



# INSTITUTE OF GENERAL PRACTICE EDUCATION INC.

## ASSESSMENT FORM FOR GENERAL PRACTICE EXPERIENCE

This form is designed to help Registrars identify their areas of strength and those areas requiring improvement, so that further specific training can be planned. Frank and constructive feedback from you is **essential** for this aim. The descriptor for an excellent GP registrar is provided. If you have insufficient information to provide useful feedback, please indicate this by marking not applicable.

<b>Registrar:</b>	
<b>Practice:</b>	
<b>Supervisor:</b>	
<b>Term:</b>	

### SOURCES OF DATA ON WHICH ASSESSMENT IS BASED

Which of the following contributed to your assessment?

	Never	Daily	Weekly
Direct observation (sitting in)			
Direct observation (videotaping)			
Formal clinical case review			
Medical record / referral review			
Informal case discussion			
Feedback from staff, patients, etc			
Clinical audit			
Other - specify			

### COMMUNICATION AND RAPPORT

An excellent GP registrar demonstrates genuine respect, rapport and empathy. They allow the patient to talk freely and to feel at ease in a non-judgmental atmosphere. Communication and rapport includes active listening skills, appropriate eye-contact, recognition of verbal and non-verbal cues and body language. It demonstrates the effective use of silence and uses patient suitable language with an appropriate mix of open and closed questions. It enables the exploration of the patients concerns and expectations.

Not Applicable  
  Poor  
  Inadequate  
  Borderline  
  Adequate  
  Good  
  Excellent

Strengths	Needs improvement in

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Approved by: Dr George Kostalas Approved Date:

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## HISTORY TAKING

An excellent GP registrar will take a focused, relevant and organised history; they will follow appropriate cues and elicit relevant positive and negative details important to the assessment and management of the patient. They will seek patient permission to explore relevant personal or more sensitive history.

Not Applicable    Poor    Inadequate    Borderline    Adequate    Good    Excellent

Strengths	Needs improvement in

## PHYSICAL EXAMINATION

An excellent GP registrar should perform an appropriate and systematic physical examination, which is focused and not overly inclusive. They should show respect for the patient and concern for their safety, comfort and modesty at all times. They should explain to the patient what they are doing and should seek permission to undertake the examination, especially of more sensitive areas. They should perform examination tasks appropriately and competently, to ensure that relevant signs are elicited.

Not Applicable    Poor    Inadequate    Borderline    Adequate    Good    Excellent

Strengths	Needs improvement in

## PROBLEM DEFINITION

An excellent GP registrar will demonstrate the ability to identify the problems and define and prioritise the physical, psychological and social issues involved for the patient, the family and the community. Adequate knowledge of the physical, psychological and social processes involved should also be demonstrated.

Not Applicable    Poor    Inadequate    Borderline    Adequate    Good    Excellent

Strengths	Needs improvement in

## MANAGEMENT & INVESTIGATIONS

An excellent GP registrar demonstrates the ability to deal with the issues identified in an appropriate order. They demonstrate the ability to select relevant, cost-effective investigations in an appropriate sequence, displaying consideration for the patient's concerns. They provide effective explanations and education and ensure patient comprehension. They involve the patient, family and community resources (where relevant) in the immediate and ongoing management plans. They define further investigations and offer choices of therapy (where available). They appropriately discuss plans for follow-up and ensure that patient understands potential serious consequences of their problems and adequately when, where and how to seek appropriate further assessment and management. They demonstrate a willingness to take on the responsibility for the immediate and ongoing management of the patient.

Not Applicable    Poor    Inadequate    Borderline    Adequate    Good    Excellent

Strengths	Needs improvement in

## ORGANISATIONAL MANAGEMENT

An excellent registrar will demonstrate effective time management skills. They will organise the consultation appropriately and address relevant issues. They will appropriately refer to specialist and allied health services. They will maintain adequately detailed contemporaneous notes and records. They will write relevant and appropriate referrals to specialists and allied health services. They will demonstrate an understanding of the use of various documentation and forms that are relevant to General practice (eg sickness certificates, work cover, etc).

Not Applicable    Poor    Inadequate    Borderline    Adequate    Good    Excellent

Strengths	Needs improvement in

## PROFESSIONAL BEHAVIOUR AND ETHICAL ATTITUDE

### A. INTERACTION WITH PATIENTS

Excellent registrars will show care and concern for their patients. They will:

- conduct themselves in professional manner and maintain appropriate interpersonal boundaries;
- demonstrate integrity, maintain confidentiality and be willing to accept responsibility for patient care and management;
- be reliable honest and show enthusiasm; and
- be punctual and dress appropriately.

Not Applicable    Poor    Inadequate    Borderline    Adequate    Good    Excellent

Strengths	Needs improvement in

**B. INTERACTION WITH NON MEDICAL STAFF**

An excellent registrar will demonstrate an ability to work as a team member showing respect and responsibility to other team members.

- Not Applicable     Poor     Inadequate     Borderline     Adequate     Good     Excellent

Strengths	Needs improvement in

**C. INTERACTION WITH COLLEAGUES**

An excellent registrar will:

- show respect to all colleagues;
- be able to communicate appropriately on a professional level;
- be able to see or accept other viewpoints; and
- be able to negotiate differences of opinion with colleagues.

- Not Applicable     Poor     Inadequate     Borderline     Adequate     Good     Excellent

Strengths	Needs improvement in

**COMMENTS**

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**OVERALL PERFORMANCE**

This refers to your overall impression and your confidence in the abilities demonstrated by the GP registrar. The excellent registrar’s overall performance includes safety in diagnosis and management, demonstrated ability to conduct an effective, integrated consultation, awareness of own limitations and lack of major deficiencies. On the basis of this assessment it measures the registrar’s readiness for competent, unsupervised general practice in Australia.

I would assess this registrar’s performance as:

- Unsafe and incompetent     Poor     Inadequate     Borderline     Adequate     Good     Excellent

*General Comments:*

I have discussed the above assessment with the GP registrar  Yes  No

If not, please outline your reasons for not discussing this: \_\_\_\_\_

I have discussed any identified deficiencies with a medical educator at IGPE  Yes  No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Office Use Only:*

Reviewed by:				Date:		Comments:	
<b>Assessment:</b>							
Q1		Q5					
Q2		Q6					
Q3		Q7					
Q4		Q8					
<b>Total:</b>		<b>(48)</b>	<b>(100)</b>	Data Entry by:	Date:		