



Stage C – Written Communications Portfolio

- The final stage of AFOEM training.
- Introduced as part of wider changes to the training program structure.
- Difficult to assess these skills in a written exam



Stage C- Written Communications Portfolio

WHY?

- “Demonstrate the ability to *organise and prioritise* information”
- “Communicate in an *effective concise and conventional* way”

We are judged for our written communication frequently as an Occupational Physicians, by:

- colleagues
- clients (organisations or individuals)
- Legal profession



Stage C- Written Communications Portfolio

WHAT?

- “real life” situations - actual work of trainee
- Clearly defined purpose outlined in cover letter
- Quality report- would you be happy to pay for this?
- Aimed at the “intelligent non-expert”
- Reference to legal framework and considerations where relevant



Stage C- Written Communications Portfolio

HOW?

- Take advantage of opportunities in your training to conduct Medicolegal and Worksite Assessment reports under supervision.
- Consider scenarios that may be appropriate in 12 months prior to submission.
- Review cases and adapt to assessment requirements (see “WCP writing guidelines”, “WCP assessment criteria”)
- Ensure you are familiar with marking guidelines (see “WCP assessment criteria”)
- Use illustrations where useful (particularly in Workplace Assessment)



Stage C- Written Communications Portfolio

ASSESSMENT:

- Two examiners reviewing reports individually, then discussion to determine agreement in overall assessment
- Focus on basics and requirements clearly outlined in written material
- “meets standards” or “does not meet standards”
- Resubmission required if standard not met, constructive and detailed feedback provided by examiners
- If standard not met on resubmission, new reports in 12 months (NEW)



Stage C- Written Communications Portfolio

PITFALLS:

- Not adequately editing or formatting a “real life” case to meet the WCP assessment style and needs
- Misinterpreting the Workplace Assessment report as a medicolegal or clinical report
- Lack of clarity in the cover letter in regards to purpose of the report (including limitations where relevant)
- Not involving your supervisor in the review of your work prior to submission
- Omitting to “proof” the report prior to submission



Stage C- Written Communications Portfolio

WORKPLACE ASSESSMENT CHECKLIST: Have I?

- Included a personal visit to the workplace (rather than a description of it)?
- Analyzed and confirmed that tasks identified are part of the inherent requirement of the role?
- Utilized objective findings (ie. on examination or in the workplace) for recommendations rather than relying solely on subjective descriptions.
- If work restrictions have been advised, are they available, realistic and easy to follow?
- Considered relevant legislation or known industry standards?
- Reviewed that any photos & references quoted are clear, useful and relevant?
- Ensured consistency throughout the report with conclusions that address the hazards/risks identified in other sections of the report.
- Explained why the recommendations will help (evidence base)?



Stage C- Written Communications Portfolio

MEDICOLEGAL ASSESSMENT CHECKLIST: Have I?

- Included a personal assessment of the individual (rather than a 3rd party file review)?
- Analyzed and confirmed that tasks identified are part of the inherent requirement of the role?
- Utilized objective findings (ie. on examination) and level of function information for recommendations.
- Considered if any advised work restrictions are available, realistic and easy to follow?
- Considered relevant legislation or known industry standards?
- Reviewed that any references quoted are clear, useful and relevant?
- Ensured consistency throughout the report with conclusions that address the findings observed in other sections of the report.
- Explained why the recommendations will help (evidence base)?



Stage C- Written Communications Portfolio

SUMMARY POINTS:

- Although this may be the final assessment task for AFOEM training, don't leave thinking about it or planning suitable cases to the last minute!
- Ensure you submit a suitable, relevant, "fit for purpose" report for the assessment, reviewing the requirements and recommendations available on the training tab of the website beforehand.
- Involve your supervisor to ensure that the report is appropriate and has been "proof read" prior to submission. Report assessment includes attention to basic details such as spelling, grammar and formatting.
- Remember, we are judged often on the quality of our written communication in day to day specialist Occupational Medicine practice.