

Team assessment of behaviour (TAB) Guide for foundation doctors

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

TAB is a multi-source feedback tool to help you and your educational supervisor (ES) understand how you are viewed professionally by your colleagues. TAB also helps to identify foundation doctors who may need additional help. It is used early in your foundation training so steps can be taken to reduce the risk of any concerns about your professional practice developing into chronic problems. However, in the great majority of cases, no concerns are identified, and TAB confirms good professional behaviour.

What is the timetable?

Your foundation school will let you know when you must complete TAB. TAB typically take place in the first placement of each year, during the last months, so normally October or November. You may need to repeat TAB during both F1 and F2 if concerns are identified, or not enough assessors return completed TAB forms. You must plan enough time to be sure the process is complete by the time you meet with your educational supervisor to discuss TAB.

What domains are rated in the TAB?

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

Who can assess me?

Your assessors must include at least:

- two consultants or trained GPs, and the named clinical supervisor should normally be used as an assessor
- one other doctor more senior than F2
- two senior nurses, including practice nurses and nurse practitioners (band 5 or above)
- two allied health professionals/other team members, including ward clerks, secretaries, practice managers, other administrative and auxiliary staff

You should nominate at least 15 assessors. A valid TAB must have a minimum of 10 responses.

How does it work?

- Detailed instructions are available on the e-portfolio describing how you should nominate assessors. Your nominated assessors will receive an email with a link to a TAB form for them to complete and guidance about how to complete it.
- You will see how many have responded as they complete the forms on your e-portfolio, although you will not see their assessments or comments before you meet with your educational supervisor. It is your responsibility to ensure that you have at least 10 completed TAB responses from assessors who meet the profile described above. You can prompt late responders or choose new assessors.
- You must complete a self-TAB that is mapped to the same domains before inviting assessors to contribute to the process. This is a good example of personal reflection and, if it differs from the outcome of the TAB, provides a good starting point for discussion with your ES.

What about feedback?

- Your ES will give you a summary of the results, including the comments made about you, when you meet. This could be at a specially arranged meeting or at your end of placement/beginning of next placement meeting.
- You will not be told who gave which assessment. The summary, electronically signed by your ES, will be stored on your e-portfolio and can be used as you wish (for example, to support you in future job applications).
- You may occasionally discover an unexpected concern, for example, patients having difficulty understanding you. You will have the chance to discuss this with your ES to establish if there is a problem which needs to be addressed. If, after having discussed any concerns with your assessors, your ES thinks it necessary, a further TAB may be arranged.
- In practice the process usually results in gratifying, descriptive praise for foundation doctors from their co-workers. You will need to have had a satisfactory assessment of your professional behaviour to complete F1 and the Foundation Programme (F2).

How is the form accessed?

TAB forms are available within the e-portfolio. You have to invite each of your chosen assessors to complete the form using the TAB process in your e-portfolio.

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

You should speak to your educational supervisor in the first instance. If you are unable to contact your educational supervisor or still have concerns, you should contact your foundation programme training director/tutor (FPTD/T).