**Supervised Learning Event:**

**Assessment of Written Communication (AWC) 1**

**OH Report**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessor's Professional No.** | | | | | | |  | **Trainee's GMC No.** | | | | | | |  | **Year of training** | | | |  | **Item No.** | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 🞅 ST3 | 🞅 ST4 | 🞅 ST5 | 🞅 ST6 |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Reason for communication** | | | | | | | |
|  |  | | | | Is the worker: 🞅 New? 🞅 Follow-up?  🞅 Not applicable | | |
|  | | | | | | | |
| Complexity: | | 🞅 Low | 🞅 Moderate | 🞅 High | | | |
| Assessor: | | 🞅 Educational Supervisor  🞅 Nurse | 🞅 Clinical Supervisor  🞅 Safety officer | 🞅 Other consultant  🞅 Hygienist | | 🞅 Peer / colleague  🞅 Other | |
| No. of previous AWCs / SAILs (with any trainee) | | | 🞅 None | 🞅 1-5 | | 🞅 6-10 | 🞅 >10 |
| Have you had training in use of this tool? | | 🞅 Read guidance notes (essential)l | 🞅 Face to face training | 🞅 Web | | 🞅 Course |  |

|  |
| --- |
| **FOM Core Competency** *(trainee to refer to Curriculum and identify competency to be evaluated on this occasion): e.g.**1.5 Assessment of Disability and Fitness for Work, 3. Communication Skills*  **Learning Outcome expected** (*trainee to complete*): |

*Please tick one of the boxes for each component of the exercise. Refer to the attached rubric for descriptions of expected performance.**Justify with a brief explanation in the comments box any rating other than expected; failure to do so will invalidate the assessment. Use the feedback box below to expand on your comments.*

| **Area** | Below  Expected | Expected | Above Expected | N/A | Specific comments |
| --- | --- | --- | --- | --- | --- |
| 1. **Acknowledgement of the referral**   *Includes identification of the health issues, work context and managers concerns* |  |  |  |  |  |
| 1. **Advice to the manager**   *Includes appropriateness and quality of advice and recommendations, OH action plan and any follow-up arrangements* |  |  |  |  |  |
| 1. **Content and clarity**   *Includes structure, language and logic of the letter* |  |  |  |  |  |
| 1. **Professionalism**   *Includes legal, ethical and governance issues* |  |  |  |  |  |

|  |
| --- |
| **Assessor’s feedback on the trainee’s performance on this occasion**  *Please comment on the trainees performance on this occasion ,utilising:*   * *the descriptors of expected performance in the rubric* * *relevant standards (if applicable)* * *the extent to which the learning outcome has been achieved*   *Please give specific, objective feedback with justification on the trainees observed performance in this consultation, including what went well and areas for development.*  *If you have ticked a “Below Expected” box you* ***must*** *identify areas for future improvement.* |

|  |
| --- |
| **Trainee’s comments on their performance on this occasion**  *Reflection on own performance:*  *Reflection on feedback given by assessor:*  *What actions do you intend to take to meet any development needs?* |

|  |  |
| --- | --- |
| **Assessor:**  Signature  Date | **Trainee:**  Signature  Date |
| Time taken for observation: | Time taken for discussion / feedback: |

| **Applicable knowledge, skills and attitudes** | **Description of Expected Performance** |
| --- | --- |
| 1. **Acknowledgement of the referral** | * Identifies and acknowledges managers concerns. * Identifies the workers health issues within their work context. * Identifies all relevant aspects of the case. * Identifies occupational impact. * Approaches the problem in a logical, organised way. * Gathers sufficient information throughout, with appropriate use of relevant information sources. |
| 1. **Advice to the manager** | * Seeks and documents informed consent to assess and provide report. * Effectively understands and processes information. * Provides appropriate assessment of work capability * Provides appropriate advice regarding reasonable adjustments. * Addresses all of managers concerns. * Provides clear description of review arrangements, where appropriate |
| 1. **Content and clarity** | * Provides appropriate advice to manager. * Displays appropriate clinical judgment. * Discharges duty of care to manager and worker. * Demonstrates ability to communicate in a clear, logical and understandable manner. * Does not disclose confidential information without explicit consent * Limits clinical detail to a minimum or appropriate level. |
| 1. **Professionalism** | * Provides a timely report. * Demonstrates ability to make safe and appropriate recommendations to management. * Provides appropriate advice regarding Equality Act 2010. * Demonstrates compliance with GMC guidance on consent and disclosure. * Demonstrates compliance with Caldicott guidance * Maintains awareness of limits of professional competency. * Displays professional attitude to all components of the communication. * Exhibits appropriate awareness and understanding of cultural, legal and ethical issues. |

**References – GMC Good Medical Practice – Confidentiality: disclosing information for employment, insurance and similar purposes (2017)**