Stage C – Written Communication 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 Communication 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 by:
• Colleagues
• Clients (organisations or individuals)
• Legal profession
Stage C – Written Communication 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 Communication 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 the 12 months prior to submission.
• Review cases and adapt to assessment requirements (see “WCP writing guidelines”, “WCP assessment criteria” - RACP AFOEM training portal)
• Ensure you are familiar with marking guidelines (see “WCP assessment criteria”)
• Use illustrations where useful (particularly in Workplace Assessment)
Stage C – Written Communication Portfolio

ASSESSMENT:

• Two examiners review reports individually, then discuss 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
Stage C – Written Communication Portfolio

PITFALLS:

• Not adequately editing or formatting a “real life” case to meet the WCP assessment style and needs
• Submitted an abridged report
• 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 Communication 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 Communication 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 Communication 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 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.