

## Trent and LNR Foundation Schools Guidance for Foundation Programme Coordinators on releasing TAB assessments

### Background

The Team Assessment of Behaviour (TAB) has two main purposes:

- It is a screening tool to allow early identification of foundation doctors who may behave less than professionally in their day to day work
- It provides feedback to foundation doctors on their interactions with the wider healthcare team

It has become apparent that there is often a long delay between the TAB round being completed and the results being released by the Educational Supervisor and in some cases the results are never released for the trainee to view. This is obviously frustrating for trainees about whom no concerns have been raised as it delays them receiving their feedback but, perhaps more importantly, may also delay the investigation of, and institution of support for, the small number of trainees about whom concerns are raised.

### Procedure for FPC review and release of TAB assessments

It has been agreed that Foundation Programme Coordinators in the Trent and LNR Foundation Schools may review TAB results, once the round has closed, and release the feedback to trainees when the following criteria are met

1. To ensure quality, a valid TAB requires a minimum of 10 assessors (we suggest trainees invite 15 to ensure that at least 10 assessments are received back), including at least four senior assessors comprising consultants / trained GPs and senior nurses. The named clinical supervisor will normally be one of the assessors. The mix of raters/assessors must include at least:
  - a. 2 consultants or trained GPs. The named clinical supervisor should normally be used as an assessor. However, there may be occasional circumstances where this is not possible, hence, inclusion of the CS is not mandatory.

- b. 1 other doctor more senior than F2.
- c. 2 Senior nurses (band 5 or above)
- d. 2 allied health professionals / other team members including ward clerks, secretaries and auxiliary staff.

nb. The other raters giving feedback can include other foundation doctors, more junior nurses or additional raters from the above groups

2. The feedback contains no concerns.

It is recommended that the FPC emails the trainee to inform them that their TAB has been released and copies the Educational Supervisor into this correspondence.

### **Actions to take when the TAB is incomplete or concerns have been raised**

In these circumstances it is important that the trainee meets with their Educational Supervisor to discuss the feedback and therefore the FPC should

- Not release the TAB feedback
- Email the trainee, and copy in their Educational Supervisor, to inform them that 'It is not possible to release your TAB as it does not meet the criteria for TAB release by the FPC. Please will you make an appointment to meet with your Educational supervisor to review your TAB feedback and plan any necessary action?'

In the rare circumstances where a FPC notes that the TAB feedback contains major concerns about a trainee the FTPD should also be informed.

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