

## Team assessment of behaviour (TAB)

### Guidance for Assessors

#### What is 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 helps us to spot trainees who may have a problem in their professional behaviour so they can receive advice to help them, and also to congratulate those who perform well.

#### How does it work?

You are one of at least 10 assessors chosen by the doctor to give your opinion. A message/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 comment you write.

Afterwards the doctor's educational supervisor, will privately feedback the scores and all the comments in your own words, to the doctor, in summary form, without identifying you in person.

#### How is the form accessed?

TAB forms are available within the e-portfolio. Each TAB requires an individual assessment form to be complete. If the assessor is a supervisor with access to the foundation doctor's e-portfolio, they can access the form themselves. However, if this is not the case, the foundation doctor could either send an electronic ticket or log in and complete the form with the assessor. If the form is completed using the foundation doctor's login, an automatic email will be sent to the assessor and the assessment will be flagged as self-entered.

#### How do I complete the form?

- Complete the sections on the form where you have had a chance to observe the foundation doctor enough to make a judgement.
- Let your scoring 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 which concerned you.

#### How do I rate the foundation doctor?

<b>No concern</b>	This will be the right mark for the great majority of trainees, and the purpose of the comments box here is to congratulate and praise good behaviour. Your comments will be fed back to the trainee 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. You can write as much as you wish.
<b>Some concern</b>	Tick this box if you have a concern, if a few incidents or behaviours have worried you. This is about helping them to address blind spots. You must describe the behaviours which have caused you concern in the free text box.

<b>Major concern</b>	This is serious. An occasional trainee needs to be given insight into shortcomings so that they can be addressed. You must describe the behaviour(s) which have caused you concern in the free text box. Please give specific examples. If you do record a concern the trainee's educational supervisor (consultant) may ask you, privately, to give some more information to help decide how to proceed. Normally your personal scoring is not disclosed to the trainee, and certainly not before you have given your permission.
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**Who should I contact if I have questions about the TAB process?**

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