

## **End-Fellowship Fellow Performance/Competency Evaluation:**

### **COMPETENCE IN INTERPERSONAL/COMMUNICATION SKILLS**

**Fellow being Evaluated** \_\_\_\_\_

Fellows must be able to demonstrate interpersonal and communication skills that result in effective information exchange and teaming with patients, their families, and professional associates.

*Score the following boxes as shown below to indicate how often you observed the behavior*

<input type="checkbox"/> NA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Not Applicable	Rarely demonstrates (<25% of the time)	Sometimes demonstrates (25-50% of the time)	Demonstrates in most cases (50-75% of the time)	Demonstrates in majority of cases (>75% of time)

<b>Competency: Communicate effectively to create and sustain a therapeutic relationship with patients and families.</b>					
<b>Knowledge/Skills/Attitudes Benchmarks:</b>					
Obtains historical information from appropriate individual (patient, caregiver, etc)	<input type="checkbox"/> NA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Makes appropriate introductions and explains personnel roles	<input type="checkbox"/> NA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Respects privacy of patient/family by using various areas in facility for conversations, exams, etc	<input type="checkbox"/> NA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Shows evidence of being able to sustain a continuing relationship with the patient	<input type="checkbox"/> NA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Uses appropriate language at the proper developmental/educational level for the patient and/or caregivers/family members	<input type="checkbox"/> NA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Uses a variety of techniques to elicit information from the patient	<input type="checkbox"/> NA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Uses effective listening skills to elicit information	<input type="checkbox"/> NA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Uses correct English in written and verbal communication	<input type="checkbox"/> NA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Makes the patient comfortable enough to extract all necessary information when engaging in probing conversation	<input type="checkbox"/> NA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Ensures the patient understands instructions	<input type="checkbox"/> NA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Provides instructions to patients in a variety of ways	<input type="checkbox"/> NA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

**Comments section. Please provide comments regarding any scores of 1 or 4.**

--

<b>Competency: Work effectively with others as a member or leader of a health care team or other professional group.</b>					
<b>Knowledge/Skills/Attitudes Benchmarks:</b>					
Takes time to learn the names of other employees	<input type="checkbox"/> NA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Shows respect to co-workers and provides information when needed	<input type="checkbox"/> NA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Facilitates team communication when in role of team leader	<input type="checkbox"/> NA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Assumes the role of consultant where appropriate	<input type="checkbox"/> NA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Provides constructive verbal and written feedback to other members of the health care team	<input type="checkbox"/> NA	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Medical records are thorough, readable, and done on time	<input type="checkbox"/> NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments section. Please provide comments regarding any scores of 1 or 4**

--

**Evaluator Name:** \_\_\_\_\_

**Evaluator Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Program Director Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_