

Patient Report Writing WPBA Benchmark Sheet

	Concerns	Good practice	Trainer Comments
Analyses patient attendance	Inadequately utilises resources to get clear picture of events	Thorough analysis of resources relating to patient attendance; notes, timelines and other factors like attendances, staffing	
Understands legal requirements for report being written	Unaware of legal requirements or understanding not of required standard.	Knows when to report deaths to the coroner. Aware of role of coroner and inquests. Understands medico-legal requirements for police statements. Consent.	
Writes report in detail	Wrong format. Inadequate report. Full of mistakes/grammar problems. Unclear.	Clear, uses appropriate format. No spelling mistakes. Seeks senior support or review appropriately	
Uses Appropriate Terms	Uses medical terminology or abbreviations. Does not pitch report to required audience.	Uses lay terms if appropriate. Ensures report non-judgemental	
Factually comprehensive	Uses limited evidence, doesn't think about wider picture. Makes statements not based on all facts	Establishes timeline of key events using all resources available. Accurate and honest account of attendance.	
Appropriate judgement about care delivered	Comments on care delivered inappropriately, poor understanding of legal picture and sources of support – ES, Trust Legal team, defence unions.	Able to identify whether appropriate care delivered. Considers datex. Understands legal picture and sources support – ES, Trust legal team, MPS or MDU. Aware issues associated with commenting on care delivered.	
Adheres to time constraints	Report not completed within time constraints. Unaware of legal implications or process	Timely, understands time constraint involved with report and implications.	
Attends meeting to discuss report if applicable	Does not attend , or does not brief attendee. Unprepared for meeting.	Attends meeting or briefs attendee. Presents report professionally. Understands value of personal support and advice for first attendees. Sources support.	
Reflection	Has not thought through report process or demonstrated required learning from process	Demonstrates understanding of challenges within SUI process and identified personal learning points. Aware impact on staff and patient. Sources support.	

The assessor is asked to consider the learner's performance in all of the domains listed in completing this statement:

“Based on this WPBA, I would be satisfied that this learner could write a report about a patient's care as a newly appointed consultant”

Yes	
No	
Signature	
GMC	
Date	

If no, these are the reasons and my recommendations for further work: