

Date: \_\_\_\_\_

Preceptor: \_\_\_\_\_

Resident: \_\_\_\_\_

### Third Year Core Competencies Evaluation Form

#### Organizational Skills

**OS4. Complete the task of the defined patient care session so that all necessary tasks (including telephone messages, charting, administrative tasks, patient care) are accomplished in a timely, organized and professional manner.**

			Competence	Mastery
Consistently runs behind when seeing patients. Late in completing documentation. Unable to address patient calls in a timely fashion. Seems overwhelmed.	Sometimes running late. Leaves all documentation/dictation to the very end of a patient care session. Does phone calls at very end of day. Doesn't always check all results.	Generally runs on time. Leaves majority of documentation/dictation to end of session. Checks all results and answers all phone calls but late in day.	Rarely runs late. Documentation completed at the end of each clinic session. Able to address telephone messages for own patients.	Completes patient care on time. Able to work in extra patients. Documentation complete at the end of each patient visit. Participates in completion of pool messages in addition to calls from own patients.

☐ NOT ADDRESSED THIS SESSION

Comments \_\_\_\_\_  
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#### Business Practice

**BP2. At each patient care encounter, present oneself, the practice and the specialty in a manner which will encourage the patient to select you, your practice and the specialty of family medicine in the future.**

			Competence	Mastery
Disrespectful of patients. Regularly angers patients to the point where they leave the practice.	Acceptable patient interactions. Patients rarely leave the practice as a result of these interactions.	Good level of interactions. Patients never leave the practice, but rarely call to request resident by name. Little continuity	Good patient rapport. Patients willing to wait to see resident. Enhances the reputation of both the practice and the Mayo Clinic.	Exemplary patient interactions. Patients call to request resident by name. Patient panel closed to new patients. Overflow patients build the patient panels of others.

☐ NOT ADDRESSED THIS SESSION

Comments \_\_\_\_\_  
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