



A3. TEAM MEETING ENCOUNTER FORM^a

See Collaborator Role teacher tips appendix for this assessment tool

Name: _____

Level of Evaluation is PGY: _____

DATE: _____

Evaluator: _____

Instructions for Assessor:

- Collaborator competencies can be developed over time. Using the form below, please help this learner gain insight into his/her skills by completing this form
- Share your assessment and feedback in a timely manner

Participation in team meetings

1	2	3	4	5	n/a
Consistently late or absent. Disruptive to process. Disrespectful to roles of others. Unprepared.		Reliably performs assigned tasks. Respects roles and opinions of others. Listens to understand and for common ground.		Behaviours consistently move meeting forward. Facilitates mutual accountability for shared decisions. Builds consensus, manages differences and resolves conflict.	

Communication in team meetings

1	2	3	4	5	n/a
Does not listen respectfully. Verbal and non verbal communication is disruptive to process.		Clearly and directly communicates. Uses reflective listening. Acknowledges and responds to others' questions, concerns and contributions.		Skilfully recognizes and manages communication challenges. Maintains and coordinates necessary communication outside of meeting.	

Leadership skills in team meetings

1	2	3	4	5	n/a
Consistently avoids or declines leadership responsibilities. Cannot follow others.		Values difference. Builds on others opinions. Supports consensus building efforts. Encourages multiple viewpoints.		Flexible approach and situationally aware. Respectfully delegates and shares power. Demonstrates followership when issue is better lead by another.	

^a Adapted from Glover Takahashi S, Martin D, Richardson D. Chapter 5 In *The CanMEDS Toolkit for Teaching and Assessing the Collaborator Role*. Ottawa: The Royal College of Physicians and Surgeons of Canada; 2012. Reproduced with permission.



A3. TEAM MEETING ENCOUNTER FORM (continued)

Management of difference and conflict in team meetings

1	2	3	4	5	n/a
Argumentative. Lacks awareness of own personal contributions to difference or conflict. Debates feedback.		Identifies and manages differences constructively. Listens to understand, and for common ground. Demonstrates a willingness to act upon feedback.		Proactively assists in subverting and resolving conflict with team members regardless of context.	

OVERALL PERFORMANCE IN TEAM MEETINGS

1	2	3	4	5
Unsatisfactory		Solid performance		Superior
Below the minimally acceptable level for a trainee at specified training level.		Demonstrates a solid ability to perform competently. Does what is expected at the specified training level.		Significantly exceeds the benchmark for competence at the specified training level.

Describe STRENGTHS

Actions or areas for Improvement

Comments:
