**2018 National Neurosurgery Recruitment**

**Structured Educational Supervisors Report**

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| **Candidate Name** |  |
| **Candidate GMC No.** |  |

This candidate has applied for a Specialty training post(s) in Neurosurgery and has given your name as his/her Educational Supervisor. We would be very grateful if you would provide us with information requested below.

This report should comment on the strengths and weaknesses of the candidate as a trainee and his/her potential aptitude for training in a demanding surgical specialty. This is not a personal testimonial but your objective assessment of the candidate’s competencies. The report will form part of the candidate’s portfolio and will be reviewed independently by two Selectors at the National Selection Centre. If the candidate is successful, your report will be made available to the candidate’s future Training Programme Director and Deanery.

This report form has been developed with the General Medical Council publication “Good Medical Practice” in mind. Your attention is drawn to the GMC guidance:

*“****When providing references for colleagues, your comments must be honest and justifiable; you must include all relevant information which has a bearing on the colleague’s competence, performance, reliability and conduct****”*

(GMC Good Medical Practice, Second Edition, July 1998 – The duties of a doctor registered with the General Medical Council, Item 11 – References.)

**Please note that we can only accept the report on this structured form.**

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| Please state the dates the candidate was supervised by you: |
| Date started: |  | Date finished: |  |
| Position held / Grade: |  |
| Location: |  |

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| Are you aware of this candidate being the subject of any formal disciplinary procedures? |
| YES [ ]  NO [ ]  If Yes, please give details:  |

**Please give your opinion regarding the candidate’s knowledge, skills and personal attributes by ticking the appropriate boxes. The descriptors for each rating are intended to provide guidance. Please use the additional space to provide information supporting your rating; this is essential if you have given a rating of D or C.**

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| ***Clinical Knowledge & Expertise:*** Appropriate knowledge base and capacity to apply sound clinical judgement to problems. Capacity to prioritise clinical need. |
| **A****[ ]**  | **B****[ ]**  | **C****[ ]**  | **D****[ ]**  |
| Good to excellent | Satisfactory | Weak  | Cause for concern  |
| Comments/evidence:  |
| ***Communication Skills:*** Capacity to communicate clearly and effectively with others, adjusting behaviour and language (written/spoken) as appropriate to needs of differing situations.  |
| **A[ ]**  | **B[ ]**  | **C[ ]**  | **D[ ]**  |
| Always speaks clearly, gives others time to speak and checks understanding | Usually communicates clearly, tends to use appropriate language | Can be lacking in clarity and coherence when communicating with others  | Uses technical language that others do not understand, ignores what they have to say  |
| Comments/evidence:  |
| ***Empathy & Sensitivity:*** Capacity and motivation to take in patients’/colleagues’ perspectives and treat others with understanding. |
| **A[ ]**  | **B[ ]**  | **C[ ]**  | **D[ ]**  |
| Always shows empathy and sensitivity, gives reassurance to others | Usually demonstrates empathy towards others | Shows some interest in the individual and occasionally reassures others  | Is not sensitive to the feelings of others and treats them in an impersonal manner  |
| Comments/evidence:  |
| ***Professional Integrity:*** Capacity and motivation to take responsibility for own actions. Respect for position, patients and protocol. |
| **A[ ]**  | **B[ ]**  | **C[ ]**  | **D** |
| Takes full responsibility for their own actions, demonstrates respect for all  | Often shows respect to others, is generally aware of ethical issues  | Sometimes seeks to blame others for their actions  | Does not take responsibility for their actions, does not demonstrate respect for others  |
| Comments/evidence:  |

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| ***Problem Solving & Decision Making:*** Capacity to think beyond the obvious, with analytical but flexible mind. Capacity to bring a range of approaches to problem solving and decision making. |
| **A[ ]**  | **B[ ]**  | **C[ ]**  | **D[ ]**  |
| Thinks beyond surface information, uses a range of problem solving strategies  | Usually thinks beyond surface information, able to make decisions | Often relies on surface information, can be hesitant when making decisions  | Lets assumptions guide diagnosis/decision making, does not think around issues |
| Comments/evidence:  |
| ***Organisation & Planning:*** Capacity to organise time/information in a structured and planned manner. Capacity to prioritise conflicting demands and deliver on time. |
| **A[ ]**  | **B[ ]**  | **C[ ]**  | **D[ ]**  |
| Excellent at managing own time and prioritising workload | Usually able to prioritise tasks and meet deadlines  | Is often late for meetings and deadlines and disorganised with paperwork etc. | Is always late for meetings/deadlines and unable to prioritise tasks  |
| Comments/evidence:  |
| ***Learning & Development:*** Capacity and motivation to learn from experience, commits time and resources to appropriate personal and professional development activities. |
| **A[ ]**  | **B[ ]**  | **C[ ]**  | **D[ ]**  |
| Actively seeks out constructive criticism/feedback and development opportunities | Often learns from experience, generally reacts well to constructive criticism/feedback | Needs assistance in identifying own development needs/targets  | Reacts badly to constructive criticism or feedback, not interested in own development  |
| Comments/evidence:  |
| ***Managing Others & Team Involvement:*** Capacity to work effectively in partnership with others and demonstrate leadership when appropriate. |
| **A[ ]**  | **B[ ]**  | **C[ ]**  | **D[ ]**  |
| Is excellent at supporting and motivating others, able to lead when appropriate | Recognises contribution of others, usually able to compromise | Tends to take a ‘back seat’ rather than participating, reluctant to lead  | Sticks rigidly to their own agenda, critical of others’ ideas  |
| Comments/evidence:  |
| ***Working under Pressure:*** Capacity to work effectively under pressure, remaining calm and objective. Demonstrates initiative and resilience to cope with setbacks and rapidly changing circumstances. |
| **A[ ]**  | **B[ ]**  | **C[ ]**  | **D[ ]**  |
| Always remains calm under pressure, rapidly adapts to changing situations | Often recognises when to share workload, able to cope with changing circumstances | Finds it difficult to remain calm under pressure or to switch off after work  | Loses temper easily, refuses to share workload, unable to adapt to change  |

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| Was the candidate’s attendance/timekeeping satisfactory? |
| YES [ ]  NO [ ]  If No, please give details  |

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| Would you be happy to work with this candidate again? | YES [ ]  NO [ ]  |
| Comments/evidence |  |

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| **Recommendation of candidate for training in neurosurgery?** |
| Strongly without reservation | [ ]  A | Would have some reservations | [ ]  C |
| Could recommend as competent | [ ]  B | Could not recommend for training | [ ]  D |
| If you have any other comments regarding this candidate’s application for training in neurosurgery, please give details here: |
|  |
| **SIGNATURE** |  | **NAME** (print in block capitals) |  |
| **POSITION HELD** |  | **CONTACT TELEPHONE NO.**  |  |
| **Name of deanery/ hospital/practice/organisation** |  | **DATE**  |  |

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| **Please return this report to the trainee to add to their portfolio** |