

AOA 21 Performance Improvement Plan

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Version	April 2018
Next scheduled review	April 2021

This document applies to trainees in the AOA 21 Training Program.

Where a trainee has been assessed 'Performance Concern/s' on their Performance Appraisal, the trainee must participate in a Performance Improvement Period (PIP) for the following 3-month training period. A performance improvement plan must be developed using this form.

The performance improvement plan:

- Is developed by the trainee and Director of Training in consultation with the Trainee Supervisor.*
- Must be submitted to AOA head office shortly after the performance improvement period feedback meeting and prior to the mid-term performance appraisal meeting.*
- May be updated during the performance improvement period in response to the individual needs of the trainee.*

Trainee Information

Performance Improvement Period dates	
From	
To	
Trainee name	
Stage of training	<input type="checkbox"/> Intro <input type="checkbox"/> Core
Director of Training name	
Trainee Supervisor name	
Training site	
Surgical unit/team	
Training region	<input type="checkbox"/> NSW Northside <input type="checkbox"/> NSW Southside <input type="checkbox"/> NSW Newcastle <input type="checkbox"/> VIC/TAS <input type="checkbox"/> SA/NT <input type="checkbox"/> QLD <input type="checkbox"/> WA



Brief Summary of competencies area(s) where concerns have been noted or improvement is required (e.g. Communication – Communication with the multidisciplinary team; Teamwork and Conflict Management – Handover; Surgical Expertise – wound management)

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Learning Outcomes from the curriculum that the trainee should focus on during this Performance Improvement Period

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Goals to be achieved during the Performance Improvement Period (goals should be specific, measurable behavioural statements that are achievable within the Performance Improvement Period)

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Actions to support the trainee to rectify the identified areas of concern / Plans for achieving goals (e.g. specific clinics or procedures, courses, additional or targeted WBAs, other self-directed learning)

Workplace Based Assessments

(tick assessments the trainee should complete as evidence that goals have been met)

Assessment		Competency Areas most suited to WBA
Surgical Skills Assessment (SSA)	<input type="checkbox"/>	Surgical/Medical Expertise, Technical Expertise
Patient Consultation Assessment (PCA)	<input type="checkbox"/>	Communication, Teamwork and Conflict Management, Professionalism, Medical Expertise, Leadership and Organisational Skills, Advocacy
Management Plan Assessment (MPA)	<input type="checkbox"/>	Communication, Teamwork and Conflict Management, Professionalism, Medical Expertise, Leadership and Organisational Skills, Advocacy
Case-based Discussion (CbD)	<input type="checkbox"/>	Professionalism, Leadership and Organisational Skills, Advocacy
Multi-Source Feedback (MSF or 360' Survey)	<input type="checkbox"/>	Communication, Teamwork and Conflict Management, Professionalism, Leadership and Organisational Skills, Advocacy

Mid term meeting date	
Director of Training	
Signature	
Date	
Regional Training Committee Chair	
Signature	
Date	
Trainee	
Signature	
Date	
Comments (optional):	