



Instructions for completion

- To complete the Professional Performance Assessment Report (PPA Report), the supervisor should seek the input from the available Surgical Trainers who have directly worked with the trainee during the Clinical Term**, collectively referred to as the Assessors. This is best done in a unit/department meeting prior to meeting with the trainee. The Assessors may also seek input from any other person who had contact with the trainee during the Clinical Term to inform their assessment (e.g. nurses, allied health staff, administrative staff).
- Where a conflict of interest (perceived or otherwise) exists, or may exist, or a Surgical Trainer is absent, the Surgical Trainer may be excluded as an Assessor by the supervisor.
- The rating for each assessment area within the PPA Report must be a majority decision of the Assessors, not just that of the supervisor personally.** In the event there are an equal number of Assessors, and the assessment decision for any assessment area is split, the supervisor shall have the casting vote.
- The trainee, the Supervisor and another Assessor should have a meeting to discuss the PPA Report.** The PPA Report must be completed prior to the meeting with the trainee.
- If any area of the PPA Report is assessed as Not Satisfied or Partly Satisfied the supervisor should provide examples and suggestions for improvement as discussed by the Assessors, either in the PPA Report itself or in an alternate written form provided to the Board with the PPA Report.
- The PPA Report should be signed by the trainee, the Supervisor, and the head of the unit/department (or nominee if absent).** The Supervisor and the head of department can sign before the meeting with the trainee.
- Trainees are responsible for ensuring that the completed PPA Report is submitted to the Board by the due date.

Trainee Name: Supervisor Name:

Hospital Name: Year: Clinical Term (circle): 1 2 3 4

Date of meeting to discuss this PPA Report with the trainee:/...../.....

Names of those in attendance at the meeting with the trainee to discuss this PPA Report:

.....

| Collaboration and Team Work | Not Satisfied | Partly Satisfied | Fully Satisfied |
|---|---------------|------------------|-----------------|
| Has harmonious working relationships; is not a source of conflict, complaints or concerns; is not perceived as dismissive, abrupt or discourteous in their interactions | | | |
| Adopts a team approach to patient care, and provides good direction and support for team members; takes responsibility for the team | | | |
| Respects the professional contributions and beliefs of colleagues, regardless of seniority or role and appropriately takes on board suggestions from others | | | |
| If any area is assessed as 'Not Satisfied' or 'Partly Satisfied' please provide examples and suggestions for improvement: | | | |
| | | | |

| Management and Leadership | Not Satisfied | Partly Satisfied | Fully Satisfied |
|--|----------------------|-------------------------|------------------------|
| Delegates duties effectively and efficiently within the team (does not over delegate or take on too much unnecessarily) | | | |
| Has an efficient and organised approach to admissions, ward rounds, bed management and operating lists; is punctual and reliable (not late for lists or hard to get hold of) | | | |
| Continues to function effectively in stressful situations and remains calm (does not get flustered easily, angry or disorganised) | | | |
| If any area is assessed as 'Not Satisfied' or 'Partly Satisfied' please provide examples and suggestions for improvement: | | | |
| | | | |

| Communication | Not Satisfied | Partly Satisfied | Fully Satisfied |
|--|----------------------|-------------------------|------------------------|
| Communicates in a clear and succinct manner, focusing on the relevant information (does not waffle or include irrelevant information); does not side step or misrepresent situations (always truthful) | | | |
| Demonstrates empathy and makes time for patients to ask questions and clarify the diagnosis and treatment plan in a manner they can understand | | | |
| Provides information to colleagues and other members of the health care team in an appropriate manner; completes medical reports and documentation in a timely, accurate and succinct manner | | | |
| If any area is assessed as 'Not Satisfied' or 'Partly Satisfied' please provide examples and suggestions for improvement: | | | |
| | | | |

| Professionalism, Ethics and Health Advocacy | Not Satisfied | Partly Satisfied | Fully Satisfied |
|--|----------------------|-------------------------|------------------------|
| Is appropriately present in the workplace, professional in their manner and focused on their duties (is not overly tired or distracted by personal issues) | | | |
| Is not over or under confident, calls for assistance appropriately, takes responsibilities for mistakes when they occur (does not pass blame) and does not go beyond their level of expertise (recognises their own abilities and limitations) | | | |
| Advocates for patients in a constructive and appropriate manner with effective outcomes (does not cause unnecessary conflict when advocating) | | | |
| If any area is assessed as 'Not Satisfied' or 'Partly Satisfied' please provide examples and suggestions for improvement: | | | |
| | | | |

| Technical and Medical Expertise and Clinical Decision Making | Not Satisfied | Partly Satisfied | Fully Satisfied |
|---|----------------------|-------------------------|------------------------|
| Undertakes detailed histories and examinations and provides an appropriate provisional diagnosis and management plan | | | |
| Selects appropriate medical investigations (does not over/under investigate) and accurately appraises and interprets investigation results | | | |
| Has sound tissue handling, efficient time and motion flow during procedures, an orderly approach and reliably identifies and responds to post-operative complications | | | |
| If any area is assessed as 'Not Satisfied' or 'Partly Satisfied' please provide examples and suggestions for improvement: | | | |
| | | | |

| Scholarship and Teaching | Not Satisfied | Partly Satisfied | Fully Satisfied |
|--|---------------|------------------|-----------------|
| Routinely undertakes reading before cases and comes to theatre with appropriate knowledge of the patient, anatomy and procedure | | | |
| Participates consistently and constructively in required educational sessions and contributes as requested to the presentations | | | |
| Participates in the teaching of juniors and/or allied health staff appropriately | | | |
| If any area is assessed as 'Not Satisfied' or 'Partly Satisfied' please provide examples and suggestions for improvement: | | | |
| | | | |

Trainee Signature:

Supervisor Signature:

Head of Department (or nominee) Signature and name:

Please return this form as a pdf only to:

SET Program in Neurosurgery
 PO Box 23337
 Docklands Victoria 8012
 Email: set.neurosurgery@nsa.org.au