

Subject:	360 Degree Evaluation Survey	Committee of Paediatric Surgery
-----------------	-------------------------------------	--

COMMITTEE OF PAEDIATRIC SURGERY 360 DEGREE EVALUATION SURVEY INSTRUCTIONS

1. INTRODUCTION

The Committee of Paediatric Surgery (the Committee), in conjunction with the Royal Australasian College of Surgeons Education Development and Research Department, has developed this appraisal system for Paediatric Surgery Trainees in recognition that honest and structured feedback is essential for ongoing professional development at all stages of professional life. Unless we seek understanding from others of our personal shortcomings of which we are unaware, we cannot remediate these shortcomings.

The 360 Degree Evaluation Form supports the current forms of assessment in the Paediatric Surgery Training Program, including the Logbook, Trainee Assessment Form, Progressive Non-Operative Logbook, Critical Appraisal Tasks (CATs), Directed Online Group Studies (DOGS) and work-based assessments such as Mini-CEX and MOUSEs.

The 360 Degree Evaluation survey is the most reliable work place assessment tool for detecting underperformance when compared to DOPS and Mini-CEX (Davies et al. (2009), work place assessment tool for detecting underperformance when compProgramme (2009), al. (2009), work place)

The 360 Degree Evaluation survey is a technique used to document opinions formed from direct observation of observed performance from those who work with the Trainee, such as other medical colleagues, nurses, administrators and patients.

The 360 Degree Evaluation provides Trainees with information that is immediately useful in targeting areas for improvement, especially within the “non-technical” competencies recognised by the College. The results are de-identified and pooled before review by the Trainee. After due reflection and action, it is expected that subsequent 360 Degree Evaluation surveys will demonstrate improvement in areas identified as being weaker than others. Each Trainee and the Committee will be grateful for the honest and thoughtful feedback that is provided in good faith.

2. PROCESS

2.1. The 360 Degree Evaluation Form is found in the 360 Degree Evaluation Requirement in TMP or can be accessed from the Executive Officer, Committee of Paediatric Surgery to be provided to the following hospital staff. A minimum of eight (8) contacts (4 to be selected by the Trainee and 4 to be selected by the Supervisor) with a minimum of one from each of the following positions:

- Registrar at the same level as the Trainee
- Registrar from another specialty
- Resident
- Medical Nursing
- Administration staff (non-medical)

Subject:	360 Degree Evaluation Survey	Committee of Paediatric Surgery
-----------------	-------------------------------------	--

- 2.2. Participants in the evaluation are asked to submit the evaluation form in TMP or return the evaluation form to the Executive Officer within two weeks of the Assessment due date.
- 2.3. The Trainee and Surgical Supervisor are to review the evaluation survey feedback alongside the other assessments ahead of the Assessment due date and to outline a professional development plan of action if needed.
- 2.4. The Committee will consider all assessment tasks to determine a global outcome for each training period.

3. INSTRUCTIONS FOR EVALUATORS

- 3.1. The form asks appraisers to rate the Trainee on Technical Expertise, Communication, Collaboration, Management and Leadership, Health Advocacy, Scholar and Teacher and Professionalism.
- 3.2. Please rate this person in comparison to other Trainees with whom you have worked. Provide one response per item. Select the appropriate number between 1 and 7, where 1 is the lowest rating and 7 is the highest rating.

Example: a score of 1 would indicate that this doctor is the worst with whom you have worked in the characteristic in question; a score of 2 would indicate that s/he is among the bottom few with whom you have worked. Conversely, a score of 6 would indicate that this doctor is among the best, and a score of 7 would indicate that this doctor is the best with whom you have worked in his/her ability in this characteristic.

- 3.3. If you are unable to evaluate in a particular category, for example because you are not qualified to understand that aspect of the doctor's work, or you have insufficient contact with him or her to evaluate a particular characteristic, select UE (unable to evaluate).
- 3.4. Please be candid when completing the Evaluation Form. Your responses will help the doctor gain understanding of his/her strengths and development opportunities. The focus of this process is for feedback, development and improvement.
- 3.5. Rate the Trainee on their *typical* performance and behaviour. Do not let recent events overshadow your ratings – either positively or negatively.
- 3.6. Don't let a single incident or experience disproportionately affect the rating you give.
- 3.7. Focus on actual performance. Avoid giving higher ratings to a Trainee because of personal friendship, or lower ratings because of personal dislike.
- 3.8. Avoid rating a Trainee lower than s/he deserves because you have perfectionist standards for yourself.
- 3.9. Avoid rating someone with a pleasing manner and personality higher than they deserve on everything; rather than just on people skills.
- 3.10. Remember it is your own personal view that should be reflected.

4. INSTRUCTIONS FOR TRAINEES

- 4.1. Nominate the selected contacts alongside your Supervisor with enough time to gather and review responses ahead of the assessment due date published on the training calendar.
- 4.2. Complete a self-evaluation and rate yourself on Technical Expertise, Communication, Collaboration, Management and Leadership, Health Advocacy, Scholar and Teacher and

Subject:	360 Degree Evaluation Survey	Committee of Paediatric Surgery
-----------------	-------------------------------------	--

Professionalism.

- 4.3. Select one response per item. Select the appropriate number between 1 and 7, where 1 is the lowest rating and 7 is the highest rating.