

## **360° Assessment of Medical Trainees using TAB**

### **Guidance for Educational Supervisors / Programme Directors / Postgraduate Centre Manager**

#### ***Purpose***

Thank you for participating in this hugely important exercise.

Regular 360° assessments using TAB puts attitudes and behaviour firmly on the curriculum. This is a system that positively encourages the caring and communicative doctor.

This assessment must be done at least once per year for each doctor in the programme.

#### ***What to do***

- 1 Each trainee has a named educational supervisor (ES)
- 2 Give each trainee 15 TAB forms, with 15 envelopes bearing your address for the returns.
- 3 Ask them to write their name and details on each form, and to distribute them to their selected raters.
- 4 Ask them to get raters to send the forms back immediately, in the (sealed) envelope; to yourself, the ES.
- 5 As the forms come back in, keep them in a folder and keep the postgraduate centre manager informed re the number of forms that have been returned when near the appraisal date. The trainee must check with the postgraduate centre before their 'appraisal', that at least 10 forms have been received.
- 6 The ES will need the folder of TAB forms before the appraisal, and will make a summary of the contents, using the TAB summary form.
- 7 S/he will send this TAB summary form back to the postgraduate centre, with the original TAB forms, for the postgraduate centre manager to keep in a confidential dossier for each trainee.
- 8 If important concerns are revealed during the appraisal, the usual way forward is another round of TAB with assessors chosen, this time, by yourselves.