



A2. COLLABORATOR ROLE ENCOUNTER FORM

See *Collaborator Role teacher tips appendix for this assessment tool*

Instructions for Assessor:

- Collaborator competencies can be developed over time. Using the form below, please help this learner gain insight into his/her skills by completing this form
- Share your assessment and feedback in a timely manner

Name: _____ PGY: _____

Inter/Intra professional communication

1	2	3	4	5	n/a
Borders on rude. Authoritarian or differential in approach. Overly passive. Debates or is dismissive of feedback.		Respectful, clear and timely communication. Responsive to other's requests and feedback.		Skilfully works with others to coordinate patient's care.	

Collaboration with patient/family

1	2	3	4	5	n/a
Does not inform patient/family of plans. Does not elicit patient/family perspective. Provides misinformation.		Recognizes when to organize patient. Recognizes when to organize patient/family meetings. Encourages shared decision-making. Provides clear patient information patient/family meetings. Shared decision-making. Provides clear patient information.		Independently coordinates and leads patient/family meetings. Confidently negotiates and manages patient/family difference.	

Discharge planning

1	2	3	4	5	n/a
Passive. No initiative. Lacks awareness of appropriate team and community resources.		Actively seeks out appropriate resources and consults with patient/team/community resources. Formulates a d/c plan.		Independently facilitates and coordinates a comprehensive discharge plan, including follow-up. Delegates responsibility.	

Team meeting

1	2	3	4	5	n/a
Consistently late or absent. Behaviour disruptive or non-contributory to team process.		Actively participates and contributes. Reliably performs assigned tasks. Able to co-chair or co-lead meetings.		Independently able to facilitate and coordinate meetings and follow-up. Actively moves meeting forward. Builds consensus, resolves differences, and provides direction.	

a Adapted from Glover Takahashi S, Martin D, Richardson D. Chapter 5 In *The CanMEDS Toolkit for Teaching and Assessing the Collaborator Role*. Ottawa: The Royal College of Physicians and Surgeons of Canada; 2012. Reproduced with permission.



A2. COLLABORATOR ROLE ENCOUNTER FORM (continued)

Management of difference and conflict					
1	2	3	4	5	n/a
Argumentative. Lacks awareness of own personal contributions to difference or conflict. Debates feedback. Does not listen.		Identifies and manages differences constructively. Listens to understand and for common ground. Demonstrates a willingness to act upon feedback.		Proactively assists in subverting and resolving conflict with other team/family members. Recognizes own role in contributing to differences and acts to professionally resolve.	

Handover					
1	2	3	4	5	n/a
Disorganized or incomplete handover. Not attentive in giving and receiving patient information, does not clarify. Not efficient or effective in teamwork.		Provides needed patient information Competent approach or use of structured tool. Understands role of team members and competently collaborates in handover.		Attentive in giving and receiving patient info. Uses structured approach/tools with ease and efficiency. Is attentive to and enables effective team handover assisting if/as needed.	

OVERALL EVALUATION					
1	2	3	4	5	
Unsatisfactory		Solid performance		Superior	
Below the minimally acceptable level for a trainee at specified training level.		Demonstrates a solid ability to perform competently. Does what is expected at the specified training level.		Significantly exceeds the benchmark for competence at the specified training level.	

Describe STRENGTHS	Actions or areas for Improvement
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Comments:
