

Intern training – term assessment form

Intern details

Intern name

AHPRA
registration no.

This form is being completed for

Mid-term

End of term

Intern self-assessment

Term details

From:

(dd/mm/yyyy)

To:

(dd/mm/yyyy)

Term name/
number

Organisation &
department/unit
term undertaken

About this form

This form is for assessing intern performance against the Australian Medical Council and Medical Board of Australia's *Intern training – Intern outcome statements**.

This form is to be completed independently by:

- term supervisors (for performance assessment)
- interns (for self-evaluation).

Forms should be completed at the end of the term, and at the midpoint in any term longer than five weeks.

The information provided by **supervisors**:

- provides interns with feedback on their performance and their areas for professional development
- contributes to Medical Board decisions on registration.

The information provided by **interns** promotes discussion between interns and supervisors at mid-term and end-of-term assessment meetings.

This form has not been designed for recruitment purposes and should not be used for such purposes.

Instructions for interns

Complete this form independently before the mid-term and end-of-term assessment meetings and discuss it with your supervisor at those meetings. Consider both your strengths and areas where you could benefit from additional experience.

Instructions for supervisors

Complete and discuss the form with the intern, and include the intern's self-assessment in the discussion.

The AMC document *Intern training – Assessing and certifying completion** will assist in completing this form.

Term supervisors should:

1. Observe the intern in the workplace before completing this assessment.
2. Include observations from multiple sources (e.g. other medical practitioners, nurses, other health professionals, patients).
3. Tick appropriate boxes in the performance ratings section. Every effort should be made to observe the intern's performance to allow assessment against each outcome statement. If this is not possible, the option 'Not observed' should be ticked.
4. Use rating 2 and rating 4 where the performance falls between the descriptors.
5. At the mid-term assessment complete the improving performance action plan (IPAP) section for each item where the intern requires significant improvement, that is all ratings of 1 or 2, and in some circumstances ratings of 3. Completing the IPAP should include discussion with the intern and the Director of Clinical Training (or equivalent) to ensure remediation commences with clearly articulated goals, timelines for review, and required actions.
6. At the end-of-term assessment make a global rating for the intern, considering their ability to practise safely, to work with increasing levels of responsibility, to apply existing knowledge and skills, and to learn new knowledge and skills as required. Review any IPAP to determine if remediation is complete or if ongoing actions are required.
7. Return the completed form to [contact person, department, etc].

Performance ratings

Under each item there is a column for the intern to record their rating of their performance on a 1 to 5 scale and a column for the supervisor to record their rating of the intern's performance on a 1 to 5 scale.

Domain 1: Science and scholarship – The intern as scientist and scholar

1.1 Consolidate, expand and apply knowledge of the aetiology, pathology, clinical features, natural history and prognosis of common and important presentations at all stages of life.

Intern rating	Supervisor rating	Descriptor	Not observed	<input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Demonstrates extensive knowledge across common and important presentations and always applies this knowledge to patient care.		
4 <input type="checkbox"/>	4 <input type="checkbox"/>	Performance level between 5 and 3		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Demonstrates sound knowledge across most common and important presentations and usually applies this knowledge to patient care.		
2 <input type="checkbox"/>	2 <input type="checkbox"/>	Performance level between 3 and 1		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Demonstrates inadequate knowledge across common and important presentations and rarely applies this knowledge to patient care.		

Comments on Domain 1

Domain 2: Clinical practice – The intern as practitioner

2.1 Place the needs and safety of patients at the centre of the care process. Demonstrate safety skills including effective clinical handover, graded assertiveness, infection control, and adverse event reporting.

Intern rating	Supervisor rating	Descriptor	Not observed	<input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Always undertakes effective clinical handover, and demonstrates graded assertiveness, infection control practices and adverse event reporting.		
4 <input type="checkbox"/>	4 <input type="checkbox"/>	Performance level between 5 and 3		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Usually undertakes effective clinical handover, and demonstrates graded assertiveness, infection control practices and adverse event reporting.		
2 <input type="checkbox"/>	2 <input type="checkbox"/>	Performance level between 3 and 1		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Rarely undertakes effective clinical handover, or does not demonstrate graded assertiveness, infection control practices or adverse event reporting required for safe patient care. Performance raises concerns about patient safety.		

2.2 Communicate clearly, sensitively and effectively with patients, their family/carers, doctors and other health professionals.

Intern rating	Supervisor rating	Descriptor	Not observed	<input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Communicates effectively in routine and difficult situations: actively listens, demonstrates appropriate language for the audience (patients, families or other health professionals) and checks for understanding.		
4 <input type="checkbox"/>	4 <input type="checkbox"/>	Performance level between 5 and 3		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Communicates effectively in routine situations, but some difficulty in adapting communication to deal with challenging situations.		
2 <input type="checkbox"/>	2 <input type="checkbox"/>	Performance level between 3 and 1		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Rarely communicates effectively: does not actively listen, cannot adapt language to the audience and rarely checks for understanding.		

Domain 2: Clinical practice – The intern as practitioner (continued)

2.3 Perform and document a patient assessment – incorporating a problem focused medical history with a relevant physical examination **and** generate a valid differential diagnosis.

Intern rating	Supervisor rating	Descriptor	Not observed	<input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Consistently performs a thorough, focused patient history and physical examination, and synthesises the findings to generate valid differential diagnoses.		
4 <input type="checkbox"/>	4 <input type="checkbox"/>	Performance level between 5 and 3		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Usually performs a satisfactory, focused patient assessment but on occasions has difficulty with either the patient history, physical examination or synthesis of findings.		
2 <input type="checkbox"/>	2 <input type="checkbox"/>	Performance level between 3 and 1		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Regularly demonstrates incomplete patient assessment and inability to synthesise findings.		

2.5 Safely perform a range of common procedural skills required for work as an intern.

Intern rating	Supervisor rating	Descriptor	Not observed	<input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Performs all common procedures appropriate to the patient presentation with a high degree of technical proficiency and sensitivity to patients.		
4 <input type="checkbox"/>	4 <input type="checkbox"/>	Performance level between 5 and 3		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Performs most common procedures in a safe and effective manner on routine patient presentations.		
2 <input type="checkbox"/>	2 <input type="checkbox"/>	Performance level between 3 and 1		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Demonstrates limited knowledge, technical proficiency and/or sensitivity to patients when performing common procedures.		

2.4 Arrange common, relevant and cost-effective investigations, **and** interpret their results accurately.

Intern rating	Supervisor rating	Descriptor	Not observed	<input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Routinely identifies and arranges appropriate, cost-effective investigations and consistently demonstrates an ability to interpret the results.		
4 <input type="checkbox"/>	4 <input type="checkbox"/>	Performance level between 5 and 3		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Sometimes requires guidance, usually identifies and arranges appropriate investigations and/or demonstrates an ability to interpret the results.		
2 <input type="checkbox"/>	2 <input type="checkbox"/>	Performance level between 3 and 1		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Investigation ordering is incomplete or inappropriate and/or results not interpreted correctly.		

2.6 Make evidence-based management decisions in conjunction with patients and others in the healthcare team.

Intern rating	Supervisor rating	Descriptor	Not observed	<input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Consistently identifies and applies appropriate evidence, protocols and guidelines to contribute to patient management decisions in conjunction with patients and other members of the healthcare team.		
4 <input type="checkbox"/>	4 <input type="checkbox"/>	Performance level between 5 and 3		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Usually applies evidence, protocols and guidelines in contributions to patient management decisions.		
2 <input type="checkbox"/>	2 <input type="checkbox"/>	Performance level between 3 and 1		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Does not identify or apply evidence, protocols and guidelines in contributing to patient management decisions.		

Domain 2: Clinical practice – The intern as practitioner (continued)

2.7 Prescribe medications safely, effectively and economically, including fluid, electrolytes, blood products and selected inhalational agents.

Intern rating	Supervisor rating	Descriptor	Not observed	<input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Identifies the appropriate patient medications, fluids, and/or blood product requirements. Consistently prescribes and initiates therapy safely and adheres to all relevant protocols.		
4 <input type="checkbox"/>	4 <input type="checkbox"/>	Performance level between 5 and 3		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Prescribes safely in most situations and seeks assistance when needed.		
2 <input type="checkbox"/>	2 <input type="checkbox"/>	Performance level between 3 and 1		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Makes frequent prescribing errors including inappropriate identification of therapy, poor documentation, and disregard for relevant protocols. Does not seek assistance.		

2.8 Recognise and assess deteriorating and critically unwell patients who require immediate care. Perform basic emergency and life support procedures, including caring for the unconscious patient and performing cardiopulmonary resuscitation.

Intern rating	Supervisor rating	Descriptor	Not observed	<input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Always recognises deteriorating and critically unwell patients, seeks appropriate assistance and implements basic emergency and life support procedures.		
4 <input type="checkbox"/>	4 <input type="checkbox"/>	Performance level between 5 and 3		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Usually identifies deteriorating or critically unwell patients, initiates basic emergency and life support procedures and seeks assistance appropriately.		
2 <input type="checkbox"/>	2 <input type="checkbox"/>	Performance level between 3 and 1		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Does not identify deteriorating or critically unwell patients and/or does not seek appropriate assistance. Does not or is unable to implement basic emergency and life support procedures.		

2.9 Retrieve, interpret and record information effectively in clinical data systems (both paper and electronic).

Intern rating	Supervisor rating	Descriptor	Not observed	<input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Is diligent, timely and accurate in the use and recording of information in clinical data systems. For example, handover notes and discharge summaries are comprehensive and completed in a timely manner.		
4 <input type="checkbox"/>	4 <input type="checkbox"/>	Performance level between 5 and 3		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Is generally consistent in recording information in clinical data systems with appropriate levels of detail and timeliness.		
2 <input type="checkbox"/>	2 <input type="checkbox"/>	Performance level between 3 and 1		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Does not record information in clinical data systems in an effective or timely manner. Disregards the importance of documentation in patient care.		

Comments on Domain 2

Domain 3: Health and society – The intern as a health advocate

3.1 Apply knowledge of population health, including issues relating to health inequities and inequalities; diversity of cultural, spiritual and community values; and socio-economic and physical environment factors.

Intern rating	Supervisor rating	Descriptor	Not observed	<input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Recognises and integrates knowledge of population health principles, diverse cultural practices and social determinants of health to patient care.		
4 <input type="checkbox"/>	4 <input type="checkbox"/>	Performance level between 5 and 3		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Recognises the importance of population health principles, diverse cultural practices and social determinants of health and attempts to routinely apply to patient care.		
2 <input type="checkbox"/>	2 <input type="checkbox"/>	Performance level between 3 and 1		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Does not demonstrate knowledge of population health principles or is culturally insensitive.		

3.2 Apply knowledge of the culture, spirituality and relationship to land of Aboriginal and Torres Strait Islander peoples, to clinical practice and advocacy.

Intern rating	Supervisor rating	Descriptor	Not observed	<input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Consistently applies and promotes understanding of the culture, spirituality and relationship to land of the Aboriginal and Torres Strait Islander peoples.		
4 <input type="checkbox"/>	4 <input type="checkbox"/>	Performance level between 5 and 3		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Recognises the importance of culture, spirituality and relationship to land of the Aboriginal and Torres Strait Islander peoples and attempts to routinely apply to patient care.		
2 <input type="checkbox"/>	2 <input type="checkbox"/>	Performance level between 3 and 1		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Disregards the importance of culture, spirituality and relationship to land of the Aboriginal and Torres Strait Islander peoples.		

3.3 Demonstrate ability to screen patients for common diseases, provide care for common chronic conditions, and effectively discuss healthcare behaviours with patients.

Intern rating	Supervisor rating	Descriptor	Not observed	<input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Consistently recognises adverse health risks and identifies common comorbidities. Initiates discussions and follow-up about screening and lifestyle.		
4 <input type="checkbox"/>	4 <input type="checkbox"/>	Performance level between 5 and 3		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Recognises and attempts to apply the knowledge of adverse health risks and common comorbidities.		
2 <input type="checkbox"/>	2 <input type="checkbox"/>	Performance level between 3 and 1		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Ignores the potential for additional screening or discussions about lifestyle choices.		

3.4 Participate in quality assurance, quality improvement, risk management processes, and incident reporting.

Intern rating	Supervisor rating	Descriptor	Not observed	<input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Advocates for and participates in quality improvement activities and incident reporting.		
4 <input type="checkbox"/>	4 <input type="checkbox"/>	Performance level between 5 and 3		
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Participates in quality improvement activities and incident reporting.		
2 <input type="checkbox"/>	2 <input type="checkbox"/>	Performance level between 3 and 1		
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Does not participate in quality improvement activities and fails to report incidents.		

Comments on Domain 3

Domain 4: Professionalism and leadership – The intern as a professional and leader

4.1 Provide care to all patients in accordance with *Good Medical Practice: A Code of Conduct for Doctors in Australia**, and demonstrate ethical behaviours and professional values including integrity, compassion, empathy and respect for all patients, society and the profession.

Intern Rating	Supervisor rating	Descriptor	Not observed
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Acts at all times in accordance with professional standards and values including integrity, compassion, empathy and respect for patients and colleagues. Is a role model for others.	<input type="checkbox"/>
4 <input type="checkbox"/>	4 <input type="checkbox"/>	Performance level between 5 and 3	
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Acts professionally and demonstrates integrity, compassion, empathy and respect for patients and colleagues in most situations. Occasionally needs assistance when under stress.	
2 <input type="checkbox"/>	2 <input type="checkbox"/>	Performance level between 3 and 1	
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Behaves in a manner that demonstrates disregard for professional standards. Disrespectful towards patients and/or colleagues.	

4.2 Optimise their personal health and wellbeing, including responding to fatigue, managing stress and adhering to infection control to mitigate health risks of professional practice.

Intern rating	Supervisor rating	Descriptor	Not observed
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Is aware of and manages the impact of work on personal health and wellbeing. Practises in a way that is supportive of the health of others.	<input type="checkbox"/>
4 <input type="checkbox"/>	4 <input type="checkbox"/>	Performance level between 5 and 3	
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Usually manages personal health and wellbeing so that it does not impact on professional practice.	
2 <input type="checkbox"/>	2 <input type="checkbox"/>	Performance level between 3 and 1	
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Demonstrates impaired professional performance or other evidence of poor self-care.	

4.3 Self-evaluate their professional practice, demonstrate lifelong learning behaviours, and participate in educating colleagues.

Intern rating	Supervisor rating	Descriptor	Not observed
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Actively seeks feedback and collaborates in reflective practice. Actively seeks opportunities for on-the-job learning and teaching.	<input type="checkbox"/>
4 <input type="checkbox"/>	4 <input type="checkbox"/>	Performance level between 5 and 3	
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Is able to self-evaluate and articulate personal learning goals. Participates in teaching and demonstrates willingness to learn.	
2 <input type="checkbox"/>	2 <input type="checkbox"/>	Performance level between 3 and 1	
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Lacks insight into learning needs and does not seek or act on feedback. Does not engage in learning or teaching activities.	

4.4 Take increasing responsibility for patient care while recognising the limits of their own expertise and involving other professionals as needed to contribute to patient care.

Intern rating	Supervisor rating	Descriptor	Not observed
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Consistently demonstrates sound judgement and accountability that allow greater responsibility and autonomy.	<input type="checkbox"/>
4 <input type="checkbox"/>	4 <input type="checkbox"/>	Performance level between 5 and 3	
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Demonstrates initiative within the limits of expertise. Seeks guidance when appropriate.	
2 <input type="checkbox"/>	2 <input type="checkbox"/>	Performance level between 3 and 1	
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Lacks insight into limitations and requires continued close supervision.	

Domain 4: Professionalism and leadership – The intern as a professional and leader (continued)

4.5 Respect the roles and expertise of other healthcare professionals, learn and work effectively as a member or leader of an inter-professional team, and make appropriate referrals.

Intern rating	Supervisor rating	Descriptor	Not observed <input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Demonstrates teamwork skills that are exemplary and respectful. Behaviour positively influences team dynamics.	<input type="checkbox"/>
4 <input type="checkbox"/>	4 <input type="checkbox"/>	Performance level between 5 and 3	<input type="checkbox"/>
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Usually works effectively as part of the inter-professional healthcare team.	<input type="checkbox"/>
2 <input type="checkbox"/>	2 <input type="checkbox"/>	Performance level between 3 and 1	<input type="checkbox"/>
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Disrespectful of other healthcare team members resulting in disruption to effective team functioning.	<input type="checkbox"/>

4.6 Effectively manage time and workload demands, be punctual and show ability to prioritise workload to manage patient outcomes and health service functions.

Intern rating	Supervisor rating	Descriptor	Not observed <input type="checkbox"/>
5 <input type="checkbox"/>	5 <input type="checkbox"/>	Excellent organisation and prioritisation of tasks, efficient work practices, and high levels of work output without undue personal stress.	<input type="checkbox"/>
4 <input type="checkbox"/>	4 <input type="checkbox"/>	Performance level between 5 and 3	<input type="checkbox"/>
3 <input type="checkbox"/>	3 <input type="checkbox"/>	Effective organisation and prioritisation of most tasks. Needs assistance during very busy times. Punctual and reliable.	<input type="checkbox"/>
2 <input type="checkbox"/>	2 <input type="checkbox"/>	Performance level between 3 and 1	<input type="checkbox"/>
1 <input type="checkbox"/>	1 <input type="checkbox"/>	Unable to prioritise and manage tasks in a timely manner resulting in task build-up. Unreliable and not punctual. Cannot account for time spent.	<input type="checkbox"/>

Comments on Domain 4

Supervisor to complete

Mid-term assessment

Does an IPAP need to be completed?

An IPAP is required for all ratings of 1 or 2 and 3 in some circumstances. Please refer to the IPAP template provided at the end of this document.

End of term assessment global rating

The term supervisor should make a global rating at end of term assessments.

Consider the intern's ability to:

- practise safely
- work with increasing levels of responsibility
- apply existing knowledge and skills and learn new knowledge and skills as required

at the level expected of an intern.

The Term Supervisor should also consider the *AMC Intern training - Guidelines for terms**.

Give a global rating of progress towards completion of internship.

- Satisfactory – the intern has met performance expectations in the term
- Borderline – further information, assessment and/or remediation may be required before deciding that the intern has met performance expectations
- Unsatisfactory – the intern has not met performance expectations in the term.

For mid and end term assessments, please comment on the following:

1. Strengths

2. Areas for improvement

3. Any additional responsibilities which the intern has undertaken in this term (e.g. attendance at Education Committee meetings, state-based meetings or JMO Forum meetings)

Supervisor

Name (print clearly)

Signature

Position

Date

/ /

Day

Month

Year

Intern

I, (insert name)

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 Clinical Training within 14 days.

Signature

Date

/ /

Day

Month

Year

Director of Clinical Training

Name

Signature

Date

/ /

Day

Month

Year

Actions recommended by the Director of Clinical Training:

(as per institutional policy)

Improving performance action plan (IPAP)

Supervisors, in consultation with the Director of Clinical Training, should use this section to address identified issues that require remediation. The supervisor must indicate the intern outcome statements that the issues relate to, and complete the form with appropriate detail to assist the intern with remediation.

AMC intern outcome statement (E.g. Domain 1 Statement 1.2)	Issues related to specific outcomes statement	Actions/tasks	Responsibility	Timeframe	Review date

Supervisor comments on the outcome of remediation

*For more information, please visit the AMC website at <http://www.amc.org.au/index.php/ar/psa>

Return of form

Please forward to:

Contact person

Department