

## **Team assessment of behaviour (TAB) Guide for assessors**

### **What is the purpose of team assessment of behaviour (TAB)?**

The professional behaviour of doctors in training programmes is best assessed in the work setting by those who regularly work with the doctor. TAB is a multi-source feedback tool to help foundation doctors (FDs) and their educational supervisors (ESs) understand how they are viewed professionally by their colleagues. TAB also helps to identify foundation doctors who may need additional help. It is used early in foundation training so steps can be taken to reduce the risk of any concerns about professional practice developing into chronic problems. However, in the great majority of cases, no concerns are identified, and TAB confirms good professional behaviour.

### **How does it work?**

You are one of at least 10 assessors chosen by the doctor to give your opinion. A message or email asks you to complete the TAB form electronically and gives you the link to the e-portfolio system. It takes a minute or two, depending on how much you write. Afterwards the doctor's ES will privately feedback the scores and all the comments (in the assessors' own words), to the doctor, in summary form, without identifying you in person.

### **What domains are rated in the TAB?**

- Maintaining trust/professional relationships with patients
- Verbal communication skills
- Teamworking/working with colleagues
- Accessibility

### **How do I complete the form?**

- Make a professional judgement about each of the domains and rate the FD.
- If you can, make constructive, formative comments against each domain. Remember to note areas of excellence as well as areas for development. There is no word limit.
- Let your rating and comments reflect the typical behaviour over time, not necessarily just a single incident.
- Bear in mind that this is not so much about whether you like the foundation doctor but rather about how they perform.
- If you score any part of the form as "some concern" or "major concern" you must say why you have a concern in the comments box describing the behaviour that concerned you.

### **What are the rating options?**

- No concern
  - This will be the right rating for most FDs, and the purpose of the comments box here is to congratulate and praise good behaviour. Your comments will be fed back to the FD to encourage them, along with all the comments made by the other assessors. It is valuable to write supportive remarks, describing what you find impressive and further areas for the FD to develop.
- Some concern
  - Select this rating if you have some concern, for example if a few incidents or behaviours have worried you. This is about helping the FD to address blind spots. You must describe the behaviours that have caused you concern in the comment box.

- Major concern
  - This is serious. Occasionally, a FD needs to be given insight into shortcomings so that they can be addressed.
  - You must describe the behaviour(s) that have caused you concern in the comment box. Please give specific examples. If you do record a concern the FD's ES may ask you, privately, to give some more information to help decide how to proceed. Normally your personal scoring is not disclosed to the FD, and certainly not before you have given your permission.

**Who should I contact if I have questions or concerns about the TAB process?**

You should speak to the FD's educational supervisor in the first instance. If you are unable to contact the ES or still have concerns, you should contact your foundation programme training director/tutor (FPTD/T).