

CLINICAL ASSISTANT (CIA) – MONITORING REPORT

Name of Clinical Assistant:	
Name of Primary Supervisor:	
Department/Program/Clinic:	
Practice Location:	
Performance period under review:	
Due date:	

Notes:

- We recognize there can be a significant learning curve when beginning practice, therefore please make note of same in the Comments section
- If the CIA does not appear to meet standards in particular competencies, this must be addressed in the Comments section.
- 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
COMMENTS: <i>Please provide examples and elaborate on strengths and weaknesses identified.</i>			
<input type="checkbox"/> Does Not Meet Standard <input type="checkbox"/> Meets Standard <input type="checkbox"/> Exceeds Standard <input type="checkbox"/> Not Observed			

<p>COMMUNICATOR - When assessing the CIA, consider the following (as applicable):</p> <ul style="list-style-type: none"> • 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.
<p>COMMENTS: <i>Please provide examples and elaborate on strengths and weaknesses identified.</i></p>
<input type="checkbox"/> Does Not Meet Standard <input type="checkbox"/> Meets Standard <input type="checkbox"/> Exceeds Standard <input type="checkbox"/> 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 ADVOCATE - 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 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 of 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:

OPPORTUNITIES FOR IMPROVEMENT:

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

IS THE OVERALL PERFORMANCE OF THE PHYSICIAN ASSISTANT SATISFACTORY?

Yes No

LEVEL OF COMPETENCE (click to review): I II III IV V

If performance is not satisfactory, please provide details:

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This evaluation was completed on _____ (date)

PRIMARY SUPERVISOR SIGNATURE

CLINICAL ASSISTANT SIGNATURE

If applicable, others who assisted in contributing feedback for this report are (please print name, this may include Alternate or Additional Supervisors):

Both signatures are required before submitting to Alyson Wiebe at awiebe@cpsm.mb.ca