

ST3-ADM-AOP-EPA3 – Reviewing performance

Area of practice	Medical administration	EPA identification	ST3-ADM-AOP-EPA3
Stage of training	Stage 3 – Advanced	Version	v0.4 (EC-approved 29/01/16)
<p>The following EPA will be entrusted when your supervisor is confident that you can be trusted to perform the activity described at the required standard without more than distant (reactive) supervision. Your supervisor feels confident that you know when to ask for additional help and that you can be trusted to appropriately seek assistance in a timely manner.</p>			
Title	Reviewing performance and development of a learning plan.		
Description Maximum 150 words	<p>The trainee demonstrates the ability to undertake a review of his/her performance and to develop a learning plan in relation to leadership and management. The focus of this EPA is on the trainee’s role and development as a leader within the work role including any improvement projects, participation in clinical governance activities and involvement in initiatives and projects.</p>		
Fellowship competencies	ME	7, 8	HA 2
	COM	1	SCH 1, 2, 3
	COL	1, 2, 3, 4	PROF 1, 2, 3, 4, 5
	MAN	1, 2, 3, 4, 5	
Knowledge, skills and attitude required The following lists are neither exhaustive nor prescriptive.	<p>Competence is demonstrated if the trainee has shown sufficient aspects of the knowledge, skills and attitude described below.</p> <p>Ability to apply an adequate knowledge base</p> <ul style="list-style-type: none"> • Understands his/her roles as clinician leader. • Understands the roles and responsibilities of other team members. • Understands the characteristics of good leaders and leadership theories. • Understands the principles of team and group dynamics. • Understands the concept of clinical governance. • Understands the importance of reflective learning and feedback from others. <p>Skills</p> <ul style="list-style-type: none"> • Exhibits self-awareness and self-management relevant to his or her leadership roles. • Demonstrates the use of feedback in relation to his or her own performance. 		

	<ul style="list-style-type: none"> • Utilises his or her growing awareness of learning and skill gaps and the feedback from others to develop a personal learning and development plan in relation to leadership. • Demonstrates critical and strategic thinking in relation to the systems in which he or she works. • Navigates sociopolitical environments. • Demonstrates an ability to effect continuous quality improvement. <p>Attitude</p> <ul style="list-style-type: none"> • Values feedback and does not avoid providing feedback when required even when it is negative. • Demonstrates a commitment to personal development. • Values the contribution of others when trying to lead a change in team practice. • Maintains appropriate boundaries whilst developing leadership role. • Demonstrates personal integrity and character. • Demonstrates commitment to high-quality outcomes for patients and carers. • Maintains a healthy life–work balance.
Assessment method	Progressively assessed during individual and clinical supervision, including three appropriate WBAs.
<p>Suggested assessment method details (These include, but are not limited to, WBAs)</p>	<ul style="list-style-type: none"> • Mini-Clinical Evaluation Exercise – eg. evaluation or assessment of a change process that has been undertaken by the trainee. • Direct Observation of Procedural Skills (DOPS). • Professional presentation. • Workplace performance and development process. • Review of formal Junior Medical Officer assessment forms or like completed by the trainee. • 360 degree survey of performance. • Undertaking a planned structured leadership and management learning/training experience (workshop, course, certificate, online, including recognised).
<p>References</p> <p>O'CONNOR N & KOTZE B. Learning organisations: a clinician's primer. <i>Australas Psychiatry</i> 2008; 16: 173–8.</p> <p>GARVIN D. Building a learning organisation. <i>Harvard Business Review</i>. July–August 1993: 78–91.</p>	

COL, Collaborator; COM, Communicator; HA, Health Advocate; MAN, Manager; ME, Medical Expert; PROF, Professional; SCH, Scholar