

MINI - PAT GUIDELINES FOR NURSES, MIDWIVES AND AHPs “Giving Good Feedback”

WHAT IS MINI – E PAT?

Mini- Peer Assessment Tool (Mini –PAT) provides feedback from a range of co-workers across the domains of Good Medical Practice, as defined in the General Medical Council's standards for doctors. Foundation Programme Doctors complete 2 of these assessments each year. The assessments are arranged and administered by the E – Portfolio team at NHS Education for Scotland. More information is available at www.nhseportfolios.org

Foundation Doctors are advised to nominate 8 – 12 clinical colleagues with whom they currently work with. At least 2 raters should be Consultants and 3 should be senior doctors. Others can be drawn from any of the healthcare groups below.

WHO CAN COMPLETE THE ASSESSMENT?

- Registered Nurses and Midwives
- Allied health professionals e.g. Pharmacists, physiotherapists etc
- Doctors of all grades (including other Foundation Programme doctors).

Administrative/clerical staff should not complete this assessment unless they are nominated by Foundation Doctors in GP rotations.

Medical students, nursing students, unqualified/support staff should not be nominated by the Foundation Doctor to complete this formal assessment. If you have been asked to complete this assessment for a Foundation Doctor please do not ignore the request. If the doctor nominates you and you do not complete the assessment form, it may affect the end of year sign off process for the doctor. If you do not wish to complete a Mini - PAT for a doctor please let them know or inform the MMC coordinator in the medical education dept at your Trust.

HOW TO COMPLETE A MINI- PAT

If you have been nominated by a Foundation Doctor, they will either give you a ticket and/or you will receive an e-mail, outlining the link with log in details and instructions on how to complete the assessment. The form is 1 page long and takes about 5 – 10 minutes to complete. The assessor rates the Foundation Doctor across 16 domains of medical practice on a 6 point scale where the bottom is ‘below expectations for FY1 or FY2 completion’ and the top is ‘above expectations for FY1 or FY2 completion’. Your rating of the doctor is based against your expectation of an average FY1 or FY2 doctor at the end of their FY1 or FY2 year. The following questions are asked on the form.

Mini - PAT questions (E – Portfolio 2008)

1. Ability to diagnose patient problems
2. Ability to formulate appropriate management plans
3. Awareness of own limitations
4. Ability to respond to psychosocial aspects of illness
5. Appropriate utilisation of resources e.g. ordering investigations
6. Ability to manage time effectively/prioritise

7. Technical skills (appropriate to current practice)
8. Willingness and effectiveness when teaching/training colleagues
9. Communication with patients
10. Communication with carers and/or family
11. Respect for patients and their right to confidentiality
12. Verbal communication with colleagues
13. Written communication with colleagues
14. Ability to recognise and value the contribution of others
15. Accessibility/reliability
16. Overall how do you rate this doctor compared to a doctor ready to complete FY1/FY2 training

FEEDBACK

The Mini- PAT is a formal assessment for Foundation Doctors and feedback received is reviewed by the Educational Supervisor in partnership with the Foundation Doctor. Comments by assessors are reproduced exactly as they have been written on the form, and are anonymous to the Foundation Doctor. I.e. they will not know which assessor made which comment. Assessor identity for the Mini - PAT is only known by the E – Portfolio team. In rare cases such as if an assessor makes an allegation regarding health, probity or patient safety, the team may pass the assessors identity to the relevant Foundation School to allow further investigation of the issue.

HOW TO STRUCTURE FEEDBACK

- Firstly, spend some time thinking/recalling times that you worked with the Foundation Doctor (make sure you have the right person)
- Try not to focus on one off incidents where you may have had a disagreement, perhaps in response to a stressful situation, or when the Foundation Doctor was adjusting to a new post.
- Start with giving some positive comments first. Think about what they did well and briefly describe the actual example, explain why it was good.
- Next, give an example of where the Foundation Doctor could improve/strengthen skills. Provide a suggestion on how you think they could do this.

- For example “Sometimes forgets to amend drug charts and prescribe IV fluids”
“Suggest checking in with the nurse in charge regularly to update/amend prescriptions/discuss treatments/see relatives etc”
- Focus for feedback should be on behaviours that can be changed not personal judgments.

London Deanery (2007)

GENERAL GOOD PRACTICE TIPS FROM THE LONDON DEANERY

- Consider the Foundation Doctor’s emotional response, how would you feel if you received the comments you have written?
- Keep the assessment confidential and don’t discuss with colleagues.
- Try not to criticise without recommending a solution
- Don’t comment on personal attributes
- Be truthful and accurate. Give actual examples and avoid negatives.
- Don’t forget that your feedback says as much about you as the person it is directed to!

Thank you for your participation in this assessment

Professor CM Roberts
Director North East Thames Foundation School (September 2005 – September 2008)
Jocelyn Hewitt
Temporary Teaching Tutor NETFS

REFERENCES

- 1) London Deanery (2007) Guidelines for Giving Feedback, available at <http://www.faculty.londondeanery.ac.uk/e-learning>
- 2) <http://www.nhseportfolios.org>