



Instructions for completion

Trainee Name: Supervisor Name:

Term Start Date:/...../..... Term Finish Date:/...../.....

Hospital where the supervision occurred:

Completion of the Professional Performance Assessment Report (the PPA Report) must be undertaken quarterly during each year of training as part of the Surgical Education and Training Program in Neurosurgery or more frequently where requested by the Board Chair or where the supervisor identifies performance concerns.

The trainee and the supervisor should have a meeting to discuss the PPA Report which is completed by the supervisor.

For each assessment area, the trainee must meet all components of the guidelines for the trainee to be assessed as "Fully Satisfied". If there is any component that is not met in full, or any areas which require some improvement, the supervisor should assess the trainee as "Partly Satisfied" or "Not Satisfied". The guidelines are not exhaustive and are a guide only. Where improvement is required, the supervisor should provide examples and suggestions.

It is important to note that there has been a change to the Training Program Regulations. No single PPA Report with areas assessed as "Partly Satisfied" or "Not Satisfied" will trigger probation or dismissal procedures.

A trainee will need to receive five PPA Reports with performance improvements required before an Unsatisfactory Performance Notice is issued and dismissal is a possibility. A Performance Improvement Notice will be issued in other circumstances which will confirm the areas where further improvement is required. This does not result in probation. Full details are available in the Regulations.

Collaboration and Team Work	Not Satisfied	Partly Satisfied	Fully Satisfied
Has harmonious working relationships; is not a source of conflict, complaints or concerns; is not perceived as dismissive, abrupt or discourteous in their interactions			
Adopts a team approach to patient care, and provides good direction and support for team members; takes responsibility for the team			
Respects the professional contributions and beliefs of colleagues, regardless of seniority or role and appropriately takes on board suggestions from others			
If any area is assessed as 'Not Satisfied' or 'Partly Satisfied' please provide examples and suggestions for improvement:			
Example 1:			
Example 2:			
Suggestions for improvement:			

Management and Leadership	Not Satisfied	Partly Satisfied	Fully Satisfied
Delegates duties effectively and efficiently within the team (does not over delegate or take on too much unnecessarily)			
Has an efficient and organised approach to admissions, ward rounds, bed management and operating lists; is punctual and reliable (not late for lists or hard to get hold of)			
Continues to function effectively in stressful situations and remains calm (does not get flustered easily, angry or disorganised)			
If any area is assessed as 'Not Satisfied' or 'Partly Satisfied' please provide examples and suggestions for improvement:			
Example 1:			
Example 2:			
Suggestions for improvement:			

Communication	Not Satisfied	Partly Satisfied	Fully Satisfied
Communicates in a clear and succinct manner, focusing on the relevant information (does not waffle or include irrelevant information); does not side step or misrepresent situations (always truthful)			
Demonstrates empathy and makes time for patients to ask questions and clarify the diagnosis and treatment plan in a manner they can understand			
Provides information to colleagues and other members of the health care team in an appropriate manner; completes medical reports and documentation in a timely, accurate and succinct manner			
If any area is assessed as 'Not Satisfied' or 'Partly Satisfied' please provide examples and suggestions for improvement:			
Example 1:			
Example 2:			
Suggestions for improvement:			

Professionalism, Ethics and Health Advocacy	Not Satisfied	Partly Satisfied	Fully Satisfied
Is appropriately present in the workplace, professional in their manner and focused on their duties (is not overly tired or distracted by personal issues)			
Is not over or under confident, calls for assistance appropriately, takes responsibilities for mistakes when they occur (does not pass blame) and does not go beyond their level of expertise (recognises their own abilities and limitations)			
Advocates for patients in a constructive and appropriate manner with effective outcomes (does not cause unnecessary conflict when advocating)			
If any area is assessed as 'Not Satisfied' or 'Partly Satisfied' please provide examples and suggestions for improvement:			
Example 1:			
Example 2:			
Suggestions for improvement:			

Technical and Medical Expertise and Clinical Decision Making	Not Satisfied	Partly Satisfied	Fully Satisfied
Undertakes detailed histories and examinations and provides an appropriate provisional diagnosis and management plan			
Selects appropriate medical investigations (does not over/under investigate) and accurately appraises and interprets investigation results			
Has sound tissue handling, efficient time and motion flow during procedures, an orderly approach and reliably identifies and responds to post-operative complications			
If any area is assessed as 'Not Satisfied' or 'Partly Satisfied' please provide examples and suggestions for improvement:			
Example 1:			
Example 2:			
Suggestions for improvement:			

Scholarship and Teaching	Not Satisfied	Partly Satisfied	Fully Satisfied
Routinely undertakes reading before cases and comes to theatre with appropriate knowledge of the patient, anatomy and procedure			
Participates consistently and constructively in required educational sessions and contributes as requested to the presentations			
Participates in the teaching of juniors and/or allied health staff appropriately			
If any area is assessed as 'Not Satisfied' or 'Partly Satisfied' please provide examples and suggestions for improvement:			
Example 1:			
Example 2:			
Suggestions for improvement:			

Trainee Signature:

Supervisor Signature:

Please return this form to:

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