Management: Portfolio Introduction of Guideline (2021)'s Preview

THIS VERSION IS PUBLISHED
Version 4

Fields marked with ★ are required.

Section 1

Project Description

Date

Any Comments/Reflections ★

Section 2

Assessor Full Name: ★

Assessor registration number (GMC if applicable): ★

Grade of Assessor: ★

Assessor's email ★

1. Please note the trainee's performance on the following areas:

Identify relevant guideline:

(Concerns - Inappropriate guideline for ED, or uses something that is already established practice) (Good practice - Identified guideline needing updating or introducing. Fits well with current ED practice, will improve practice)

Check content and relation to department processes:

(Concerns - Has not involved relevant stakeholders appropriately or used current resources adequately) (Good practice - Identifies issues. Involves other resources; specialist, local and national guidelines, seeks senior support appropriately)

Modifies guideline appropriately: ★

[text field]

(Concerns - Not suitable for current ED process) (Good practice - Improves practice, any changes enhance guideline in local ED, involves stakeholders)

Identifies educational requirements ★

[text field]

(Concerns - Superficial exploration of this) (Good practice - Identifies and involves appropriate staff groups to establish awareness and educational need)

Delivers or ensures teaching delivered: ★

[text field]

(Concerns - Minimal teaching, poor evidence or feedback, does not engage with appropriate staff groups) (Good practice - Bespoke teaching for staff groups with good feedback.)

Sets date for introduction: ★

[text field]

(Concern - No or poorly planned timelines) (Good practice - Planned introduction and timelines with support for introduction.)

Makes available to staff: ★

[text field]

(Concerns - Inadequate dissemination to all staff groups involved, unclear staff roles) (Good practice- Clear and comprehensive guideline, staff aware of their own role within this.)

Assess pre and post introduction: ★

[text field]

(Concern - Small audit, poor quality information) (Good practice - Audit adds value to guideline change and measures appropriate outcomes)

Ensures guideline sustainable: ★

[text field]

(Concern - Limited thought about sustainability) (Good practice - Identifies learning after audit cycle, strategies to improve compliance and sustainability)

Feedback: Assessor rating

1 – What was done particularly well? ★

[text field]

2 – Learning points – What could have been done differently? ★

[text field]

3 – Recommendation for further learning or development ★

[text field]

4 – Overall: Please indicate the level of the trainee's performance in this episode: ★

[text field]