# Locum Improvement Tool – Locum Feedback Form

Feedback provided by the Practice to Locum Doctor

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| **Locum Name:** |  | **Practice:** |  |
| **Feedback Provided By:** |  | **Date:** |  |

## *Knowledge, skills, and competencies of a rural generalist (locum) medical practitioner*

### Sections shaded orange may be completed by non-clinical staff

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| This locum doctor | Never | Occasionally | Sometimes | Usually | Always | Unable to comment | Not applicable |

**Domains 1 and 2 – Provide expert primary medical care**

**History taking and communication**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Establishes a doctor-patient relationship and rapport |  |  |  |  |  |  |  |
| Adopts a patient centered and holistic approach to care |  |  |  |  |  |  |  |
| Obtains and documents a relevant and focused history |  |  |  |  |  |  |  |
| Demonstrates respectful and effective communication with patients, family, carers, staff,  colleagues and other members of the health care team (including the appropriate use of interpreters where relevant) |  |  |  |  |  |  |  |

**Physical Examination**

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| Performs and documents an appropriate physical examination |  |  |  |  |  |  |  |
| Considers patient dignity and the need for a chaperone where appropriate |  |  |  |  |  |  |  |
| Demonstrates sensitivity to patients who are in pain, embarrassed, or who are vulnerable |  |  |  |  |  |  |  |
| Uses appropriate hand hygiene and infection control measures |  |  |  |  |  |  |  |

Investigation and Procedures

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| Appropriately orders, performs, and interprets diagnostic investigations |  |  |  |  |  |  |  |
| Adapts a rational approach to investigations based on the availability of diagnostic services, clinical justification, cost, and patient factors |  |  |  |  |  |  |  |
| Avoids unnecessary repetition of investigations |  |  |  |  |  |  |  |
| Checks and documents results of investigations in a timely manner and acts on results appropriately |  |  |  |  |  |  |  |
| Competently performs appropriate primary care diagnostic and therapeutic procedures |  |  |  |  |  |  |  |
| **Comments:** | | | | | | | |

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Diagnosis and Management

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Diagnoses and manages common and important presentations and conditions in rural primary care settings |  |  |  |  |  |  |  |
| Formulates and documents provisional and differential diagnoses |  |  |  |  |  |  |  |
| Develops and documents a problem list and priorities |  |  |  |  |  |  |  |
| Formulates and documents an appropriate and evidence-based management plan, incorporating specialist advice and/or referral where applicable |  |  |  |  |  |  |  |
| Writes appropriate, timely and quality referral letters |  |  |  |  |  |  |  |
| Involves patients (and family/carer’s where relevant) in management decisions |  |  |  |  |  |  |  |
| Ensures safe and appropriate prescribing of medications and non-pharmacological treatment options |  |  |  |  |  |  |  |
| Adopts locally appropriate guidelines for prescribing |  |  |  |  |  |  |  |
| Checks patient understanding and provides patient education |  |  |  |  |  |  |  |
| Uses strategies to enhance patient adherence |  |  |  |  |  |  |  |
| Undertakes appropriate preventive activities during consultations such as screening, immunisation, motivational interviewing and brief interventions |  |  |  |  |  |  |  |
| Provides appropriate care for patients with specific needs eg disability, veterans, refugees, CALD |  |  |  |  |  |  |  |

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| Provides continuity of patient care where possible |  |  |  |  |  |  |  |
| Provides appropriate and competent end of life care |  |  |  |  |  |  |  |
| Understands, performs and contributes appropriately to routine health assessments, medication reviews, mental health treatment and chronic disease management plans |  |  |  |  |  |  |  |
| Provides appropriate care for patients, at home and in aged care facilities where relevant |  |  |  |  |  |  |  |
| Demonstrates co-ordination of multidisciplinary care for patients with complex needs |  |  |  |  |  |  |  |
| Identifies and utilises relevant community resources, services and programs for patients |  |  |  |  |  |  |  |

Follow-up, handover and documentation

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| Ensures adequate follow up and safety netting |  |  |  |  |  |  |  |
| Demonstrates and documents appropriate delegation and handover of patient care |  |  |  |  |  |  |  |
| Demonstrates appropriate use of recall and reminder systems |  |  |  |  |  |  |  |
| Updates the medical record with new, accurate and relevant information |  |  |  |  |  |  |  |
| **Comments:** | | | | | | | |

Specific suggested areas for improvement include (tick any that apply)

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| Women’s Health | **C:\Users\sshandil\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\710C7E78.tmp** | Men’s Health | **C:\Users\sshandil\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\710C7E78.tmp** | Children’s Health | **C:\Users\sshandil\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\710C7E78.tmp** | Older person’s Health | **C:\Users\sshandil\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\710C7E78.tmp** | Mental Health | **C:\Users\sshandil\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\710C7E78.tmp** | Substance Abuse | **C:\Users\sshandil\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\710C7E78.tmp** | Common Acute Primary Care Presentations | **C:\Users\sshandil\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\710C7E78.tmp** |
| Chronic Disease Management | **C:\Users\sshandil\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\710C7E78.tmp** | Emergency Care | **C:\Users\sshandil\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\710C7E78.tmp** | Presentations specific to rural/remote areas | **C:\Users\sshandil\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\710C7E78.tmp** | Occupational Health | **C:\Users\sshandil\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\710C7E78.tmp** | Aboriginal and Torres Strait Islander Health | **C:\Users\sshandil\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\710C7E78.tmp** | Care of patients with specific needs | **C:\Users\sshandil\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\710C7E78.tmp** | Other (specify) | |

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| This locum doctor | Never | Occasionally | Sometimes | Usually | Always | Unable to comment | Not applicable |

Domain 5 – Apply a population health approach

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| Applies a population health approach that is relevant to the community profile |  |  |  |  |  |  |  |
| Fulfils reporting requirements in relation to statutory notification of health conditions |  |  |  |  |  |  |  |

Domain 6 – Work with Aboriginal, Torres Strait Islander, and other culturally diverse communities to improve health and wellbeing

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Delivers culturally safe care to Aboriginal and Torres Strait Islander peoples and other cultural groups |  |  |  |  |  |  |  |
| **Comments:** | | | | | | | |

Domain 7 - Practise medicine within an ethical, intellectual and professional framework

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Works within relevant national and state legislation and professional and ethical guidelines |  |  |  |  |  |  |  |
| Keeps clinical documentation in accordance with legal and professional standards |  |  |  |  |  |  |  |
| Provides cost effective patient care through judicious use of resources |  |  |  |  |  |  |  |

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| Teaches and clinically supervises health students, junior doctors and other health professionals |  |  |  |  |  |  |  |
| Maintains patient confidentiality and privacy |  |  |  |  |  |  |  |
| Obtains and documents informed consent where appropriate |  |  |  |  |  |  |  |
| Appropriately manages adverse events and complaints |  |  |  |  |  |  |  |
| Observes and maintains appropriate professional boundaries |  |  |  |  |  |  |  |
| Advocates for patients’ health needs both within and beyond the clinical environment |  |  |  |  |  |  |  |
| Understands and observes mandatory reporting obligations |  |  |  |  |  |  |  |
| Understands requirements for and provides appropriate medico legal, insurance and other medical assessments, reports and certificates (eg work, driver’s licence, centrelink) |  |  |  |  |  |  |  |
| Understands and facilitates advanced care planning, power of attorney and guardianship applications |  |  |  |  |  |  |  |
| Adopts and implements relevant practice policies and procedures |  |  |  |  |  |  |  |
| Correctly interprets and applies the Medicare Benefits and Pharmaceutical benefits schedules |  |  |  |  |  |  |  |

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Domain 7 - Practise medicine within an ethical, intellectual, and professional framework cont.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Effectively manages time pressures |  |  |  |  |  |  |  |
| Works and collaborates effectively as a member of the team |  |  |  |  |  |  |  |
| Contributes to quality recording and management of practice data |  |  |  |  |  |  |  |
| Demonstrates evidence informed decision making |  |  |  |  |  |  |  |
| **Comments:** | | | | | | | |

Domain 8 - Provide safe medical care while working in geographic and professional isolation

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| Demonstrates resourcefulness, independence, and self-reliance |  |  |  |  |  |  |  |
| Develops and applies strategies for self-care, personal support and caring for family |  |  |  |  |  |  |  |
| Provides safe, effective clinical care when away from ready access to specialist medical, diagnostic, and allied health services |  |  |  |  |  |  |  |
| Appropriately uses information and communication technology to assist in diagnosis, monitoring and provision of medical care or to facilitate access to specialised care for  patients (e.g. telehealth, use of my health record, e-prescriptions etc.) |  |  |  |  |  |  |  |
| Appropriately asks for assistance and advice |  |  |  |  |  |  |  |
| **Comments:** | | | | | | | |

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## *Hospital and Emergency Care (if applicable)*

Domain 3 – Provide secondary medical care

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| Manages common conditions requiring inpatient care |  |  |  |  |  |  |  |
| Maintains a clinically relevant plan of fluid, electrolyte and blood product use with relevant pathology testing |  |  |  |  |  |  |  |
| Performs secondary care diagnostic and therapeutic procedures |  |  |  |  |  |  |  |
| Recognises and responds early to the deteriorating patient |  |  |  |  |  |  |  |
| Communicates effectively with the healthcare team, including effective handover |  |  |  |  |  |  |  |
| Anticipates and judiciously arrange safe patient transfer to other facilities |  |  |  |  |  |  |  |
| Undertakes early discharge planning, involving the multi-disciplinary team |  |  |  |  |  |  |  |
| **Comments:** | | | | | | | |

Domain 4 – Respond to medical emergencies

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| Recognises severe, acute, and life-threatening conditions and provides initial resuscitation and stabilisation |  |  |  |  |  |  |  |
| Provides definitive emergency management across the lifespan in keeping with clinical need, own capabilities, local context, and resources |  |  |  |  |  |  |  |
| Performs appropriate emergency diagnostic and therapeutic procedures |  |  |  |  |  |  |  |

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| This locum doctor | Never | Occasionally | Sometimes | Usually | Always | Unable to comment | Not applicable |

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| Interprets common pathology, imaging, and other diagnostic modalities relevant to emergency management |  |  |  |  |  |  |  |
| Activates or supports emergency patient retrieval, transport or evacuation when needed |  |  |  |  |  |  |  |
| Provides inter-professional team leadership in emergency care that includes resource allocation, risk management assessment, quality assurance, team debriefing and self-care |  |  |  |  |  |  |  |
| Utilises assistance and/or guidance from other specialist practitioners and services as required |  |  |  |  |  |  |  |
| **Comments:** | | | | | | | |

## *Qualities and attributes of a rural generalist (locum) medical practitioner*

### Blue sections should be completed by clinical staff

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| This locum doctor | Never | Occasionally | Sometimes | Usually | Always | Unable to comment | Not applicable |

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| Flexibility and adaptability |  |  |  |  |  |  |  |
| Reliability |  |  |  |  |  |  |  |
| Resourcefulness |  |  |  |  |  |  |  |
| Independence, self-reliance and initiative |  |  |  |  |  |  |  |
| Pragmatism |  |  |  |  |  |  |  |
| Patience |  |  |  |  |  |  |  |
| Resilience |  |  |  |  |  |  |  |
| Quick and easy integration into the team |  |  |  |  |  |  |  |
| Ability to rapidly and accurately review and interpret patient notes and records |  |  |  |  |  |  |  |
| Ability to rapidly assess, evaluate and plan management for complex patients not previously known to them |  |  |  |  |  |  |  |
| Quickly learns new systems and processes |  |  |  |  |  |  |  |
| Well organised |  |  |  |  |  |  |  |

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| This locum doctor | Never | Occasionally | Sometimes | Usually | Always | Unable to comment | Not applicable |

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| Negotiation and business skills |  |  |  |  |  |  |  |
| Ability to manage uncertainty |  |  |  |  |  |  |  |
| Friendliness and approachability |  |  |  |  |  |  |  |
| Humility and receptiveness |  |  |  |  |  |  |  |
| Compassion, sensitivity and empathy |  |  |  |  |  |  |  |
| Honesty and integrity |  |  |  |  |  |  |  |
| Clinical leadership and dedication |  |  |  |  |  |  |  |
| Accountability, ownership and responsibility for decisions, behaviour and actions |  |  |  |  |  |  |  |
| Self-knowledge and awareness and reflection |  |  |  |  |  |  |  |
| **Comments:** | | | | | | | |

Overall comments/suggestions:

Signature: Date: