**Supervised Learning Event:**

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

**OH Report**

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

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| **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 |  |

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| **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** | BelowExpected | 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* |  |  |  |  |  |

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| **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.* |

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