

Multi-source Feedback (MSF)

TAB (Team Assessment of Behaviour)

TRAINEE GUIDANCE

What to do

- You will receive a pack of 15 TAB forms, with envelopes attached addressed to the Postgraduate Centre. In some programmes you may be asked to make copies of the form which you'll find in either the portfolio, or the website.
- You should give a form to each of at least ten co-workers, at least five of whom must be qualified nursing staff, and three other doctors, including your current consultant supervisor. The others may be therapists, clerical staff, laboratory staff etc. Ask them to complete the form and send it in the sealed envelope to the Postgraduate Centre.
- Two weeks before your next educational supervision meeting (appraisal) phone the Postgraduate Centre to confirm that at least ten forms have been returned. If not encourage your nominated raters to do it, or nominate and distribute forms to others.
- It is your responsibility to make sure that a minimum of 10 forms are returned for this to be a reliable assessment of your professional behaviour.

What happens next

- At your appraisal meeting your educational supervisor will give you a resume of the results, although you will not normally be told who gave which assessment.
- You may occasionally discover an unexpected weakness, (for instance, patients having difficulty understanding you). You will have the chance to discuss this with your educational supervisor.
- In the unlikely event of serious concern having been recorded you will be able to discuss the issue with the clinical tutor or programme director, to establish if there really is a problem sufficient to need recording on your educational assessment record.
- If, after having discussed any concerns with your raters, the programme director has concerns further TABs will be arranged.
- In practice the process almost always results in gratifying praise for trainees from their fellow workers, records of which are then retained in your portfolio.