


# Management: Writing a Report (2021)'s Preview

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Fields marked with ★ are required.

## Section 1

### Project Description

### Date

### Any Comments/Reflections ★

## Section 2

### Assessor Full Name: ★

### Assessor registration number: ★

### Grade of Assessor: ★

### Assessor's email ★

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

### Analyses attendance of patient:

### Understands legal requirement for report being written:

### Writes report in detail:

### Uses appropriate terms:

**Factually comprehensive:**

**Appropriate judgement about care delivered if required:**

**Adheres to time constraints:**

**Attends meeting to discuss report if applicable:**

## Assessor rating

**1 – What was done particularly well? ★**

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

**3 – Recommendation for further learning or development ★**

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