

The Hong Kong College of Orthopaedic Surgeons

Multi-source Feedback (MSF) Assessment Form 多源反饋意見評估表格

I believe my feedback is going to help the recipient for further development and improvement. My feedback is based on facts I saw, I heard and I knew of.

Trainee's Name 學員姓名 _____

Basic Trainee 基礎培訓學員

Higher Trainee 高級培訓學員

How do you rate this doctor in his/her: 就以下項目，你如何評價這位醫生:	Good 好	Satisfactory 滿意	Below average 低於平均	Unacceptable 不能接受	Unable to comment 未能評論	Other feedback 其他意見
Ability and Performance 能力與表現						
1. Ability to diagnose patient problems and formulate treatment plan 診斷病人問題和制定治療方案的能力						
2. Ability to keep up to date with knowledge and skills 知識和技能與時並進的能力						
3. Technical skills (appropriate to level of training) 專業技能 (恰如其培訓階段)						
4. Time management and Prioritization 時間管理和工作排序						
5. Ability to multitask and handle stress 同時處理多項任務和壓力的能力						
6. Constantly works to improve his or her abilities. 不斷自我提升的能力						
7. Documentation 處理文件的能力						
8. Insight 洞察力						
Communication and Teamwork 溝通和團隊合作						
9. Able to communicate with colleagues in a clear and appropriate manner 以清晰和恰當的方式與同事溝通						
10. Helps the other team member to do the right jobs. 協助其他團隊成員做正確的工作						

11. Helps people feel that their contributions are valued and appreciated. 讓人感到他們的貢獻是寶貴並獲欣賞						
12. Understand team's vision and direction 清晰團隊的遠景和方向						
Patient care & Safety 病人料理和安全						
13. Able to communication with patients +/- relatives in a clear and appropriate manner 以清晰和恰當的方式與病人及/或其親屬的溝通						
14. Respects patient's right 尊重病人的權利						
15. Treats patients fairly and without discrimination 公平對待病人，不加歧視						
16. Ensure Patient's safety. 以病人安全為先						
17. Attends patient timely 適時照顧病人						
18. Understand the need of patient 明白病人的需要						
Interpersonal Relationship 人際關係						
19. Being polite to patient and colleagues 對病人和同事有禮貌						
20. Treats colleagues fairly and without discrimination 公平對待同事，不加歧視						
21. Welcomes candid feedback from others 歡迎率直的回饋						
22. Gives people candid and helpful feedback 給人率直而有幫助的回饋						
23. Shows respect for others 尊重他人						
24. Genuinely listens to others 真誠實意地聆聽他人的說話						
Integrity 誠信						
25. Is honest and maintains integrity in all situations 為人誠實並在各樣處境下保						

持誠信						
26. Being responsible and reliable 負責任和可靠						
27. Fixes mistakes and doesn't cover things up 糾正錯誤而不掩飾						
28. Keeps punctuality 準時						
29. Keeps commitments. 信守承諾						
30. Shows loyalty--does not badmouth others behind their backs 對人忠誠, 不會在人背後中傷他們						
leadership 領導角色						
31. Ability to take up leadership role 擔任領導角色的能力						
32. Allows people the freedom and latitude they need to accomplish their work 給人自由和規限讓他們完成手上的工作						

General comments about this doctor's overall performance 對這位醫生整體表現的評語
Are there any specific concerns? 有任何需要關注的地方嗎?
How would you think the trainee could become a better doctor? 您認為這學員如何可以成為更好的醫生?

Assessor Role 評估員的角色					
Supervisor 上司	Peer 同輩	Other doctors (Anaesthetist, general surgeons)	Nurse 護士	Allied health	Others (Please specify) 其他(請列明) _____

Signature: _____

Date: _____