

Multi-source feedback: 360° team assessment of behaviour (TAB)

Draft covering letter

DATE

Dear colleague,

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 (add date).

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

Yours faithfully,

(add name)

_____ School of Anaesthesia.

Multi-source feedback: 360° team assessment of behaviour (TAB)

Trainees name:

GMC number:

Current post:

Date started present post:

ASSESSOR'S DETAILS (please tick as appropriate) Male Female

Doctor speciality: _____

<input type="checkbox"/> Consultant	<input type="checkbox"/> Nurse	<input type="checkbox"/> ODP
<input type="checkbox"/> SAS Grade	<input type="checkbox"/> Theatre/Recovery	<input type="checkbox"/> Administration/Secretarial staff
<input type="checkbox"/> SpR 3–5/StR 3–7	<input type="checkbox"/> ICU/HDU	<input type="checkbox"/> Other
<input type="checkbox"/> StR 1/2	<input type="checkbox"/> Ward	
<input type="checkbox"/> FY 1/2	<input type="checkbox"/> Other	

- 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.
- 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
	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. 				<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 trainee's behaviour over time – not usually just a single incident.
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.