# Assessment Tool 3 – Encounter Form

CanMEDS Collaborator

## Team meeting encounter form[[1]](#endnote-1)

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### Instructions for Assessor:

* Collaborator competencies can be developed over time. Using the form below, please help this learner gain insight into his/her skills by completing this form
* Share your assessment and feedback in a timely manner

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Level of Evaluation is PGY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Participation in team meetings |
| 1 | 2 | 3 | 4 | 5 | n/a |
| Consistently late or absent. Disruptive to process. Disrespectful to roles of others. Unprepared. |  | Reliably performs assigned tasks. Respects roles and opinions of others. Listens to understand and for common ground. |  | Behaviours consistently move meeting forward. Faciltates mutual accountability for shared decisions. Builds consensus, manages differences and resolves conflict.  |  |
| Communication in team meetings |
| 1 | 2 | 3 | 4 | 5 | n/a |
| Does not listen respectfully. Verbal and non verbal communication is disruptive to process. |  | Clearly and directly communicates. Uses reflective listening. Acknowledges and responds to others’ questions, concerns and contributions. |  | Skilfully recognizes and manages communication challenges. Maintains and coordinates necessary communication outside of meeting.  |  |
| Leadership skills in team meetings |
| 1 | 2 | 3 | 4 | 5 | n/a |
| Consistently avoids or declines leadership responsibilities. Cannot follow others. |  | Values difference. Builds on others opinions. Supports consensus building efforts. Encourages multiple viewpoints. |  | Flexible approach and situationally aware. Respectfully delegates and shares power. Demonstrates followership when issue is better lead by another. |  |
| Management of difference and conflict in team meetings |
| 1 | 2 | 3 | 4 | 5 | n/a |
| Argumentative. Lacks awareness of own personal contributions to difference or conflict. Debates feedback. |  | Identifies and manages differences constructively. Listens to understand, and for common ground. Demonstrates a willingness to act upon feedback.  |  | Proactively assists in subverting and resolving conflict with team members regardless of context. |  |

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| OVERALL PERFORMANCE IN TEAM MEETINGS |
| 1 | 2 | 3 | 4 | 5 |
| Unsatisfactory |  | Solid performance |  | Superior |
| Below the minimally acceptable level for a trainee at specified training level. |  | Demonstrates a solid ability to perform competently. Does what is expected at the specified training level. |  | Significantly exceeds the benchmark for competence at the specified training level. |

|  |  |
| --- | --- |
| Describe STRENGTHS  | Actions or areas for Improvement  |

Comments:

1. Adapted from Glover Takahashi S, Martin D, Richardson D. Chapter 5 In *The CanMEDS Toolkit for Teaching and*

*Assessing the Collaborator Role*. Ottawa: The Royal College of Physicians and Surgeons of Canada; 2012. Reproduced with permission. [↑](#endnote-ref-1)