



Clinical Lead Shift Report Guideline (AEMTP)

1. Introduction

AEMTP graduates are expected to be able to be a lead clinician when working in an emergency department. An AEMTP trainee is expected to practice this during training by being the lead clinician for a standard clinical shift in that emergency department. A Clinical Lead Shift Report involves the assessor rating and providing structured feedback on the trainee's performance during the specific shift based on direct observations. To ensure a complete assessment, the assessor should seek feedback about the trainee's performance from other ED and non-ED staff (doctors, nurses, administration and support staff) who the trainee has interacted with during the shift.

This assessment should be arranged between trainee and assessor at least one day prior to the shift.

Towards the end of the shift, a feedback session of approximately 5-10 minutes should be conducted but may be longer if needed.

The Clinical Lead Shift Report must be assessed by an Approved Assessor (see assessment summary page for Approved Assessor Matrix) working at the hospital.

2. Instructions

2.1 Trainees

All AEMTP trainees are required to complete two (2) Clinical Lead Shift reports to a competent standard.

2.2 Assessors

- Use the criteria on the assessment form to assess the Clinical Lead Shift Report, using the descriptors where applicable.
- N/A must be used only where the criterion is not applicable in this 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.



Clinical Lead Shift Report Assessment Form (AEMTP)

NAME OF TRAINEE _____

NAME OF PRIMARY SUPERVISOR _____

DATE OF MEETING _____

COMPONENT ASSESSMENT

Select the ONE best option that describes the performance of the trainee for this Clinical Lead Shift Report.	Not Yet Competent Trainee did not perform independently to a competent standard	Competent Trainee performed independently to a competent standard	N/A
Please rate the trainee on ALL the criteria below, using descriptors where applicable.			
Leadership in the ED <ul style="list-style-type: none"> • Display situational awareness across department • Lead the ED team to optimise patient flow and staff morale • Role model behaviour befitting a leader. • Provide clinical supervision of junior staff • Provide initial response to complaints • Manage own patient workload while overseeing the department 	<input type="radio"/>	<input type="radio"/>	
<i>Rationale:</i>			
Prioritisation and safe decision making <ul style="list-style-type: none"> • Use clinical reasoning to justify diagnostic decisions and management priorities • Apply risk stratification for safe patient care 	<input type="radio"/>	<input type="radio"/>	
<i>Rationale:</i>			
Communication <ul style="list-style-type: none"> • Use effective and concise communication • Demonstrate conflict resolution where required • Liaise with external stakeholders i.e. executive/ bed flow/ inpatient teams • Ask for senior advice / assistance when indicated 	<input type="radio"/>	<input type="radio"/>	
<i>Rationale:</i>			
Emergency health care in a rural and remote setting <ul style="list-style-type: none"> • Demonstrate resourceful practice • Collaborate with clinicians in a remote setting to stabilise a patient awaiting retrieval • Provide and receive advice via phone, radio or telehealth medium • Initiate coordination of local medical transport agencies, with appropriate specialist involvement 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Rationale:</i>			
Patient care including transfer and retrieval. <ul style="list-style-type: none"> • Assess and manage individual patients safely and independently. • Stabilise and prepare patient for transfer to another hospital • Receive and direct patient transfers to the appropriate area of the ED 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Rationale:</i>			



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Teaching on the run <ul style="list-style-type: none">● Demonstrate effective clinical bedside teaching● Proactively seize and utilise identified teaching opportunities in the ED● Teach to a small audience or group	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<i>Rationale:</i>		

GLOBAL ASSESSMENT

Select the ONE best option that describes the trainee's overall performance in this Clinical Lead Shift Report	Not Yet Competent	Competent
	<input type="radio"/>	<input type="radio"/>

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)