

APPENDIX V: RECORD COMPETENCES

Educational supervisors are responsible for rating trainees against the 12 competence area. Comments can also be added for viewing by trainees and trainers.

The trainee will be required to self assess before the educational supervisor records their comments and ratings. Follow the steps below to record competences.

1. Click on 'Select a Trainee' from the menu.
2. Locate the trainee name and select.
3. Click on 'Record Competencies' on the menu bar.
4. Choose the competence area and click on the 'edit' icon to the right.

Competence Areas Feedback	Rating	Comment	Dated
Competences			
1 Communication and consultation skills	Competent		08/02/2008
2 Practising holistically	Insufficient evidence		
3 Data gathering and interpretation	Insufficient evidence		
4 Making a diagnosis/decisions	Insufficient evidence		
5 Clinical management	Insufficient evidence		
6 Managing medical complexity	Insufficient evidence		
7 Primary care admin and IMT	Insufficient evidence		
8 Working with colleagues and in teams	Insufficient evidence		
9 Community orientation	Insufficient evidence		
10 Maintaining performance, learning and teaching	Insufficient evidence		
11 Maintaining an ethical approach	Insufficient evidence		
12 Fitness to practise	Insufficient evidence		

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5. Rate the competence using the drop down box.
6. Add any comments you wish to make.
7. Click on 'Save Comment'.

Communication and consultation skills

Rating: Competent

New Comment:

Old Comment:

1 Communication and consultation skills

This competency is about communication with patients, and the use of recognised consultation techniques.

Insufficient Evidence	Needs Further Development	Competent	Excellent
From the available evidence, the doctor's performance cannot be placed on a higher point of this developmental scale.	Develops a working relationship with the patient, but one in which the problem rather than the person is the focus.	Explores the patient's agenda, health beliefs and preferences. Elicits psychological and social information to place the patient's problem in context.	Incorporates the patient's perspective and context when negotiating the management plan.
	Produces management plans that are appropriate to the patient's problem.	Works in partnership with the patient, negotiating a mutually acceptable plan that respects the patient's agenda and preference for involvement	Whenever possible, adopts plans that respect the patient's autonomy
	Provides explanations that are relevant and understandable to the patient, using appropriate language	Explores the patient's understanding of what has taken place.	Uses a variety of communication techniques and materials to adapt explanations to the needs of the patient
	Achieves the tasks of the consultation but uses a rigid approach	Flexibly and efficiently achieves consultation tasks, responding to the consultation preferences of the patient	Appropriately uses advanced consultation skills such as confrontation or catharsis to achieve better patient outcomes