

INTERN ASSESSMENT REPORT

Note to Chief of Service/Supervising Officer filling in this form: This report is essential for your intern's future. It will be used by the Universities/Licentiate Committee as evidence that registration criteria have been fulfilled. ***Please see the Guidelines for Intern Assessment on the overleaf before completing the following evaluation form.***

After completing this form, please return by mail to the relevant University/Licentiate Committee; also send a copy to HAHO, and retain a copy for your own files. Your help is very much appreciated.

At the request of the intern, the hospital may provide a copy of this report to the intern if the request is made immediately following its completion.

NAME & ID:

HKU/CUHK/LICENTiate COMMITTEE

HOSPITAL:

UNIT:

PERIOD OF INTERNSHIP:

	Unacceptable	Needed Help & Counselling	Average	Good	Excellent
Professional knowledge					
Clinical skill					
Attitude to patients					
Attitude to staff					
Willingness to learn					
Organizational ability					
Clinical judgement					
Attendance at educational activities					
Use of medical language					
Communication skills					
Sense of responsibility					

If an intern was assessed the rating of "Needed Help & Counselling", please specify if help and counselling is also required by members in the Institute of Medical and Health Sciences Education (HKU)/Office of Educational Services(CUHK)/Licentiate Committee. If follow-up by the University/Licentiate Committee is recommended, please specify the specific points that should be addressed.

General comments (additional sheet if necessary):

<p>■ Name of Supervising Officer: _____</p> <p>■ Position: _____</p>	<p>Did discuss this report with this intern. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Signature: _____</p> <p>Date: _____</p>
<p>■ Name of Chief of Service: _____</p>	<p>Did discuss this report with this intern. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Signature: _____</p> <p>Date: _____</p>
<p><i>To be completed by the above-named intern:</i></p> <p>I confirm that I have read and discussed this review with my internship supervisor.</p>	
<p>Signature: _____</p> <p>Date: _____</p>	

Guidelines for Intern Assessment by the Supervising Officer

It is important that all those responsible for rating an intern's performance utilize the same definitions for "excellent", "good", "average", "needed help & counselling" and "unacceptable". To help in this regard, please use the following definitions. All performance categories are defined in relative terms, and in reference to other interns and not in reference to some mental picture of an absolute standard of perfection or in reference to experienced clinicians.

"Excellent"	Clearly among the best of all interns; consistently exhibited an unexpectedly high performance, commitment, and/or ability; outperformed 90% or more of his/her peers at this stage of development in clinical competencies, i.e., 90 th to 99 th percentile rank: (P ₉₀₋₉₉).
"Good"	Consistently exhibited performance that was expected and needed, and several times has shown capabilities for unexpected high performance; while less capable than 10% of his/her peers, this intern was in the top 30% of all interns at this stage of development of clinical competencies: (P ₇₀₋₈₉).
"Average"	Performance level was acceptable with instances of being good or better as well as occasionally substandard; this intern was much like a majority of interns at this stage of development in clinical skills: (P ₂₁₋₆₉).
"Needed Help & Counselling"	Performance was often less than the typical intern, requiring extra help and counselling, while this performance was not up to the level of most interns, the individual should not be required to repeat this rotation: (P ₅₋₂₀).
"Unacceptable"	Performance has been unacceptable; it is recommended that this intern be assessed by the University/Licentiate Committee with a view to determining if a repeat of the rotation is required: (P ₁₋₄). Relevant details to permit appropriate action to be taken, are specified by the supervising officer on the evaluation form.