



# Guidelines for conducting a Shift Report

A Shift Report involves the observation of the trainee at multiple time points during a clinical shift. The trainee may or may not be in charge of the floor. The assessor rates and provides structured feedback on the trainee's performance during the specific shift. The provision of final feedback, after the shift has concluded, is expected to take about 10 minutes.

## Shift Report overview

- The Shift Report is an opportunity to provide the trainee with specific feedback on all domains in the *ACEM Curriculum Framework*. It is a holistic assessment of how the trainee performs in relation to all factors impacting on the emergency department as a whole.
- The trainee may or may not be in charge of the shift (if the trainee is in charge, departmental staff are to be made aware).
- It is recommended that the Shift Report be scheduled ahead of time and made part of routine work.

## Shift 'in charge'

- In the first six months of Late-Phase Advanced Training, it is expected that the trainee will be working toward achieving the learning outcomes associated with Advanced Training Stage 2, as defined in the *ACEM Curriculum Framework*; thus, the shift to which the Shift Report relates is not expected to be one where the trainee was 'in charge' of the floor.
- The learning outcomes assessed in Shift Reports at 12 and 18 months of Late-Phase Advanced Training are those expected upon completion of Advanced Training Stage 3, as defined in the *ACEM Curriculum Framework*, and the shifts must be ones where the trainee was 'in charge' of the floor.
- Late-Phase Advanced Training is conducted in a range of sites throughout Australia and New Zealand. Whether a trainee is 'in charge' of the shift, is determined by the site at which the trainee is working, having regard to local arrangements and the nature of the department.

## Assessment and feedback

- The role of the assessor is to observe, evaluate and provide feedback based on what they have directly viewed during the shift.
- Assessor may ask for feedback from other clinical staff as appropriate.
- Feedback may be given to the trainee at intervals throughout the shift as well as at the end of the shift.
- Feedback should be directed at the gap between the trainee's current practice and the ideal practice of a graduating FACEM.
- The Assessor is to rate at least three of the eight components on the assessment form
- Either Assessor or Trainee may enter the assessment online, but the Assessor must complete the final sign-off.

## Tips

- Assessor may assist the trainee throughout the shift and intervene as necessary.
- Assessor should take periodic "snapshots" of the trainee during the shift.
- Assessor can provide feedback throughout the shift as part of everyday clinical practice, with the final provision of feedback to occur at the completion of the shift.

## WBA Resources

### On the ACEM website

[Assessment and Requirements Curriculum Framework](#)

### On the ACEM Educational Resources website

[WBA Online Training Modules](#)  
[Clinical Supervision Online Modules](#)

### Videos

[CbD Orientation](#) includes the discussion with the trainee as well as feedback.

## Contact Us

The College has several dedicated staff available to help you. If you need resources, information or assistance please contact us:

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