# 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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. | |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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)