

Intern training – term assessment form 2021

Intern details	
Intern name	
Monash Health Staff ID number	

Term details	
Term No.	Term Site
Term Department	Term Unit
Mid-term <input type="checkbox"/>	End of term <input type="checkbox"/>

This form is to be completed independently by:

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

About this form

Forms should be completed twice during a rotation:

Mid term	Weeks 4-5
End of term	Weeks 9-10

The information from *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 highlighting their learning needs for the rotation.

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

Instructions for interns

Complete this form before your assessment meetings and discuss it with your supervisor at those meetings. Consider your strengths and areas where you could benefit from additional experience and support. Term dates can be found at: <https://monashdoctors.org/events/>

Submissions:

Assessments will ONLY be accepted via the Monash Doctors website via <https://monashdoctors.org/assessment/>

Further support:

Is available from the Medical Education Unit via:

Phone: 0437 272 833

Email: mededucation@monashhealth.org

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 3 is considered satisfactory
2. Note – all assessments need to be signed or co-signed by a consultant

Use the 'Not observed' option where appropriate and note this for further action.

3. For assigned **ratings of 1 or 2** where the interns requires specific structured support (e.g. when the intern is assigned for one or more items). Contact MDE via email mededucation@monashhealth.org or alternatively phone 0437 272 833 to discuss your support needs you feel may be required.
4. All assessments require a global rating of progress towards completion of internship. If assigning a global rating **other** than Satisfactory, send through a copy of the completed and signed assessment document to Monash Doctors Education unit via Mededucation@monashhealth.org

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.

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.

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.	

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"/>	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.

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.	

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"/>	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.

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.	

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"/>	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

Monash Health requires Direct Observation of Procedural Skills (DOPS) completion tracking:

PIVC	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Due Feb 28 th *
Female IDC **	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Complete during Gen med/gen surg/ED rotations
Male IDC **	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Complete during Gen med/gen surg/ED rotations
Plastering **	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Complete during ED rotation
Simple suturing **	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Complete during ED rotation
Nasogastric insertion **	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Complete during Gen med/gen surg/ED rotations

* Interns that are allocated to Mental Health, Dermatology, Palliative care in Term 1 receive an automatic extension until the 3rd week of rotation 2. Please check your calendar invitation for specific details.

** Interns who do not have an Emergency Department rotation until rotation 5 receive an automatic extension until the 29th of November. Please check your calendar invitation for specific details.

Intern name:

Term number:

Supervisor to complete

Do you feel that the intern would benefit from further support from Monash Doctors Education unit? Yes No
Contact MDE on 0437 272 833 or mededucation@monashhealth.org outlining areas (eg procedures, organisation skills, confidence etc) that could be focused on – MDE will then contact the intern and offer support or referral

Global rating

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 – Supervisors are required to email copy of assessment document to Mededucation@monashhealth.org for all BORDERLINE / UNSATISFACTORY global ratings.	
<input type="checkbox"/> Satisfactory	The intern has met or exceeded performance expectations in the term.
<input type="checkbox"/> Borderline* *Supervisor to also email copy of assessment to Mededucation@monashhealth.org	Further information, assessment and/or remediation may be required before deciding that the intern has met performance expectations
<input type="checkbox"/> Unsatisfactory* *Supervisor to also email copy of assessment to Mededucation@monashhealth.org	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)

Intern name:

Term number:

Supervisor (Must be consultant or counter-signed by a consultant)

Name (PRINT CLEARLY PLEASE) Employee number

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Signature

Position

Date

Day		Month		Year			

Counter signature of Consultant (if required, see above)

Name (PRINT CLEARLY PLEASE) Employee number

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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 Medical Services within 14 days.

Signature

Date

Day		Month		Year			

Director of Clinical Training (Rural sites)

Name (print clearly)

Signature

Date

Day		Month		Year			

BORDELINE / UNSATISFACTORY global rating or any **supervisor rating of 2 or less** in any domain requires the **SUPERVISOR and INTERN** to email a copy of the assessment to mededucation@monashhealth.org attention to the MEO at the conclusion of meeting with the intern.

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 **INTERN**

Dr. _____ for their outstanding clinical performance during this rotation.

Reasons:

1. _____
2. _____
3. _____

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