

FEEDBACK TO RMOs – for education and training

Introduction

Over recent years, we have been developing a process to ensure that Consultants give feedback to Registrars and that Registrars and Consultants give mid term and end of term feedback to Residents. This is considered an important aspect of a good training program, so we want you to get useful and timely feedback from your senior colleagues – both formally (mid-term, and end-of-term), and informally on an ongoing basis. We want feedback to be a central part of the training and development program.

Coffee vouchers are distributed each term to encourage the clinical team to meet ... to have a coffee and talk about the job, the expectations, the work distribution ... and make plans to give and get feedback!

Each term we conduct a discussion and show a video about giving feedback. This is in the Residents' Quarters one lunchtime in the middle of term. Also, when Registrars participate in the Teaching As You Go program, they study and practise how to give feedback effectively.

So, you can expect to get feedback from their seniors both during and at the end of a term. But, you may need to become active in seeking feedback and making sure that it is a worthwhile exercise for you. If there is an aspect of work which you particularly want feedback on, make sure you ask for it.

[NOTE: This is a separate process from the **formal Hospital assessment** system whereby Consultants provide written reports on RMOs for use in decisions about jobs and re-employment. See below]

CONSULTANT REPORT ON TRAINEE PERFORMANCE – for management

Following is a sample "Consultant Report" form. This is the **formal** system of performance assessment for Junior Doctors. The Head of your Department, or the nominated RMO Supervisor, should complete this form at the end of your rotation, and should also discuss it with you.

When completed, these forms are sent to Medical Staffing and kept in your file for use in future employment/career decisions. They are also used to identify any trainee who needs additional support.

Blank forms are sent or emailed to Department Heads each term, and if you have an email address you will also be sent a copy every term. Spare forms are also kept in the Medical Staffing office. You should prompt your Department Head if they do not raise this matter with you before the end of your rotation.

There is space on the form for you to put in any comments you wish to make about the assessment of your performance (eg if you think it is a fair, or an unfair assessment of your work).

Please **do not** use this space to comment about the training or other aspects of the rotation, as they will not be acted on from this confidential form. Instead, use the Trainee Position Evaluation form if you want us to act on your feedback.

If you wish to discuss this system, you can contact **Dr Margot Nash**, Head of Junior Medical Staff Department.

The form can be accessed on the intranet

http://www.rch.org.au/emplibrary/jms/term_report_2006.doc

TRAINING POSITION EVALUATION FORM – for continuous improvement

For a number of years we have been collecting feedback from JRMOs about the jobs they do each term and we use this data to make improvements where necessary. At the end of each term, you will be reminded to complete the electronic form.

The form can be accessed on the intranet

http://www.rch.org.au/jms/eval_form.cfm