

360° Assessment of Medical Trainees using TAB Instructions for Educational Supervisors

Attitudes and behaviour are an important component in assessing the performance of a trainee. These are best assessed in the work setting by those who regularly work with the trainee.

This form enables us to congratulate those who perform well, and to spot trainees who may have a problem.

1. Postgraduate Centre sends forms and receives them back into a folder

The trainee has distributed 15 forms to colleagues. These colleagues have been selected as raters by the trainee. The completed forms will be returned by the raters to the supervisor.

The trainee should check with the Postgraduate centre well in advance of the final 'appraisal', to ensure that at least 10 forms have been returned to his/her educational supervisor.

2. The folder is made available to you

You kindly summarise the TAB forms which have been received back, (see the sample summary sheet). This summary should inform the attitudinal aspects of the appraisal, and hopefully should provide opportunities for praise.

You keep a copy of the summary, but the original summary goes back to the postgraduate centre, with the original TAB forms.

3. You check if further information is needed

If concerns have been raised, you will have to make a judgement as to whether these represent enough of a problem that further information is needed.

Any 'major concern' ticked by a rater needs further information – at least discussion with that rater.

Two or more 'some concerns' would usually warrant discussion with the raters.

4. You appraise trainee.

You should not show the trainee the completed TAB forms, or identify the individual raters as you feed back their comments or ratings. Trainees should receive a copy of the completed summary form, which you will complete after the appraisal, having discussed the outcome of the assessment with the trainee. If the trainee disputes the proposed summary report, or if you are unhappy about giving a poor report, you must involve the clinical tutor or programme director, who may join you for the appraisal, or for a follow up meeting with the trainee. If concern remains the CT/PD may decide to run a further round of TAB with raters chosen this time by the CT/PD.