**Supervisor’s evaluation to resident’s work in host institution**

Resident ................................................. in the specialisation ................................................

 *(name and surname)*

completed practical residency training in ...............................................................................

 *(name of host institution and department)*

from ........ / ......... /...................... to ........ / ......... /......................

Comments on the resident’s strengths and development needs:

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*(Please mark the suitable evaluation with a cross)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Superior | Satisfactory | Unsatisfactory | Not subject to evaluation |
| Medical knowledge |  |  |  |  |
| Clinical skills: |  |  |  |  |
| medical history taking |  |  |  |  |
| patient examination |  |  |  |  |
| preparation of treatment plan |  |  |  |  |
| making decisions |  |  |  |  |
| presentation of a case |  |  |  |  |
| documentation of a case |  |  |  |  |
| Communication skills: |  |  |  |  |
| with patients and next of kin |  |  |  |  |
| with colleagues and co-workers |  |  |  |  |
| care for patients |  |  |  |  |
|  |  |  |  |  |
| Adherence to medical ethics |  |  |  |  |
| Commitment to work |  |  |  |  |
| Readiness to learn |  |  |  |  |
| Accuracy of work |  |  |  |  |
| Observance of work discipline |  |  |  |  |
| Willingness to take on tasks |  |  |  |  |
|  |  |  |  |  |
| **Overall clinical competence** |  |  |  |  |

Supervisor ................................................. ................................................

 *(name and surname) (job title)*

........ / ......... /...................... ................................................

*(date of completion) (supervisor’s signature and seal)*

**Instructions for completing the evaluation sheet**

The evaluation sheet helps the general supervisor of the residency specialisation and the dean’s office of the Faculty of Medicine to monitor and guide the residents’ development. It is also helpful for residents as it makes them aware of their strengths and weaknesses. Therefore, it is recommended that supervisors introduce their opinion to the residents and give them recommendations for the development of professional competence before the residents leave the host institution.

Please evaluate each resident who you have worked together with daily for at least a month. Please fill in all rows in the table and write the overall evaluation in the last row. If due to the nature of work or the small number of certain activities or short time of working together it is impossible to assess certain skills or abilities, please make a cross in the cell “Not subject to evaluation”. It is definitely helpful if in addition to evaluating the skills shown in the table, the supervisor gives advice to the resident for further development, and recommendations to the general supervisor of the specialisation for guiding the resident in the paragraph “Comments”.

“Superior” is an evaluation given for work results or use of personal qualities that are considerably better than average.

“Satisfactory” is an evaluation for knowledge, skills and communication that is expected from every doctor and that the supervisor was completely satisfied with.

“Unsatisfactory” is an evaluation which shows shortcomings in the resident’s skills and personal qualities and draws his/her attention to the need for further development. Noticing the shortcomings is a prerequisite for development, which is why the crosses in this column will be definitely very helpful to the resident, in case the shortcomings are discussed and possibilities for overcoming them are indicated to the resident.

Please evaluate the resident’s overall clinical competence with the evaluation most frequently given for the mentioned skills and qualities.

Please send the completed and signed evaluation sheet by mail to:

University of Tartu

Faculty of Medicine

Residency

Ravila 19

50411 Tartu, Estonia

Alternatively, the evaluation sheet may be emailed to residentuur@ut.ee. However, only emails sent from the supervisor’s personal email address (which includes the supervisor’s name) can be taken into account.

The evaluation sheet is available and downloadable on the UT Faculty of Medicine website <http://meditsiiniteadused.ut.ee/et> in the subsection Residency.