

CLINICAL ASSISTANT (CIA)– PERFORMANCE EVALUATION

Name of Clinical Assistant:	
Name of Primary Supervisor:	
Department/Program/Clinic:	
Practice Location:	
Level of Training (if applicable):	
Period (performance period under review):	

Note: If comment spaces below are too small, please affix typed addendum.

MEDICAL EXPERT - When assessing the CIA, consider the following (as applicable):

- **Basic and clinical knowledge.**
- **Data Gathering: Interviewing skills and taking a relevant history.**
- **Data Gathering: Performing an appropriate physical examination.**
- **Use of appropriate diagnostic tests.**
- **Diagnostic/therapeutic planning.**
- **Clinical judgement/decision-making.**
- **Intra-operative decision-making/independence (will depend on level of training).**
- **Emergency Care: Functioning effectively in emergency situations.**
- **Ambulatory Care: Functioning effectively in outpatient setting.**
- **Knowledge of procedures.**
- **Knowledge of surgical anatomy.**

COMMENTS: *Please provide examples and elaborate on strengths and weaknesses identified.*

Does Not Meet Standard
 Meets Standard
 Exceeds Standard
 Not Observed

NEW PROCEDURES AND TECHNICAL SKILLS (as applicable)			
Procedure/Skill	Yes	No	Approximate number done
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

COMMENTS: *Please provide examples and elaborate on strengths and weaknesses identified.*

Does Not Meet Standard Meets Standard Exceeds Standard Not Observed

COMMUNICATOR - When assessing the CIA, consider the following (as applicable):

- Establishing a therapeutic relationship with patients and communicating well with families.
- Providing clear and thorough explanation of diagnosis, investigation and management.
- Establishing good relationship with peers and health and other professionals.
- Oral Presentation Skills with the Health Care Team: Clear and succinct presentation of patient assessments and management plans.
- Records and Reports: Including written records, consultations and dictation of operative reports completed accurately, clearly and timely.

COMMENTS: *Please provide examples and elaborate on strengths and weaknesses identified.*

Does Not Meet Standard Meets Standard Exceeds Standard Not Observed

COLLABORATOR - When assessing the CIA, consider the following (as applicable):

- **Team Relationships: Ability to work harmoniously with colleagues.**
- **Consultations: Consults effectively with other physicians and health care professionals.**

COMMENTS: *Please provide examples and elaborate on strengths and weaknesses identified.*

Does Not Meet Standard Meets Standard Exceeds Standard Not Observed

HEALTH - When assessing the CIA, consider the following (as applicable):

- **Patient Intervention: Intervenes on behalf of patients with respect to their care.**
- **Patient Safety: Recognizes and responds appropriately in advocacy situations particularly regarding patient safety.**
- **Guidelines: Demonstrates knowledge of the guidelines/standards concerning surgical practice in Canada.**

COMMENTS: *Please provide examples and elaborate on strengths and weaknesses identified.*

Does Not Meet Standard Meets Standard Exceeds Standard Not Observed

MANAGER - When assessing the CIA, consider the following:

- **Resource Allocation:** uses available resources effectively and considers.
- **Alternate management options;** ordering tests appropriately.
- **Organization of Workload:** Works effectively/efficiently; ability to prioritize, delegate and manage simultaneous tasks.
- **Knowledge or principles of quality assurance and outcomes measures.**
- **Attention to Details:** Good follow-up on delegated tasks.
- **Understanding and utilization of information technology** such as methods of searching medical databases.

COMMENTS: *Please provide examples and elaborate on strengths and weaknesses identified.*

Does Not Meet Standard Meets Standard Exceeds Standard Not Observed

SCHOLAR - When assessing the CIA, consider the following:

- **Learning:** Demonstrates a commitment to continuing personal education.
- **Critical Appraisal:** Ability to critically appraise sources of medical information and uses evidence in clinical decision-making.
- **Teaching:** Education of patients and other health care professionals including presentation of rounds.

COMMENTS: *Please provide examples and elaborate on strengths and weaknesses identified.*

Does Not Meet Standard Meets Standard Exceeds Standard Not Observed

PROFESSIONAL/ETHICAL STANDARDS – When assessing the CIA, consider the following:

- **Patient-Physician Relationships:** Ability to establish effective relationships with patients and families.
- **Professional Relationships:** Develops effective professional relationships with health and other professionals.
- **Sense of Responsibility:** Delivers highest quality of care with integrity and honesty.
- **Ethics:** Demonstrates and understanding of principles of bioethics and applies them in clinical situations.
- **Insight:** Demonstrates awareness of own limitations; seeks advice when necessary.
- **Work ethic/dependability.**

COMMENTS: *Please provide examples and elaborate on strengths and weaknesses identified.*

Does Not Meet Standard Meets Standard Exceeds Standard Not Observed

EVALUATION OF CLINICAL ASSISTANT: Give examples with as much detail as possible.

STRENGTHS:

WEAKNESSES:

OBJECTIVES OF NEXT REPORTING PERIOD OR WHY TERMINATION OF CONTRACT IS RECOMMENDED

OVERALL EVALUATION OF _____ (Clinical Assistant)

IS THE OVERALL PERFORMANCE OF THE CLINICAL ASSISTANT SATISFACTORY?

This evaluation was completed on _____ (date):

PRIMARY SUPERVISOR

Note: It is expected that this report will be shared with the Clinical Assistant.

SAMPLE