

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

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