Direct Observation of Procedural Skills Guidelines – EMATP

1. Introduction

Direct Observation of Procedural Skills (DOPS) assessments are designed to provide feedback on procedural skills essential to the provision of good clinical care. Trainees undertake practical procedures and are assessed by the Approved Assessor who observes the encounter.

All DOPS must be completed on actual patients, except Safe Defibrillation, which is acceptable as a simulation.

DOPS must be assessed by an Approved Assessor. See Approved Assessor Matrix.

2. Instructions for assessors

- Trainees are required to complete all relevant DOPS assessment criteria to a competent standard.
- Use the criteria on the assessment form to assess the DOPS, using the descriptors where applicable. Note: Paediatric can be indicated when the patient is under 16 years of age.
- N/A must be used only where the criterion is not applicable in a particular case.
- For the Global Assessment, to be assessed as 'Competent' the trainee must not have been assessed as 'Not yet competent' for any individual criteria.
- Assessment (including feedback comments) can be recorded in hard copy initially, however, it also needs to be entered and saved in the assessment area of the ACEM Educational Resources website.
- For assessments completed by a registered specialist medical practitioner other than an ACEM Member (see Approved Assessor Matrix), the trainee's Primary Supervisor must review the assessment and confirm if the specialist assessor has the appropriate scope of practice to assess the DOPS. If so, the Primary Supervisor approves the completed assessment and arranges for it to be saved in the assessment area of the ACEM Educational Resources website

3. Additional tips

- Trainee to introduce themselves to the patient and explain their role, and the role of the assessor (if applicable).
- Assessor should be present for as much of the procedure as practicable.
- Assessor must be present for the entirety of the technical part of the procedure.
- Assessor may prompt trainee or intervene to ensure safe patient care.

Direct Observation of Procedural Skills Assessment Form – EMATP

NAME OF TRAINEE _____

NAME OF APPROVED ASSESSOR* _____

DATE OF MEETING _____

*See Approved Assessor Matrix

PROGRAM FEMTP ☐ IEMTP ☐ AEMTP ☐

PATIENT CASE DETAILS
Procedure undertaken _____

PATIENT TYPE
Adult ☐ Paediatric ☐

BRIEF SUMMARY OF THE CASE			
COMPONENT ASSESSMENT			
Select the ONE best option that describes the trainee's performance in this DOPS.	Not yet competent Trainee did not perform independently to a competent standard	Competent Trainee performed independently to a competent standard	N/A
Rate trainee on the following criteria using descriptors where applicable.			
Indications, contraindications and complications • Appropriately identify clinical need for procedure • Consider contraindications and complications pertaining to the patient • Consider risks, benefits and potential complications of the procedure • Match own competency to perform the procedure	☐	☐	
	Rationale:		

Informed consent
• Discuss:
  ○ Need for procedure
  ○ Risk and complications of procedure
  ○ Other options, including not proceeding
	☐	☐	☐

	Rationale:		
Preparation and planning • Demonstrate appropriate preparation for procedure including consideration of patient, self, staff, equipment, room and medications • Consider patient comfort and match analgesia to procedure	☐	☐	
	Rationale:		
Technical skill performing the procedure • Demonstrate knowledge, technique, efficiency and safety while performing the procedure • Demonstrate appropriate response to alarms and ability to troubleshoot (where relevant) • Confirm appropriate placement and success of procedure	☐	☐	
	Rationale:		
Management of complications • Detect and act on a problem promptly, including aborting procedure safely and seeking help • Identify and manage complications arising post-procedure	☐	☐	☐
	Rationale:		

Communication and consultation with staff • Accurately convey relevant information and explanation to other health professionals • Develop a shared plan of care with health professionals, including follow up post procedure • Exhibit integrity and respect	☐	☐	
	Rationale:		
Communication with patients and carers • Develop rapport, trust and understanding • Accurately convey relevant information and provides appropriate explanations • Develop a shared plan of care with patients/carers/ family/whānau • Effectively manage communication challenges • Appropriately consider cultural and linguistic diversity when communication with patients/carers/ family/whānau • Exhibit honesty, integrity, compassion and respect • Provide discharge advise to patients/carers	☐	☐	☐
	Rationale:		
Documentation • Ensures clinical notes are accurate, legible and meet relevant legal requirements • Ensures notes are dated and signed	☐	☐	
	Rationale:		
Situational awareness • Demonstrate appropriate awareness of procedure, patient and surrounding environment	☐	☐	
	Rationale:		

GLOBAL ASSESSMENT		
Select the ONE best option that describes the trainee's overall performance in this DOPS.	Not yet competent ☐	Competent ☐

AREAS OF STRENGTH
AREAS FOR DEVELOPMENT AND/OR AGREED LEARNING GOALS FOR NEXT ENCOUNTER
ANY OTHER ASSESSOR COMMENTS ABOUT THIS ASSESSMENT (OPTIONAL)
TRAINEE COMMENTS ABOUT THIS ASSESSMENT (OPTIONAL) – ENTERED BY ASSESSOR

End of assessment