • Does not shirk duty. • Responds when called. • Arranges cover for absence 				

The RCoA acknowledges the work of the West Midlands 360° group in devising this form.