**Multi-source Feedback (MSF) Assessment Form**多源反饋意見評估表格

Trainee’s Name學員姓名 \_\_\_\_\_\_\_\_\_\_\_\_\_

Date 日期 \_\_\_\_\_\_\_\_\_\_\_\_\_

□ Basic Trainee 基礎培訓學員 □ Higher Trainee高級培訓學員 □ Provisional Fellow 院士前培訓學員

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| **How do you rate this doctor in his/her:**  **就以下項目，你如何評價有關醫生的:** | **Good**  **好** | **Satisfactory**  **滿意** | **Below average**  **低於平均** | **Unacceptable**  **不能接受** | **Unable to comment**  **未能評論** | **Other feedback**  **其他意見** |
| **Clinical knowledge and Performance 臨床知識及表現** | | | | | | |
| 1. Ability to diagnose patient problems   診斷病人問題的能力 |  |  |  |  |  |  |
| 1. Ability to formulate treatment plan \*   制定治療計劃的能力 |  |  |  |  |  |
| 1. Ability to keep up to date with knowledge and skills   能夠掌握最新的知識和技能 |  |  |  |  |  |
| 1. Attends patient timely   適時處理病人 |  |  |  |  |  |
| 1. Technical skills (appropriate to level of training)   技術技能（恰如其培訓階段） |  |  |  |  |  |
| 1. Time management and Prioritization \*   時間管理和工作優先排序 |  |  |  |  |  |
| 1. Ability to multitask and handle stress \*   同時處理多項任務和壓力的能力 |  |  |  |  |  |
| 1. Willingness to teach colleagues   願意教導同事 |  |  |  |  |  |
| 1. Ability to take up leadership role   擔任領導角色的能力 |  |  |  |  |  |
| 1. Documentation \*   文件紀錄 |  |  |  |  |  |
| 1. Insight\*   自我認知能力 |  |  |  |  |  |
| **Communication and Teamwork溝通和團隊合作** | | | | | | |
| 1. Communication with patients +/- relatives \*   與病人及/或其親屬的溝通 |  |  |  |  |  |  |
| 1. Communication with colleagues\*   與同事的溝通 |  |  |  |  |  |
| 1. Integrity \*   誠信 |  |  |  |  |  |
| 1. Being responsible and reliable   責任感和可靠程度 |  |  |  |  |  |
| 1. Working with team \*   團隊合作的表現 |  |  |  |  |  |
| **Interpersonal Relationship人際關係** | | | | | | |
| 1. Respects patient’s right \*   對病人權利的專重 |  |  |  |  |  |  |
| 1. Being polite to patient and colleagues   對病人和同事保持禮貌 |  |  |  |  |  |
| 1. Treats patients fairly and without discrimination   公平對待病人，不加歧視 |  |  |  |  |  |
| 1. Treats colleagues fairly and without discrimination   公平對待同事，不加歧視 |  |  |  |  |  |

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| General comments about this doctor’s overall performance關於這位醫生整體表現的評論 |
| Are there any specific concerns? 是否有任何問題需要關注? |
| How would you think the trainee could become a better doctor? 您認為學員如何可以成為更好的醫生？ |

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| Assessor Role 評估員的角色 | | | | | |
| Supervisor  (Anaesthesia or ICU)  上司(麻醉科或深切治療部) | Peer (Anaesthetic Trainee)  同輩 (麻醉學員) | Surgeon  外科醫生 | Nurse  護士 | Anaesthetic Assistant  麻醉助理 | Others (Please specify)  其他(請列明)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**\* Remarks備註**

2. Ability to formulate treatment plan制定治療計劃的能力

* Able to formulate and articulate appropriate plans, including anticipation of potential problems; prepares well including checking of equipment, organizing theatre and monitoring能夠制定和闡明適當的計劃，包括預測潛在的問題; 做好準備，包括檢查儀器，組織手術室和監控病人的設備

6. Time management and prioritization時間管理和工作優先排序

* + Allocates and prioritises cases effectively, efficiently runs theatre lists, prioritises tasks to match the workload and patient needs有效地分配時間及資源來處理病人以令手術室有效地運作，安排優先處理項目以對應工作量和病人需要

7. Ability to multitask and handle stress同時處理多項任務和壓力的能力

* + Able to prioritize and organize the workload and keep calm and function effectively in adverse and complex situations能夠優先安排和處理工作，在惡劣和複雜的情況下仍能保持冷靜和有效運作

10. Documentation文件紀錄

* + Keeps clear, accurate, legible records保持清楚，準確，清晰的工作紀錄

11. Insight自我認知能力

* + Recognizes limits of their expertise and experience, seeks advice from appropriate staff when required, takes on responsibility appropriately認清自己有限的專業知識和經驗，在有需要時懂得尋求適當的人員給予指導或建議，並恰當地接受任務

12. Communication with patients +/- relatives與病人親屬的溝通

* + - Explains procedures to patients in a language they can understand, informs patients of risks, encourages discussion and questions, provides written information to facilitate understanding能運用他們能理解的字語向病人解釋程序，告知病人風險，鼓勵討論和提問，提供書面信息以促進理解

13. Communication with colleagues Communication與同事的溝通

* + - Synthesises and communicates relevant information, conveys management plan to team members with clear written and verbal instructions, demonstrates a respectful attitude to all team members綜合並傳達有關信息，向團隊成員以明確的書面和口頭指示傳達治療計劃，表現出對所有團隊成員的尊重態度

14. Integrity誠信

* + Honest and reliable verbal and written communication. Maintains contact and is readily available when needed誠實可靠，並在有需要時易於聯繫。

16. Working with team與團隊合作的表現

* + Functions as an effective team member, participates in team approach for patient care, safely hands over responsibility of patient care to others, works with others to prevent and resolve conflicts有效地作為團隊的一員，以團隊方式為病人進行治療，能安全地將治療病人的責任移交給其他同事，並能一同預防和解決衝突。

17. Respects patient’s right尊重病人的權利

* + - Shows respect for confidentiality and privacy of patients, encourages patients and families to be a part of the decision-making process尊重病人的機密和隱私，鼓勵病人和家屬參與決策過程。