

Team assessment of behaviour (TAB)

Guidance for foundation doctors

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

TAB is a screening tool to help 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/November.

There is scope 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.

Who can assess me?

Your assessors must include:

- at least 2 doctors (including your designated clinical supervisor) but none may be other foundation doctors;
- at least 2 nurses (band 5 or senior);
- 2 or more allied health professionals (physiotherapists, OTs, etc); and
- at least 2 others (e.g. ward clerks, postgraduate programme administrators, secretaries, auxiliary staff).

You should nominate at least 15 assessors. A minimum of 10 completed TAB forms are essential for a valid assessment. In addition, you must also complete your own assessment using self-TAB. You will not be able to nominate assessors until you complete self-TAB.

How does it work?

- Detailed instructions are available on 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 also complete a self-TAB before you nominate any assessors. This will allow your educational supervisor to spot any discordance between your own, and others', views of your professionalism.

What about feedback?

- Your educational supervisor will give you a summary of the results, including all 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 will be stored on your e-portfolio and can be printed off and signed by your educational supervisor for you to use as you wish (e.g. to support you in future job applications).
- You may occasionally discover an unexpected weakness, e.g. patients having difficulty understanding you. You will have the chance to discuss this with your educational supervisor to establish if there is a problem which needs to be addressed. If, after having discussed any concerns with your assessors, the educational supervisor 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 in order to complete F1 and the Foundation Programme (F2).

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.

Whom 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 training programme director/tutor (FTPD/T).