

## EXAMPLE CHECKLISTS

### Checklist

#### Preparation

- Ensure good intravenous access
- Request surgical instruments/ thoracotomy tray
- Ask for another doctor or nurse to assist
- Antiseptic skin preparation (nonalcoholic)
- Request lighting
- Ensure suction available
- Check that diathermy and plate ready
- Request cardiothoracic or general surgical backup

#### Structures passed through

- Skin
- Subcutaneous tissue/fat
- Deep fascia
- Pectoral muscle +/- serratus muscle
- Intercostal muscles
- Parietal pleura
- Pericardium

#### Incision

- Placement - left anterior 4th or 5th intercostal space
- Length incision - at least 10cm

### Checklist

#### History of pain symptom

- Mode of onset (rapid/slow etc)
- Site of pain
- Diffuse or localised
- Intensity of pain (severe/mild)
- Continuous or intermittent
- Duration

#### Associated symptoms

- Associated nausea/vomiting
- Visual disturbances
- Seizures
- Changes in behaviour
- History of weakness or numbness
- History of previous illness or surgery

## EXAMPLE NON-TECHNICAL SKILLS SCORE ASSESSMENT CRITERIA

### Non-technical skills

Please enter a non-technical skills score

Score	Category	Example of non-technical skills competence assessment criteria
<input checked="" type="checkbox"/> 6	Outstanding	Clear introduction. Natural, excellent rapport. Empathetic, compassionate and engaging. Structured, succinct and accurate explanation. Actively investigates understanding. (C)
<input checked="" type="checkbox"/> 5	Excellent	Brief, but clear introduction. Good rapport. Empathic. Courteous and professional manner. Good answers and explanations. Surrogate's understanding confirmed. (C)
<input checked="" type="checkbox"/> 4	Adequate	Brief introduction. Acceptable rapport. Some genuine empathy. Occasionally blunt but not impolite. Appropriate answers, and sufficient explanations. Some checking of understanding. (C)
<input checked="" type="checkbox"/> 3	Borderline Satisfactory	Incomplete introduction. Awkward / forced rapport. Attempting empathic responses. Distracted / impolite manner. Avoidance of questions. Uncertain understanding. (C)
<input checked="" type="checkbox"/> 2	Borderline Unsatisfactory	Unsatisfactory introduction. Distant or disinterested rapport. Little empathy. Gruff, inconsiderate, or impolite. Major omissions. Major deficiencies in communication. (C)
<input checked="" type="checkbox"/> 1	Unsatisfactory	No introduction. No empathy; cold. Potentially patronising. Inappropriate: rude or dismissive. Insensitive or inappropriate answers. Inappropriate language. Poor and deficient explanations. (C)

## EXAMPLE PROCESS SCORE ASSESSMENT CRITERIA

### Process Score - Examination Station

#### Process (Examination)

Process (Examination Station)

Score	Category	Example of examination competence assessment criteria
<input checked="" type="checkbox"/> 6	Outstanding	Gentle and elegant clinical handling; natural familiarity. Caring. Complete examination. Focused and targeted, completely appropriate examination. Ordered and logical. (PE)
<input checked="" type="checkbox"/> 5	Excellent	Good clinical handling. Almost entirely complete and appropriate examination. Ordered sequencing. Well experienced and practiced; familiar with the task. (PE)
<input checked="" type="checkbox"/> 4	Adequate	Reasonably gentle clinical examination. Acceptable completeness, generally appropriate, occasional redundancies. Largely ordered sequence. Practiced. (PE)
<input checked="" type="checkbox"/> 3	Borderline Satisfactory	Noticeable roughness at times. Infrequent, but clear omissions. Redundancies. Disjointed sequencing and with noticeable diversions. (PE)
<input checked="" type="checkbox"/> 2	Borderline Unsatisfactory	Abrupt and uneasy handling. Major omissions. Major misdirection and incomplete. Disorderly and messy sequencing. Repeated, noticeable difficulties. Multiple pauses. (PE)
<input checked="" type="checkbox"/> 1	Unsatisfactory	Rough handling throughout. Patient hurt. Candidate does not follow instruction. Incomplete or inappropriate examination. Systematic errors. Haphazard organisation. (PE)

### Process Score - History Station

#### Process (History)

Process (History Station)

Score	Category	Example of history competence assessment criteria
<input checked="" type="checkbox"/> 6	Outstanding	Actively facilitates / encourages the surrogate. Masterly integration of open questioning. Ordered and logical. Excellent manner and rapport. Natural familiarity. (PH)
<input checked="" type="checkbox"/> 5	Excellent	Allows the surrogate to make a complete opening statement. Good use of open questions. Ordered sequence. Courteous and professional manner. Good rapport. Well-practiced. (PH)
<input checked="" type="checkbox"/> 4	Adequate	Allows the surrogate to make an opening statement. Acceptable use of open questions. Largely ordered. Reasonably courteous. Acceptable rapport. (PH)
<input checked="" type="checkbox"/> 3	Borderline Satisfactory	Interrupts the opening statement. Sporadic use of open questions. Disjointed sequence. Distracted / impolite. Awkward / forced rapport. Struggling. Repetition. (PH)
<input checked="" type="checkbox"/> 2	Borderline Unsatisfactory	Interrupts and distracts the opening statement. Insufficient open questions. Disorderly sequence. Impolite / inconsiderate. Distant rapport. Repetition. Silences. (PH)
<input checked="" type="checkbox"/> 1	Unsatisfactory	The surrogate cannot give an opening statement. No, or consistently inappropriate use of open questions. Illogical sequence. Impolite / dismissive. No empathy. Unstructured. (PH)

## Process Score – Procedure Station

### Process (Procedure)

Process (Procedure station)

Score	Category	Example of procedure competence assessment criteria
<input checked="" type="checkbox"/> 6	Outstanding	Complete competence. Perfect technique. Seamless dexterity. Flawless organisation. Complete. (PP)
<input checked="" type="checkbox"/> 5	Excellent	Good level of competence. Good technique and dexterity. Good organisation. Almost entirely complete. (PP)
<input checked="" type="checkbox"/> 4	Adequate	Reasonable competence. Satisfactory technique. Sufficient dexterity and appropriate organisation. Tolerable omissions.(PP)
<input checked="" type="checkbox"/> 3	Borderline Satisfactory	Just achieves proficiency. Struggling technique. Awkward dexterity. Hit and miss, but some order at times. Notable omissions. (PP)
<input checked="" type="checkbox"/> 2	Borderline Unsatisfactory	Questionable competence, with major concerns. Clumsy technique. Uncoordinated dexterity. Messy and disorganised. Major and recurring omissions. (PP)
<input checked="" type="checkbox"/> 1	Unsatisfactory	Incompetent. Poor technique. Poor and inept dexterity. No organisation. Not complete. (PP)

## EXAMPLE GLOBAL COMPETENCY SCORE SCALE

### **Global Competency Score**

Assessment of the overall performance of the candidate

- Outstanding Pass
- Excellent Pass
- Adequate Pass
- Borderline Pass
- Borderline Fail
- Fail