Manual Penggunaan Clinical Supervisor's Report

MANUAL PENGGUNAAN LAMAN WEB E-PEMBELAJARAN BAGI PENYEDIAAN LAPORAN PENYELIA KLINIKAL (CLINICAL SUPERVISOR'S REPORT)

Disediakan oleh EN. AHMAD SYAFIQ YUSOF PROF. MADYA DR. SUZAILY WAHAB

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The Psychiatric Conjoint Committee has developed this website in response to an innovative shift in the field of learning. It was first inspired and pioneered by Professor Dr Hatta Sidi, the Head of Department of Psychiatry from UKM (2010 – 2014) and Chairman of the Psychiatric Conjoint Comittee (2013-2014). This idea was supported by the Conjoint Board Committee during 2008/2010 official meeting. The first coordinators for this noble project are from UKM, namely: Dr Suriati Mohamed Saini (E-Learning and Conjoint Board Website Technical Support Facilitator) and Dr Suzaily Wahab (E-Learning and Conjoint Board Website Technical Support Facilitator) and Dr Suzaily Wahab (E-Learning and Conjoint Board Website Technical Support Facilitator) and Dr Suzaily Wahab (E-Learning and Conjoint Board Website Technical Support Facilitator) and Dr Suzaily Wahab (E-Learning and Conjoint Board Website Technical Support Facilitator) and Dr Suzaily Wahab (E-Learning and Conjoint Board Website Content Support Facilitator) who have made this website a successful story of innovation in Malaysian Postgraduate Psychiatry Inde terming. Howver, this great inspiration will not be materialized without great help from UKM, UM, USM, UTM, UPM, IUM, Cyberjaya Medical College and MOH's specialists/ lecturers respectively. The current representatives from the ulcM, UM, USM, UTM, UPM, IUM, Cyberjaya Medical College and MOH's specialists/ lecturers respectively. The current representatives from the ulcM, UM, USM, UTM, UPM, IUM, Cyberjaya Medical College and MOH's psecialists/ lecturers respectively. The current representatives from the UKM, UM, USM, UTM, UPM, IUM, Cyberjaya Medical MOH's precises for the students to the Master of Medicine Psychiatry/ Master practical information throughout their 4-year courses. We wish to update the website regularly and would appreciate your questions, comments an UKM, with the students to the Master of Medicine Psychiatry and Special	 Year 1 (Sem. I & II) Year 2 (Sem. I & IV) Year 3 (Sem. V & VI) Year 4 (Sem. V & VII) Clinical Supervisor's Report Dissertation List Download Form
We will try to attend to your inquiry as soon as possible.	:: Members
We hope that this website is well received by the students and the public allike. We are very much looking forward to serve you better.	
:: Latest Information	MALANSIA Malansia Malansia Malansia Malansia
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Untuk memulakan *Clinical Supervisor's Report*, penyelia hendaklah log masuk ke dalam sistem menggunakan ID seperti yang telah didaftarkan. Paparan di atas akan keluar setelah log masuk ke dalam sistem dilakukan. Seterusnya pengguna hendaklah mengklik pada *Clinical Supervisor's Report* di ruangan *Course Categories*.



Halaman seperti di atas akan terpapar. Ruangan ini akan memaparkan senarai pelajar yang perlu dinilai oleh penyelia yang terbabit.

NO REPORT pada bahagian status menunjukkan masih tiada laporan penyeliaan yang dibuat oleh penyelia.

Seterusnya pengguna hendaklah mengklik pada VIEW.

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	Please clic	k here for the guid	elines for marking	scheme.		Dissertation List		
Year :			Assesment :	End of Posting Assess	ment	Download Form		
Hospital :			Period of assessment :					
The clinical supervisor entrusted with the training of the candidate is responsible for completing this form. Other consultants in the unit and persons like senior trainees, ward sisters or senior nurses who have had contact with the trainee may also be approached to contribute to the assessment. The skills listed are those which have been identified as being required for all trainees to be assessed. Supervisors are required to assess and categorize each trainee's performance against each specified skill and competence to one of the five categories taking into account the trainee's level of training.								
Category	Excellent	Good	Satisfactory	Borderline	Weak			
Marks	10, 9	8, 7	6, 5	4, 3	2, 1			
Marks 10, 9 8, 7 6, 5 4, 3 2, 1 The supervisors are advised to circle in the left hand column the marks that best reflects the trainee's performance during the training period for each specified skill or competency. The lack of significant improvement or behavior despite formative feedback and assessment, or recurrence of poor performance or after showing of improvement should be reflected in the assessment. The supervisor's judgment is according to the criteria outlined below and not according to your experience with other students under your supervision or comparing with other students. The skill outlined in the first category is the 'gold standard' by which the student should be judged. Circle the mark indicates performance that is good, satisfactory, further improvement necessary (i.e. borderline), further improvement essential (i.e. weak) in descending order.								

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Sebelum memulakan penyeliaan, pengguna boleh memuat turun panduan pemarkahan di ruangan ini.

Pengguna hendaklah mengisi maklumat di bahagian yang diperlukan.

Setelah mengisi maklumat yang diperlukan, pengguna hendaklah mengklik butang *Next* di bahagian ruangan bawah halaman.

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1.0 CLINICAL 1.1 Skill in enqu	CON	 Clinical Supervisor's Report Dissertation List Download Form 		
Excellent	0	10 9	Consistently elicits problems-related data from patient and other relevant sources, stresses important points, well organized approach and always consider patient's safety.	
	0	8		
Good	0	7	As above but less consistently.	
Satisfactory	0	6	As above but sometimes concentrates on data not related to the problem, sometimes onits other sources,	
	0	5	occasionally misses important information, sometimes misses important signs.	
Borderline	0	4	Slightly organized, not always problem related, frequently misses important data and not very systematic; frequently misses requests investigations not appropriate to the problem and patient safety.	
		3		
Weak	0			
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Pengguna hendaklah memilih pilihan-pilihan di bahagian yang diperlukan.

Setelah mengisi maklumat yang diperlukan, pengguna hendaklah mengklik butang *Next* di bahagian ruangan bawah halaman. Pengguna masih boleh mengedit halaman yang sebelumnya dengan mengklik butang *Previous*.

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						Year 3 (Sem. V & VI)
1.2 Problem-So 1.2.1 Diagnosti	olving a ic Ability	nd De r	cision-making skills			 Chinical supervisor's Report Dissertation List Download Form
Excellent	0	10	Consistently makes careful reasoned	deductions from available dat	a (history, physical examination,	
	0	9	investigations) to arrive at the approp			
Good	0	8	As above but less consistently.			
	<u> </u>	7				
	0	7 6	As above but occasionally makes inc	orrect deductions. Most times	able to give correct provisional diagnosis but	
Satisfactory	0	7 6 5	As above but occasionally makes inc not all relevant differential diagnosis.	orrect deductions. Most times	able to give correct provisional diagnosis but	
Satisfactory	0	7 6 5 4	As above but occasionally makes inc not all relevant differential diagnosis. Frequently does not follow a logical a	orrect deductions. Most times	able to give correct provisional diagnosis but	
Satisfactory Borderline		7 6 5 4 3	As above but occasionally makes inc not all relevant differential diagnosis. Frequently does not follow a logical a diagnosis.	orrect deductions. Most times	able to give correct provisional diagnosis but ne available data, giving incorrect provisional	
Satisfactory Borderline Weak		7 6 5 4 3 2	As above but occasionally makes inc not all relevant differential diagnosis. Frequently does not follow a logical a diagnosis.	orrect deductions. Most times approach to deductions from th equently making incorrect diag	able to give correct provisional diagnosis but ne available data, giving incorrect provisional	

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1.2 Problem-Solv 1.2.2 Patient Mar	Supervisor's Report 1.2 Problem-Solving and Decision-making skills 1.2.2 Patient Management						 Year 4 (Sem. VII & VIII) Clinical Supervisor's Report Dissertation List Download Form
Excellent	0	10 9	Consistently suggests appropriate ma the proposed treatment, self-reliant a management decisions	anagement, exhibits awarenes nd conscientious in approach,	s of the role and possible complication involves patient and the family in	s of	
	0	8					
Good	0	7	As above but less consistently.				
Satisfactory	\odot	6	As above, but occasionally suggests	: inannronriste management			
	۲	5		napp oprate management.			
Borderline	0	4	Show some lack of awareness of ro	le of proposed interventions a	nd their possible complications, is not		
	0	3	conscientious in implementing manag	omont.			
Weak	Weak Frequently makes inappropriate management decisions.						
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1.3 Technical S	kills			Dissertation List
Excellent	0	10 9	Consistently carries out procedures with an appropriate level of technical skill and with due consideration for the patient.	
Good	0	8	As above but less consistently.	
Satisfactory	0	6	As above but is not equally skilled in all procedures.	
	0	5		
Borderline	0	3	Not skilled in most procedures, occasionally exhibits lack of consideration or care and attention to detail.	
Weak Serious lack of skill in carrying out procedures, frequently exhibits lack of care and attention to details, in considerate to patients				
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2. KNOWLED	GE		Γ				Clinical Supervisor's Report Sourcestation List Download Form
Excellent	0	1U 9	Consistently applies appropriate know	vledge of basic and clinical sc	iences to the solution of patient problems.		
Good	0	8	As above but less consistently.				
Satisfactory	0	6	As above but occasional gaps in kno effort to seek information.	wledge and difficulty in applica	ation to patient problems. However, makes		
Image: Second							
	0	3	3 information. 2 As in borderline but lacks initiative in seeking information.				
Weak	0	1					
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3.0 PROFES		AL C			teing seving thereway reliable surjubble		 Clinical Supervisor's Report Dissertation List Download Form
Excellent	0	9	punctual, trustworthy and respecting	antes: accepting responsibility, i g confidentiality.	being caning, thorough, reliable, available	,	
Good	0	8	As above but less consistently or as	effectively.			
Satisfactory	0	6	As above but with occasional deficie	encies in professional qualities :	as defined above.		
	0	5				_	
Borderline	Borderline Frequently deficient in areas defined above.						
	0	2					
Vveak	O	1	Consistently deficient in areas define	d above.			
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4.0 PERSON			IING AND ASSIGNMENT	S	ning for the answers in journals, books and	 Clinical Supervisor's Report Dissertation List Download Form
Excellent	0	9	consultations. Progresses as a learn and, conscientious in completing assi	er and as a future psychiatrist ignments, (case write-ups, au	by seeking feedback, willing to teach others lits, log book, dissertations).	
Good	0	8	As above but less consistently or as	effectively.		
	0	7				
Satisfactory	0	6	As above but with occasional deficie	ncies in self-directed learning	and self monitoring.	
	0	5				
Borderline	0	4	Frequently deficient in areas defined	above.		
	0	3				_
Weak		2	Frequently deficient in areas defined	above.		
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5.0 CONDUCT AND COMMUNICATION SKILLS							Clinical Supervisor's Report Dissertation List Download Form
Excellent	0	10	patient, gives equal priority to the per- affects management and cooperation	son and the illness, recognizes , is aware that own personalit	that the patient's attitude to the doctor affects patient's reactions and provid	e es	
	0	9	Consistently communicating and work others; fulfils role in the team appropr instruction/advice to others; readily a				
Good	0	8	As above, but less consistently or as	effectively.			
Satisfactory	0	6	As above but with occasional deficie	As above but with occasional deficiencies in communicating skills outlined above.			
Borderline	0	4	- Frequently deficient in communicating				
) (here)	0	3 2	Consistently definited in any sector in the	a dilla a tipad abaya		-	
Weak Consistently deficient in communicating skills outlined above.							
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6.0 RECORD	KEE	PING	;			🗎 Dissertation List
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Excellent	0	10	Consistently records legibly, updates	accurately patient's problems ar	nd management progress, with emphasis	
	0	9	on own observation, and provides re	_		
Oraci	\odot	8				
6000	0	7	As above but less consistently.			
0.11.4.1	0	6			d an al a	
Satistactory	0	5	As above but occasionally one or mo	re aspects of record keeping ina	idequate.	
	0	4				
Borderline	0	3	- Records are frequently illegible, not u	p-to-date, inaccurate and poorly	organized.	
	0	2				
Weak	0	1	Records are consistently inadequate	according to above criteria.		
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7. 0 PARTICIPATIC	IN IN TEACHIN	G-LEARNING	ACTIVITIES			Dissertation List	
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Seminars		010 09 08	07 06 05 04 0	J3 02 01			
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Professorial/Case Conference	e	◎10 ◎9 ◎8	◎7 ◎6 ◎5 ◎4 ◎	3 02 01			
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	D.0.8 :		Age:	-		Provide Strength (Sem. V & VI)			
		Superviso	r's Report			Year 4 (Sem. VII & VIII)			
Items	Skills/Competen	ce	Marks Score	Wattage	Percentage	Clinical Supervisor's Report			
1	Clinical Competence		0/40	20%	0%	Dissertation List			
2	Knowledge		0/10	10%	0%				
3	3 Profesional Characteristics		0/10	10%	0%				
4	4 Personal Learning		0/10	10%	0%				
5	5 Conduct & Communication		0/10	10%	0%				
6	6 Record Keeping		0/10	10%	0%				
7 Teaching-learning Activities		0/60	30%	0%					
		TOTAL	0 / 150	100%	0%				
Others :		Has the trainee been rated less than compentent in my areas?							
		Has each of these areas been discussed with the trainee?							
Comme Remind Through sub-spe advice m are rece	ents by Supervisor : ler: out the FOUR-Year pr cialty posting. If an ur uust be given to the c lived the candidate w								
	Previous Drate Budnite								

Sekiranya pengguna masih ingin membetulkan penyeliaan yang dibuat, pengguna masih boleh mengedit halaman yang sebelum-sebelumnya dengan mengklik butang *Draft* dan menyambung penyeliaan pada waktu yang lain.

Setelah mengisi maklumat yang diperlukan dan berpuas hati dengan laporan penyeliaan yang telah dibuat, pengguna hendaklah mengklik butang *Submit* di bahagian ruangan bawah halaman.

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Ruangan seperti di atas akan dipaparkan setelah mengklik butang Submit.

REPORT DONE akan dipaparkan pada ruangan status setelah penyeliaan selesai.

CATATAN:

- 1. Notifikasi bagi penyelia klinikal untuk menyediakan laporan penyeliaan akan diberi melalui e mail yang telah didaftarkan.
- 2. Laporan penyeliaan ini perlu dihantar sebelum tarikh posting pelajar yang diselia tamat.
- 3. Sekiranya terdapat masalah tentang laporan penyeliaan secara 'online', boleh merujuk kepada pihak Admin untuk bantuan:

En Ahmad Syafiq: 03 9145 7446 Prof. Madya Dr. Suzaily Wahab : 03 9145 6142