Specialty Training for General Practice

**12-WEEK SELF-ASSESSMENT CHECKLIST FOR SPECIALIST TRAINEES**

**To be Completed around 12 weeks into Training Period in General Practice Setting to Assess Levels of Confidence in Safety-Critical Areas**

**Level of Confidence Rating Scale (1 to 5): Where 1=Low, 3=Moderate, 5=High**

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| **No.** | **Safety-Critical Area** | **Confidence level**  **(Please Circle)** | **Comments** |
| **1** | Knowledge of high risk medications (e.g. NSAID & Warfarin, Methotrexate) | **1 2 3 4 5** |  |
| **2** | Controlled Drugs (e.g. knowledge of storage, dose adjustment, prescription format) | **1 2 3 4 5** |
| **3** | Awareness of Health Board/Formulary Prescribing Guidance | **1 2 3 4 5** |
| **4** | Knowledge of practice repeat prescribing system | **1 2 3 4 5** |
| **5** | Risks associated with signing repeat & special requests without consulting records | **1 2 3 4 5** |
| **6** | Monitoring drug side-effects (e.g. Myalgia with Statins) | **1 2 3 4 5** |
| **7** | Adequate Emergency Treatment/CPR Knowledge & Skills | **1 2 3 4 5** |
| **8** | Awareness of Surgery Emergency Bag/Tray & Equipment | **1 2 3 4 5** |
| **9** | Contents of Doctors’ Emergency Bag/Case (where appropriate) | **1 2 3 4 5** |
| **10** | Awareness of Emergency Contacts (e.g. Ambulance, Police, Social Work…) | **1 2 3 4 5** |
| **11** | Ability to Recognise & Act on Red Flags for Serious Illness  (e.g. patient needs immediate admission or urgent outpatient referral | **1 2 3 4 5** |
| **12** | Ability to follow-up & act on results and hospital letters | **1 2 3 4 5** |
| **13** | Your knowledge of practice system for results handling | **1 2 3 4 5** |
| **14** | Identifying the need for referral (same as before?) | **1 2 3 4 5** |
| **15** | Referral system | **1 2 3 4 5** |
| **16** | Clinical appropriateness of referral | **1 2 3 4 5** |
| **17** | Quality of acute referral letter | **1 2 3 4 5** |
| **18** | Knowledge of internal communication processes within the practice  (e.g. e-mail, message systems, practice meetings…) | **1 2 3 4 5** |
| **19** | How to liaise with and understand the roles of team members:  who, purpose, how, where, when? | **1 2 3 4 5** |

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| **20** | Ability to communicate safely with patients and relatives (e.g. consultations, phone calls and letters). | **1 2 3 4 5** |  |
| **21** | How to safety-net (face-to-face) | **1 2 3 4 5** |
| **22** | How to safety-net (when providing telephone advice) | **1 2 3 4 5** |
| **23** | Awareness of guidelines for use of Chaperones | **1 2 3 4 5** |
| **24** | Avoiding breaches of confidentiality | **1 2 3 4 5** |
| **25** | Appropriate disclosure of medical and personal information | **1 2 3 4 5** |
| **26** | Need to keep records | **1 2 3 4 5** |
| **27** | Need to keep accurate records | **1 2 3 4 5** |
| **28** | Need to confirm patient identify | **1 2 3 4 5** |
| **29** | Knowledge of implications of failing to document all patient contacts | **1 2 3 4 5** |
| **30** | Knowledge of legal issues related to poor record keeping | **1 2 3 4 5** |
| **31** | Awareness of your professional accountability | **1 2 3 4 5** |
| **32** | Ability to recognise the limits your own clinical competence | **1 2 3 4 5** |
| **33** | Your ability on how and when to seek help | **1 2 3 4 5** |
| **34** | Your personal organisation and effectiveness | **1 2 3 4 5** |
| **35** | How to Recognise harm and the potential for harm in children | **1 2 3 4 5** |
| **36** | How to liaise with other agencies about child protection issues | **1 2 3 4 5** |
| **37** | How to maintain confidentiality around child protection issues | **1 2 3 4 5** |
| **38** | How to access emergency alarms/panic button for personal safety | **1 2 3 4 5** |
| **39** | Dealing with aggressive & violent patients | **1 2 3 4 5** |
| **40** | Ensuring personal safety and security on home visits | **1 2 3 4 5** |
| **41** | How to rapidly access supervisory advice, feedback and support  (e.g. with an experienced, contactable and approachable GP)? | **1 2 3 4 5** |
| **42** | Awareness of practice team contribution and support | **1 2 3 4 5** |
| **43** | Recording reflective learning in E-Portfolio | **1 2 3 4 5** |
| **44** | Knowledge of clinical audit and significant event analysis | 1 2 3 4 5 |
| **45** | Proficiency in using practice computer system | 1 2 3 4 5 |
| **46** | How to prioritise computer system safety alerts (e.g. Yellow and Red Traffic lights) | 1 2 3 4 5 |  |
| **47** | The need to avoid common pitfalls  (e.g. leaving notes open and writing up the wrong patient) | 1 2 3 4 5 |  |

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| **COMMENTS** | **ACTION PLAN** |
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