Purpose

Ward/Service Consultant Reports complement the PREP Program’s formative assessments by providing Educational Supervisors/DPEs with formalised feedback on the trainee’s progress. The Ward/Service Consultant Report is designed to:

- provide the Educational Supervisor/DPE with meaningful and constructive feedback on the trainee’s performance, periodically throughout the year
- assist Educational Supervisors/DPEs in completing Mid-Year and Annual Progress Reports
- assist in identifying trainees encountering difficulties in training so they can receive appropriate and timely support.

Overview

Ward/Service Consultant Reports are completed at the end of each rotation by the Ward/Service Consultant, and provide feedback on the trainee’s clinical competence and professional qualities. The Ward/Service Consultant Report is submitted to the trainee’s Educational Supervisor/DPE, who uses the feedback to inform the completion of the Progress Report.

Areas for feedback

Ward/Service Consultant Reports provide feedback on the trainee’s progression in the following five key areas:

1. Clinical skills – history-taking, synthesising findings and patient management planning
2. Medical expertise – management of critically ill patients, acute medical problems and undifferentiated presentations
3. Patient care and therapeutics – management of general and ongoing care, prescription of appropriate pharmacotherapy and management of surgical problems
4. Procedural skills – performance of procedures and care following procedures
5. Professional qualities – the domains covered in the Professional Qualities Curriculum

Ward/Service Consultant Report process

- The trainee:
  - accesses the Ward/Service Consultant Report form on the Basic Training Portal
  - completes the Educational Supervisor/DPE, personal and rotation/run sections of the form
  - emails the form to their Ward/Service Consultant.
- The Ward/Service Consultant:
  - completes the Ward/Service Consultant Report for the rotation/run, providing honest, meaningful feedback on the trainee’s progress, identifying their strengths and areas for development
  - emails the completed report to the trainee’s Educational Supervisor/DPE.
- The Educational Supervisor/DPE takes the Ward/Service Consultant Report into account when completing the Progress Report.

More information

Australia
Email: prep_bt@racp.edu.au
Website: www.racp.edu.au

New Zealand
Email: prep@racp.org.nz
Website: www.racp.org.nz