

# AOA 21 – Performance Appraisal Form

Before completing this form, review the ePortfolio and create a Performance Appraisal report. The report includes a summary of trainee feedback entries, the WBA Completed graph, Ratings by Competency graph and eLog summary table and graphs. The Trainee Supervisor may also view these items separately or review individual WBA forms.

## Trainee Details

<b>Trainee Name</b>	<auto>	<b>Date</b>	<auto>
<b>Hospital site</b>	<auto>	<b>Stage</b>	<auto>
<b>Trainee Supervisor</b>	<auto>	<b>Months in Stage</b>	<auto>

## Trainee Supervisor to Complete:

Consider the feedback entries which have been submitted during this training period and select the most appropriate descriptors.

<b>Feedback Entries (FE)</b>	<select from dropdown> On track / Request more feedback / Focus on specific performance issue/s
<b>Action/advice implemented</b>	<discuss with trainee and select from dropdown> Actions implemented / Must address action or advice

Consider the workplace based assessments which have been submitted during this training period and select the most appropriate descriptors.

<b>Workplace based Assessment (WBA)</b>	<select from dropdown> On track / Increase regularity / Focus on specific performance issue/s
<b>Action/advice implemented</b>	<discuss with trainee and select from dropdown> Actions implemented / Must address action or advice

Consider the trainee's eLog and select the most appropriate descriptors.

<b>eLog Summary</b>	eLog summary is confirmed as an accurate record / eLog summary is NOT confirmed as an accurate record / eLog summary is incomplete
	<select from dropdown> On track / More time in theatre needed / Concern re service contribution / Focus on specific procedures or skills

## Overall:

Consider the overall performance of the trainee during the training period, and the data in the trainee's ePortfolio and select the most appropriate descriptor. If the trainee's performance needs to improve or if the trainee needs to take action on feedback, select 'Improvement Required'. A follow up meeting is held between the Trainee Supervisor and the trainee in 4-6 weeks. There is no other consequence associated with this rating.

If serious concerns in one area or concerns in a variety of areas are noted, select 'Performance Concern'. A meeting of the Trainee Supervisor, DOT, RTC Chair and trainee is then required to develop a performance improvement plan, followed by monthly meetings to monitor performance.

<b>Overall:</b>	<select from dropdown> Progressing well / Improvement Required - demonstrate implementation of feedback at mid-term meeting* / Performance Concern/s – improvement plan to be developed.  Next review meeting: <select date>
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Use the 'Expectations of Performance' as a guide to discussion and feedback.

<b>Communication</b>	
Comments:	
<b>Teamwork</b>	
Comments:	
<b>Professionalism</b>	
Comments:	
<b>Leadership and Organisational Skills</b>	
Comments:	
<b>Health Advocacy</b>	
Comments:	
<b>Education &amp; Research</b>	
Comments:	
<b>Medical Expertise</b>	
Comments:	

Sample Only - Must Be Completed Online

<b>Surgical Expertise</b>	
Comments:	

<b>Trainee should continue to:</b>	
<b>Priority next steps:</b>	

**Sample Only - Must Be Completed Online**