

Intern training – term assessment form

Intern details		
Intern name		
Monash Health Staff ID number		
AHPRA registration No		
Intern self-assessment <input type="checkbox"/>	Mid-term <input type="checkbox"/>	End of term <input type="checkbox"/>

Term details	
Term No.	Term Site
Term Department	Term Unit
Office use only Date entered	Office use only Initial

About this form

The purpose of this form is to provide feedback to the intern on their performance and to support the decision about satisfactory completion of internship.

This form is to be completed independently by:

- term supervisors (for performance assessment)
- interns (for self-evaluation).

Forms should be completed at the mid-point in any term longer than five weeks and at the end of term.

The information provided by *supervisors*:

- provides interns with feedback on their performance and their areas for professional development
- contributes to Medical Board decisions on registration.

The information provided by *interns* promotes discussion between interns and supervisors at mid-term and end-of-term assessment meetings.

This form has not been designed for recruitment purposes and should not be used for such purposes.

Instructions for interns

Complete this form before assessment meetings and discuss it with your supervisor at those meetings. Consider your strengths and areas where you could benefit from additional experience.

Instructions for supervisors

Complete and discuss the form with the intern. Consider the intern's self-assessment and the observations of others in the discussion. The supervisor should:

1. Assign a rating for intern performance against each outcome statement. Note: assigning a rating of 2 or 4 indicates that the performance falls between the descriptions provided.

2. Use the 'Not observed' option where appropriate and note this for further action.
3. Complete an Improving Performance Action Plan (IPAP) when an intern requires remediation or additional support (e.g. when the intern is assigned ratings of 1 or 2 for one or more items).
4. At the end-of-term assessment, assign a global rating of progress towards completion of internship. Review any existing remediation plan to determine if it is complete, or if ongoing actions are required.

Relevant documents

The AMC document *Intern training- Assessing and certifying completion*¹ will assist in completing this form. The form aligns with the Australian Medical Council and Medical Board of Australia's *Intern training- Intern outcome statements*².

How to return the completed form:

Interns please scan, fax or personally deliver completed forms as per instructions below.

Monash Doctors Education

C/-McCulloch House, Level 1

Monash Medical Centre

246 Clayton Rd, CLAYTON Vic 3168

Phone: 9594 4809

Fax: 9594 2042

Email: Mededucation@monashhealth.org

Performance ratings

Under each item there is a column for the intern to record their rating of their performance on a 1 to 5 scale and a column for the supervisor to record their rating of the intern's performance on a 1 to 5 scale.

Domain 1: Science and scholarship – The intern as scientist and scholar

1.1 Knowledge: Consolidate, expand and apply knowledge of the aetiology, pathology, clinical features, natural history and prognosis of common and important presentations at all stages of life.			
Intern rating	Supervisor rating	Description	Not observed <input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Applies extensive knowledge to patient care.	
4 <input type="checkbox"/>	4 <input type="checkbox"/>		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Applies sound knowledge to patient care.	
2 <input type="checkbox"/>	2 <input type="checkbox"/>		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Demonstrates inadequate knowledge.	

Comments on Domain 1

Domain 2: Clinical practice – The intern as practitioner

2.1 Patient safety: Place the needs and safety of patients at the centre of the care process. Demonstrate safety skills including effective clinical handover, graded assertiveness, delegation and escalation, infection control, and adverse event reporting.			
Intern rating	Supervisor rating	Description	Not observed <input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Demonstrates all aspects of safe patient care.	
4 <input type="checkbox"/>	4 <input type="checkbox"/>		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Demonstrates most aspects of safe patient care.	
2 <input type="checkbox"/>	2 <input type="checkbox"/>		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Demonstrates unsafe patient care.	

2.2 **Communication:** Communicate clearly, sensitively and effectively with patients, their family/carers, doctors and other health professionals.

Intern rating	Supervisor rating	Description	Not observed <input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Communicates effectively in routine and difficult situations.	
4 <input type="checkbox"/>	4 <input type="checkbox"/>		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Communicates effectively in routine situations.	
2 <input type="checkbox"/>	2 <input type="checkbox"/>		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Does not communicate effectively.	

2.3 Patient assessment: Perform and document a patient assessment – incorporating a problem focused medical history with a relevant physical examination and generate a valid differential diagnosis.			
Intern rating	Supervisor rating	Description	Not observed <input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Performs and documents focused patient assessments for routine and complex patients.	
4 <input type="checkbox"/>	4 <input type="checkbox"/>		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Performs and documents focused patient assessments for routine patients.	
2 <input type="checkbox"/>	2 <input type="checkbox"/>		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Performs unfocused or incomplete patient assessments and/or documentation.	

2.4 **Investigations:** Arrange common, relevant and cost-effective investigations, and interpret their results accurately.

Intern rating	Supervisor rating	Description	Not observed <input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Identifies and arranges appropriate investigations and interprets investigations accurately.	
4 <input type="checkbox"/>	4 <input type="checkbox"/>		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Arranges appropriate investigations and requires some guidance on interpretation.	
2 <input type="checkbox"/>	2 <input type="checkbox"/>		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Arranges inappropriate investigations and/or interprets incorrectly.	

2.5 Procedures: Safely perform a range of common procedural skills required for work as an intern.			
Intern rating	Supervisor rating	Description	Not observed <input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Performs procedures with a high degree of technical proficiency and sensitivity towards patients.	
4 <input type="checkbox"/>	4 <input type="checkbox"/>		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Performs most common procedures in a technically sage and effective manner on routine patients.	
2 <input type="checkbox"/>	2 <input type="checkbox"/>		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Performs common procedures with limited technical proficiency and sensitivity to patients.	

2.6 Patient management: Make evidence-based management decisions in conjunction with patients and others in the healthcare team.			
Intern rating	Supervisor rating	Description	Not observed <input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Applies evidence, protocols and guidelines to manage routine and complex patients.	
4 <input type="checkbox"/>	4 <input type="checkbox"/>		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Applies evidence, protocols and guidelines to manage routine patients.	
2 <input type="checkbox"/>	2 <input type="checkbox"/>		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Does not apply evidence, protocols and guidelines in patient management.	

2.7 Prescribing: Prescribe medications safely, effectively and economically, including fluid, electrolytes, blood products and selected inhalational agents.			
Intern rating	Supervisor rating	Description	Not observed <input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Consistently prescribes and initiates therapy safely and adheres to all relevant protocols.	
4 <input type="checkbox"/>	4 <input type="checkbox"/>		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Prescribes safely and adheres to relevant protocols in most situations and seeks assistance when needed.	
2 <input type="checkbox"/>	2 <input type="checkbox"/>		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Makes frequent prescribing errors.	

2.8 Emergency care: Recognise and assess deteriorating and critically unwell patients who require immediate care. Perform basic emergency and life support procedures, including caring for the unconscious patient and performing cardiopulmonary resuscitation.			
Intern rating	Supervisor rating	Description	Not observed <input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Identifies deteriorating or critically unwell patients, initiates management, actively anticipates additional requirements and seeks appropriate assistance.	
4 <input type="checkbox"/>	4 <input type="checkbox"/>		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Identifies deteriorating or critically unwell patients, initiates basic management and seeks appropriate assistance.	
2 <input type="checkbox"/>	2 <input type="checkbox"/>		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Does not identify deteriorating or critically unwell patients or cannot initiate basic management correctly or does not seek appropriate assistance.	

2.9 Information management: Retrieve, interpret and record information effectively in clinical data systems (both paper and electronic).			
Intern rating	Supervisor rating	Description	Not observed <input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Is diligent, timely and accurate in the use and recording of information in clinical data systems.	
4 <input type="checkbox"/>	4 <input type="checkbox"/>		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Is consistent in recording information in clinical data systems with appropriate levels of detail and timeliness.	
2 <input type="checkbox"/>	2 <input type="checkbox"/>		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Does not record information in clinical data systems in an effective or timely manner.	

Comments on domain 2

Domain 3: Health and society – The intern as a health advocate

3.1 Population health: Apply knowledge of population health, including issues relating to health inequities and inequalities; diversity of cultural, spiritual and community values; and socio-economic and physical environment factors.

3.2 Aboriginal and Torres Strait Islander health: Apply knowledge of the culture, spirituality and relationship to land of Aboriginal and Torres Strait Islander peoples, to clinical practice and advocacy.

Intern rating	Supervisor rating	Description	Not observed <input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Advocates effectively for the health needs of different patient groups in patient care.	
4 <input type="checkbox"/>	4 <input type="checkbox"/>		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Considers the health needs of different patient groups in patient care.	
2 <input type="checkbox"/>	2 <input type="checkbox"/>		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Does not recognise the health needs of different patient groups in patient care.	

Intern rating	Supervisor rating	Description	Not observed <input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Practices and advocates cultural safety for Aboriginal and Torres Strait Islander peoples.	
4 <input type="checkbox"/>	4 <input type="checkbox"/>		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Practices cultural safety for Aboriginal and Torres Strait Islander peoples.	
2 <input type="checkbox"/>	2 <input type="checkbox"/>		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Disregards cultural safety for Aboriginal and Torres Strait Islander peoples.	

3.3 Comorbidities: Demonstrate ability to screen patients for common diseases, provide care for common chronic conditions, and effectively discuss healthcare behaviours with patients.

3.4 Quality assurance: Participate in quality assurance, quality improvement, risk management processes, and incident reporting.

Intern rating	Supervisor rating	Description	Not observed <input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Identifies all comorbidities and initiates appropriate management.	
4 <input type="checkbox"/>	4 <input type="checkbox"/>		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Identifies comorbidities and initiates satisfactory management.	
2 <input type="checkbox"/>	2 <input type="checkbox"/>		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Disregards the potential for comorbidities and/or is unable to initiate management.	

Intern rating	Supervisor rating	Description	Not observed <input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Advocates for and actively participates in quality improvement activities and incident reporting.	
4 <input type="checkbox"/>	4 <input type="checkbox"/>		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Participates in quality improvement activities and incident reporting.	
2 <input type="checkbox"/>	2 <input type="checkbox"/>		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Does not participate in quality improvement activities and fails to report incidents.	

Comments on Domain 3

Domain 4: Professionalism and leadership – The intern as a professional and leader

4.1 Professionalism: Provide care to all patients in accordance with *Good Medical Practice: A Code of Conduct for Doctors in Australia*³, and demonstrate ethical behaviours and professional values including integrity, compassion, empathy and respect for all patients, society and the profession.

4.2 Self-management: Optimise their personal health and wellbeing, including responding to fatigue, managing stress and adhering to infection control to mitigate health risks of professional practice.

Intern rating	Supervisor rating	Description	Not observed <input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Behaves in a highly professional manner and is a role model for others.	
4 <input type="checkbox"/>	4 <input type="checkbox"/>		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Behaves in a professional manner and occasionally needs assistance when under stress.	
2 <input type="checkbox"/>	2 <input type="checkbox"/>		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Behaves in a manner that demonstrates disregard for professional standards.	

Intern rating	Supervisor rating	Description	Not observed <input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Manages the impact of work on personal health and wellbeing and actively supports others.	
4 <input type="checkbox"/>	4 <input type="checkbox"/>		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Manages the impact of work on personal health and wellbeing.	
2 <input type="checkbox"/>	2 <input type="checkbox"/>		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Demonstrates impaired professional performance or other evidence of poor self-care.	

Domain 4: Professionalism and leadership – The intern as a professional and leader (continued)

4.3 Self-education: Self-evaluate their professional practice, demonstrate lifelong learning behaviours, and participate in educating colleagues.

Intern rating	Supervisor rating	Description	Not observed <input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Demonstrates reflective practice and seeks opportunities for on-the-job learning and teaching of others.	
4 <input type="checkbox"/>	4 <input type="checkbox"/>		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Is able to self-evaluate and articulate personal learning goals.	
2 <input type="checkbox"/>	2 <input type="checkbox"/>		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Lacks insight into learning needs and does not seek or act on feedback.	

4.4 Clinical responsibility: Take increasing responsibility for patient care while recognising the limits of their own expertise and involving other professionals as needed to contribute to patient care.

Intern rating	Supervisor rating	Description	Not observed <input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Demonstrates sound judgement and accountability that enables greater responsibility and autonomy.	
4 <input type="checkbox"/>	4 <input type="checkbox"/>		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Demonstrates initiative and takes responsibility within the limits of expertise.	
2 <input type="checkbox"/>	2 <input type="checkbox"/>		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Lacks insight into limitations and requires continued close supervision.	

4.5 Teamwork: Respect the roles and expertise of other healthcare professionals, learn and work effectively as a member or leader of an inter-professional team, and make appropriate referrals.

Intern rating	Supervisor rating	Description	Not observed <input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Works effectively as a member or leader of the inter-professional team and positively influences team dynamics.	
4 <input type="checkbox"/>	4 <input type="checkbox"/>		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Works effectively as a part of the inter-professional team.	
2 <input type="checkbox"/>	2 <input type="checkbox"/>		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Works in a way that disrupts effective functioning of the inter-professional team.	

4.6 Time management: Effectively manage time and workload demands, be punctual and show ability to prioritise workload to manage patient outcomes and health service functions.

Intern rating	Supervisor rating	Description	Not observed <input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Effective management and high work output without undue personal stress.	
4 <input type="checkbox"/>	4 <input type="checkbox"/>		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Effective management and prioritisation of most tasks and may need assistance during very busy times.	
2 <input type="checkbox"/>	2 <input type="checkbox"/>		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Unable to manage and prioritise tasks in a timely manner resulting in task build-up.	

Comments on Domain 4

Intern to complete

I have completed my Monash Health required training (all courses available on Monash Health Learning):

Fire Training	Yes <input type="checkbox"/>	No <input type="checkbox"/>
iBelong	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Patient Centred Care (orientation)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Hand Hygiene	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Aseptic Technique	Yes <input type="checkbox"/>	No <input type="checkbox"/>
PiVC (orientation)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Safe Prescribing Competency (orientation)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Medication Safety	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Patient identification and Procedure Matching	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Clinical Handover	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Blood Transfusion Safety	Yes <input type="checkbox"/>	No <input type="checkbox"/>
BLS	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Preventing Falls and Harm from Falls	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How to complete Monash Imaging's Request Form	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Supervisor to complete

Does an IPAP need to be completed? Yes No

Please refer to the instructions on page 1. An Improving Performance Action Plan (IPAP) template⁴ is available on the AMC website.

Global rating (required only for the end-of-term assessment)

Assign a global rating of progress towards completion of internship. In assigning this rating consider the intern's ability to practice safely, work with increasing levels of responsibility, apply existing knowledge and skills, and learn new knowledge and skills during the term.

Global rating	
<input type="checkbox"/> Satisfactory	The intern has met or exceeded performance expectations in the term.
<input type="checkbox"/> Borderline	Further information, assessment and/or remediation may be required before deciding that the intern has met performance expectations
<input type="checkbox"/> Unsatisfactory	The intern has not met performance expectations in the term.

Please comment on the following:

Strengths

Areas for improvement

Any additional responsibilities which the intern has undertaken in this term (e.g. attendance at Education Committee meetings, state-based meetings or JMO Forum meetings)

Supervisor

Name (print clearly)

Signature

Position

Date

/ /

Day Month Year

Intern

I (insert name) _____

confirm that I have discussed the above report with my assessor and know that if I disagree with any points I may respond in writing to the Director of Clinical Training within 14 days.

Signature

Date

/ /

Day Month Year

Director of Clinical Training

Name (print clearly)

Signature

Date

/ /

Day Month Year

Relevant documents

Relevant documents are available on the AMC website

<http://www.amc.org.au/index.php/ar/psa>

¹ Intern training – Assessing and certifying completion

² Intern training – Intern outcome statements

³ Good Medical Practice: A Code of Conduct for Doctors in Australia

⁴ Improving Performance Action Plan (IPAP) template

Actions recommended by the Director of Clinical Training

(as per institutional policy)

Nomination for Senior Medical Staff (SMS) Association Award (End of term only)

To encourage and reward outstanding clinical performance, the Monash Health SMS Staff association provides an Excellence award for the most outstanding intern of the year.

Please complete the nomination form below.

I would like to nominate Dr. _____

for his/her outstanding clinical performance during this rotation.

Reasons:

- 1. _____
- 2. _____
- 3. _____

The nomination is seconded by:

Name: _____

Position: _____

Improving performance action plan (IPAP)

Supervisors, in consultation with the Director of Clinical Training, should use this section to address identified issues that require remediation. The supervisor must indicate the intern outcome statements that the issues relate to, and complete the form with appropriate detail to assist the intern with remediation.

AMC intern outcome statement (E.g. Domain 1 Statement 1,2)	Issues related to specific outcomes statement	Actions/tasks	Responsibility	Timeframe	Review date

Supervisor comments on the outcome of remediation