

HMO - Junior Doctor Assessment Form

IMPORTANT: PLEASE MAKE SURE YOU MAKE A COPY OF THIS

COMPLETED FORM BEFORE SUBMISSION

Office Use Only: insert PDF stamp acknowledging review

SECTION 1: JUNIOR DOCTOR TO COMPLETE

Name (please print clearly) and Staff ID of the Junior Doctor	Name:	ID:
IMG Status	IMG ☐	Non IMG ☐
Date of Assessment		
Type of Assessment	MID TERM (if applicable) ☐ END OF TERM ☐ IMG 1 Month from commencement ☐	
Year of Training	PGY2 ☐ PGY3 ☐ Other ☐ Please specify: _____	
Rotation (i.e. medicine, surgery, ED etc)		
Term Number	1 ☐ 2 ☐ 3 ☐ 4 ☐	
Term Dates	From: __/__/____ To: __/__/____	
Type of Shift	Day ☐ Afternoon ☐ Night ☐	
Site		
Name of supervisor (please print)		
Position of supervisor		
Start of rotation unit specific orientation done	Yes ☐	No ☐
Assessment process discussed at beginning of rotation	Yes ☐	No ☐
Specific learning objectives of the rotation discussed	Yes ☐	No ☐
How to return the completed form: Please submit via portal on Monash Doctors website: http://monashdoctors.org/hmo-assessment-submission/ Phone: 9594 3743		

SECTION 2: TO BE COMPLETED BY JUNIOR DOCTOR AND SUPERVISOR

		1	2	3	4	N/A
		Below expected	Borderline	Expected level	Clearly above	
Clinical Management						
Domain 1-Patient Safety						
• 1.1 Recognises change/deterioration in a patient's condition and responds appropriately	Trainee					
	Supervisor					
• 1.2 Prescribes common therapeutics safely including consideration of the appropriate use and dosage of the therapeutic agent and any potential adverse effects or drug interactions	Trainee					
	Supervisor					
• 1.3 Complies with infection control requirement in patient care	Trainee					
	Supervisor					
• 1.4 Recognises and correctly reports adverse incidents	Trainee					
	Supervisor					
Domain 2- Emergencies						
• 2.1 Recognises and manages emergencies that occur in patient management	Trainee					
	Supervisor					
Domain 3- Patient Management						
• 3.1 Orders appropriate investigations and acts on results	Trainee					
	Supervisor					
• 3.2 Develops appropriate management plan	Trainee					
	Supervisor					
• 3.3 Effectively coordinates patient care, including referral and follow-up	Trainee					
	Supervisor					
• 3.4 Plans and organises discharge and follow-up appropriately	Trainee					
	Supervisor					
• 3.5 Manages risk factors and applies preventive health measures appropriately	Trainee					
	Supervisor					
Domain 4- Procedural Skills						
• 4.1 Competently performs procedural skills relevant to rotation	Trainee					
	Supervisor					

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		1	2	3	4	N/A
		Below expected	Borderline	Expected level	Clearly above	
Communication						
Domain 5- Patient Interaction						
5.1 Interacts effectively and sensitively with patients and families / care givers and uses interpreters effectively where required	Trainee					
	Supervisor					
Domain 6- Managing information						
6.1 Clearly documents all patient care in the patient's electronic medical record	Trainee					
	Supervisor					
6.2 Organises, synthesises and acts appropriately on information	Trainee					
	Supervisor					
Domain 7- Working in Teams						
7.1 Communicates effectively with other team members	Trainee					
	Supervisor					
7.2 Works with and contributes effectively within a team	Trainee					
	Supervisor					
7.3 Communicates effectively (clearly and concisely) with professional colleagues including general practitioners; for handover, referral and transfer of patients	Trainee					
	Supervisor					
Professionalism						
Domain 8- Professional Behavior						
8.1 Recognises limits of own skills & knowledge, actively seeks feedback & assistance to continuously improve	Trainee					
	Supervisor					
8.2 Demonstrates reliability and honesty	Trainee					
	Supervisor					
8.3 Organises and prioritises tasks in an effective manner	Trainee					
	Supervisor					
8.4 Demonstrates respect for all colleagues and follows reasonable directions of more senior colleagues	Trainee					
	Supervisor					
8.5 Shows respect and compassion for patients and sensitivity to their culture, ethnicity and spiritual issues	Trainee					
	Supervisor					

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		1	2	3	4	NA
		Below Expected	Borderline	Expected level	Clearly above	
Domain 9- Teaching and learning						
9.1 Demonstrates adequate knowledge of basic and clinical sciences and commitment to continuous learning and development	Trainee					
	Supervisor					
9.2 Accepts responsibility to teach (where appropriate) other healthcare professionals, patients and/or care providers	Trainee					
	Supervisor					
9.3 Demonstrates understanding of Australian healthcare system	Trainee					
	Supervisor					
Domain 10- Doctor and society						
10.1 Recognizes how cultural, socio economic, spiritual factors influence health and healthcare	Trainee					
	Supervisor					
10.2 Complies with legal and ethical requirements of a provider of healthcare	Trainee					
	Supervisor					
10.3 Identifies resource constraints on healthcare and uses resources appropriately and efficiently	Trainee					
	Supervisor					

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SECTION 3: COMPLETED BY SUPERVISOR WITH THE JUNIOR DOCTOR

Junior Doctor Name:

Staff ID:

Overall Performance (must be completed):

☐ Clearly Above Expected Level

☐ Borderline*

☐ Expected Level

☐ Below Expected Level*

Provide comments on strengths and any feedback on further improving performance:

STRENGTHS	AREAS FOR IMPROVEMENT
<i>Clinical management</i>	
<i>Communication</i>	
<i>Professionalism</i>	

*If you score either a **Borderline** or **Below Expected** rating in any individual domain or as an overall performance rating, your supervisor will email a copy of your assessment to mededucation@monashhealth.org with attention to the MEO at the conclusion of meeting with you.

For Junior Doctor (HMO) use:

If you feel you need extra support with procedural skills, clinical skills, wellbeing or general support, please contact the Monash Doctors Education team via this QR code or at mededucation@monashhealth.org

This contact is confidential and independent of term assessments. Support is available to any Monash Health intern or HMO.

Junior Doctor 'check-in' request



Junior Doctor to complete:

I have completed my required Monash Health and national standards training Yes ☐ No ☐

For further information regarding Nation Standards training, please see: <http://monashdoctors.org/natstandards/>

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Please indicate which of the following method/s have been used to inform the completion of this assessment:

- | | |
|--|---|
| ☐ Close personal observation | ☐ Observations made by other team members |
| ☐ General impression | ☐ Other e.g. Mini CEX, DOPs |
| | Specify _____ |

Please indicate other staff from whom you have sought feedback with regards to the Junior Doctor's Performance:

- | | |
|---|---------------------------------------|
| ☐ Consultant/s | ☐ Nursing Staff/s |
| ☐ Registrar/s | ☐ Allied Health |
| ☐ Others, specify _____ | |

JUNIOR DOCTOR

I, Dr _____ 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.

JUNIOR DOCTOR TO SIGN:

Signature: _____ Date: _____

SUPERVISOR

I, Dr _____ confirm that this assessment has been discussed with the trainee.

SUPERVISOR TO SIGN:

Signature: _____ Date: _____ Employee Number: _____

CONSULTANT (all assessments must be counter signed by a consultant)

I, Dr _____ confirm that this assessment has been discussed with the trainee.

Signature: _____ Date: _____ Employee Number: _____

"HMO of the year" nomination form

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

Would you like to nominate this **HMO**? Yes ☐ No ☐

To assist with shortlisting, please summarise the top 3 reasons for this nomination.

1. _____
2. _____
3. _____