

AHPC-1604-SAR(DR)-01

FORM SF3
SUPERVISOR ASSESSMENT REPORT FOR REGISTERED
DIAGNOSTIC RADIOGRAPHERS

Name of Supervisee:	Registration No.:
Institution and Department:	
Type of Registration:	<input type="checkbox"/> Conditional <input type="checkbox"/> Temporary (Training/Teaching/Research/Service)*
Supervision Level	<input type="checkbox"/> Level One (L1) supervision (4 hours/ week) <input type="checkbox"/> Level One (L1) supervision (4 hours/ fortnight) <input type="checkbox"/> Level Two (L2) supervision (4 hours/ month) <input type="checkbox"/> Level Three (L3) supervision (4 hours/ 2 months)
Stage of Assessment:	End of 1st / 5th / 11th / 23rd month (delete as appropriate) Others (please specify): _____ Period of Supervision: _____ (DD/MM/YY) to _____ (DD/MM/YY)

**Delete as appropriate*

INSTRUCTIONS:

1. The completed report must be sent to the Secretariat staff in PDF format via email.
2. **Sections 1 through 13** of this report must be completed by the supervisor(s) identified in the initial application. If the report is completed by the secondary supervisor, the primary supervisor will be required to countersign.

3. The supervisor's duty is to provide an accurate and objective assessment of the supervised radiographer based on performance criteria listed in this assessment form. The supervisor will rate the performance of the supervisee according to the grade of **Developing, Competent** and **Exceeding**. An explanatory note has been provided for each grade. The reasons for the selection made should be stated in the space provided (including the reasons if **Not Observed** is indicated). If there is insufficient space, please attach details in a separate sheet of paper. It is the supervisor's responsibility to ensure that the final rating for Overall Clinical Competence and Recommendation cohere with the ratings for each section.
4. **Section 14** of this report must be acknowledged by the Head of Department or the relevant authority.
5. It is mandatory to highlight areas of concerns in the SF3 form.
6. A "competent" or "exceeding" rating would mean that your supervisee's performance in that area is satisfactory while a "**developing**" rating is considered not meeting the performance requirements and deemed as **unsatisfactory**.

End of Supervised Practice Period Reporting

7. This Supervisor Assessment Report must be submitted together with Form SF4 (End of Supervised Practice Evaluation Report) for
 - i. Registered radiographers who have completed their full supervised practice period,
OR
 - ii. Radiographers who are leaving their organization during their supervised practice period.
8. For further clarification, please email the Council's secretariat at AHPC@spb.gov.sg.

1. RADIOGRAPHIC TECHNIQUE			
This skill examines the ability to apply appropriate radiographic projections and position patient/clients to produce images with optimal diagnostic quality.			
Developing	Competent	Exceeding	Not Observed
<p>Faces difficulty in positioning skills and use of immobilization or assistance techniques.</p> <p>Inadequate handling of patient/clients with occasional risk to patient safety.</p>	<p>Demonstrates basic ability to position patient/client.</p> <p>Able to use immobilization or assistance techniques and apply radiographic projections with some guidance.</p> <p>Able to communicate instructions to patient/client well with no risk to patient safety.</p>	<p>Proficient in positioning patient/client and using immobilization or assistance techniques.</p> <p>Able to apply appropriate radiographic projections consistently without guidance.</p> <p>Able to communicate instructions to patient/client well with no risk to patient safety.</p>	
Developing	Competent	Exceeding	Not Observed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
States reason(s) for the selection:			

2. HISTORY TAKING/DOCUMENTATION			
History taking involves ability to review clinical history, document relevant observations pertaining to patient/client's radiological examination, demonstrate the understanding of the medical necessity of the radiological examination and properly evaluate the referral.			
Developing	Competent	Exceeding	Not Observed
<p>Inconsistent in reviewing clinical history and documenting observations accurately.</p> <p>Demonstrates difficulty in understanding the basis of radiological examination and show lapses in evaluation of the referral.</p> <p>Inconsistent in seeking out crucial information.</p>	<p>Able to review clinical history and document observations accurately most of the time.</p> <p>Demonstrates acceptable understanding of the medical necessity of the radiological examination and is able to evaluate the referral appropriately.</p> <p>Identify crucial information relevant to the case most of the time.</p>	<p>Able to review clinical history and document observations accurately all of the time.</p> <p>Demonstrates good understanding of the medical necessity of the radiological examination and is able to evaluate referrals for complex cases appropriately.</p> <p>Identify crucial information relevant to the case all of the time.</p>	
Developing	Competent	Exceeding	Not Observed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
States reason(s) for the selection:			

3. RADIATION SAFETY PRACTICE

Radiation safety practice involves using minimal radiation exposure factors for optimal diagnostic quality images and ensuring good radiation protection for patients/clients and people in the vicinity, including oneself (ALARA principle).

Developing	Competent	Exceeding	Not Observed
<p>Demonstrates inappropriate use of radiation protection accessories, inconsistent in collimating to region of interest.</p> <p>Demonstrates limited knowledge of optimal exposure factors, shielding and distance.</p> <p>Inconsistent regard of patient/client's safety and precautions.</p>	<p>Able to use radiation protection accessories and shows acceptable ability to collimate to region of interest.</p> <p>Demonstrates awareness of optimal exposure factors, shielding and distance, seeks guidance when needed.</p> <p>Able to ensure patient/client's safety and takes precautions.</p>	<p>Able to use radiation protection accessories and shows good ability to collimate to region of interest.</p> <p>Demonstrates confidence in the use of optimal exposure factors, shielding and distance all of the time.</p> <p>Able to regard patient/client's safety and takes precautions.</p>	
Developing	Competent	Exceeding	Not Observed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

States reason(s) for the selection:

4. PATIENT SAFETY AND CARE

This section examines patient safety and care which includes assessment of patient but is not limited to, infection control, patient transfer and safety checks (such as checking patient identity using two identifiers, ensuring the correct procedure is performed and the correct site is examined).

Developing	Competent	Exceeding	Not Observed
<p>Shows deficiency or difficulty in conducting assessment needs of patient for the radiological procedure</p> <p>Demonstrates inconsistency in compliance with hand hygiene and infection control practices.</p> <p>Occasionally demonstrates inadequate handling techniques during transfer.</p> <p>Demonstrates inconsistency in performing patient safety checks.</p>	<p>Conducts assessment needs of patient to complete the radiological procedure safely</p> <p>Compliant with basic hand hygiene and infection control practices</p> <p>Is able to handle patient transfers correctly most of the time.</p> <p>Performs patient safety checks routinely.</p>	<p>Conducts assessment needs of patient consistently and effectively to complete the radiological procedure safely</p> <p>Compliant with basic hand hygiene and infection control practices.</p> <p>Handles patient transfers confidently and safely all of the time.</p> <p>Performs patient safety checks at all times and is aware of potential contraindications.</p>	
Developing	Competent	Exceeding	Not Observed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

States reason(s) for the selection:

5. USE OF EQUIPMENT AND SYSTEMS

This section examines the ability of the diagnostic radiographer to observe (apply) quality assurance procedures, operate and care for the medical radiation equipment and systems.

Developing	Competent	Exceeding	Not Observed
<p>Unable to set up the room appropriately, unfamiliar with equipment settings.</p> <p>Inconsistent in performing quality assurance checks.</p> <p>Shows difficulty in adjusting control parameters appropriately.</p>	<p>Able to perform a proper room set-up. Is able to operate equipment appropriately.</p> <p>Performs quality assurance checks and escalates if necessary.</p> <p>Able to adapt control parameters to technique changes as needed with minimal guidance.</p>	<p>Able to perform a proper room set-up. Is confident with operating the equipment.</p> <p>Performs quality assurance checks and is able to trouble-shoot and escalate appropriately.</p> <p>Demonstrates understanding of optimum techniques and is able to adapt control parameters accurately.</p>	
Developing	Competent	Exceeding	Not Observed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

States reason(s) for the selection:

6. IMAGE QUALITY AND CRITIQUE

This section examines the ability to produce and critically evaluate the quality of images in relation to anatomy and clinical diagnosis.

Developing	Competent	Exceeding	Not Observed
<p>Demonstrates inconsistency in producing radiographic images of acceptable contrast and density to display the anatomical region of interest adequately.</p>	<p>Produces radiographic images of acceptable contrast and density to display the anatomical region of interest adequately most of the time.</p>	<p>Produces radiographic images of optimal contrast and density to display the anatomical region of interest at all times.</p>	
Developing	Competent	Exceeding	Not Observed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

States reason(s) for the selection:

7. ETHICAL BEHAVIOUR	
Ethical behaviour includes practice in the best interest of the patient, respect for patient privacy and confidentiality, and professional integrity.	
Developing	Competent
<p>Does not take into account patients' welfare, safety and interest in providing clinical services.</p> <p>Does not show respect for patients' privacy and confidentiality.</p> <p>Does not obtain informed consent from patients.</p> <p>Makes false/misleading claims, or is not truthful in delivering services or information to patients.</p>	<p>Takes into account patients' welfare, safety and interest in providing clinical services all of the time.</p> <p>Shows respect for patients' privacy and confidentiality all of the time.</p> <p>Obtains informed consent from patients or acts in the best interest of the patients.</p> <p>Is truthful and factual about services/therapy administered /information provided to patients all of the time</p>
Developing	Competent
<input type="checkbox"/>	<input type="checkbox"/>
States reason(s) for the selection:	

8. PROFESSIONAL BEHAVIOUR	
Professional behaviour refers to general behaviour expected of a healthcare professional, and includes practice within one's limits of competence, making appropriate referrals, and accurate record keeping.	
Developing	Competent
<p>Is unaware of or disregards boundaries and standards expected of the local professional community.</p> <p>Has poor/limited awareness of own level of professional knowledge and skill.</p> <p>Does not refer to other healthcare professionals or senior professionals even where needed.</p> <p>Does not seek assistance from fellow professionals or seniors where needed.</p> <p>Does not maintain accurate or complete patients' record.</p> <p>Is unable to manage pressure or work stress.</p>	<p>Practices within the boundaries and standards expected of the local professional community.</p> <p>Is aware of the limits of own level of professional knowledge and skill.</p> <p>Makes appropriate referrals to other healthcare professionals or senior professionals where needed.</p> <p>Seeks assistance from fellow professionals or seniors where appropriate.</p> <p>Keeps accurate and complete patients' records.</p> <p>Is able to manage pressure or work stress</p>
Developing	Competent
<input type="checkbox"/>	<input type="checkbox"/>
States reason(s) for the selection:	

9. COMMUNICATION			
Communication skills examine the ability to communicate effectively with patients/clients, carers, and other healthcare givers encountered at work.			
Developing	Competent	Exceeding	Not Observed
<p>Demonstrates difficulty in communicating with patients, colleagues and other healthcare givers.</p> <p>Demonstrates limited rapport with patients and other healthcare givers.</p> <p>Demonstrates ineffective liaison with assistants, clerical staff or administrative staff etc.</p> <p>Demonstrates difficulty using basic counselling skills when needed.</p>	<p>Demonstrates ability to communicate with patients, colleagues and other healthcare givers in most instances.</p> <p>Demonstrates rapport with patients and other healthcare givers in most instances.</p> <p>Demonstrates effective liaison with assistants, clerical staff or administrative staff etc.</p> <p>Demonstrates effective counselling skills where appropriate.</p>	<p>Demonstrates ability to communicate effectively with patients, colleagues and other healthcare givers in all instances.</p> <p>Demonstrates excellent rapport with patients and other healthcare givers.</p> <p>Demonstrates effective liaison with assistants, clerical staff or administrative staff etc.</p> <p>Demonstrates effective counselling skills at all times.</p>	
Developing	Competent	Exceeding	Not Observed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
States reason(s) for the selection:			

10. CULTURAL COMPETENCE

This skill examines the ability to adapt one's practice to the patients' culture as well as adaptability to the organization culture and local health/social care system.

Developing	Competent	Exceeding	Not Observed
<p>Demonstrates limited sensitivity to cultural background of patients and/or unable to adapt practice accordingly.</p> <p>Demonstrates difficulty working with people from a range of different cultural backgrounds.</p> <p>Demonstrates difficulty in integrating environmental (e.g. health and social structures) considerations into professional practice.</p>	<p>Demonstrates sensitivity to cultural background of patients, and adapts practice accordingly most of the time.</p> <p>Ability to work with people from a range of different cultural backgrounds.</p> <p>Demonstrates ability in integrating environmental (e.g. health and social structures) considerations into professional practice.</p>	<p>Demonstrates sensitivity to cultural background of patients, and adapts practice accordingly all of the time.</p> <p>Works effectively with people from a range of different cultural backgrounds.</p> <p>Demonstrates effectiveness in integrating environmental (e.g. health and social structures) considerations into professional practice.</p>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

States reason(s) for the selection:

11. OVERALL CLINICAL COMPETENCE OVER THIS PERIOD

Developing	Competent	Exceeding
<p>Is unable to meet requirements of an independent and/or safe diagnostic radiographer.</p>	<p>Performance is acceptable and meets requirements as an independent and safe diagnostic radiographer.</p>	<p>Performance clearly meets requirements and occasionally exceeding in some principal duties of an independent and safe diagnostic radiographer.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

States reason(s) for the selection:

12. RECOMMENDATION To progress to L1 (4 hours/ fortnight) To progress to L2 (4 hours/ month) To progress to L3 (4 hours/ 2 month) To progress to Full Registration To extend supervision at current level

- Extension: _____ month

 Others (please specify):

Please provide reason(s):

13. FOLLOW-UP ACTIONS TO IMPROVE PERFORMANCE

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SIGNATURE OF PRIMARY SUPERVISOR

NAME AND DESIGNATION	SIGNATURE	DATE

SIGNATURE OF SECONDARY SUPERVISOR (If applicable)

NAME AND DESIGNATION	SIGNATURE	DATE

SIGNATURE OF SUPERVISEE

NAME AND DESIGNATION	SIGNATURE	DATE

14. ACKNOWLEDGEMENT BY HEAD OF DEPARTMENT OR RELEVANT AUTHORITY

NAME AND DESIGNATION	SIGNATURE	DATE

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