

Topic	Date	Comments	Competency
PREPARING FOR THE SESSION			
Housekeeping etc			1 2 3 4 5 6 7 8 9
INITIATING THE SESSION			
Greets patient			1 2 3 4 5 6 7 8 9
Introduces self, role			1 2 3 4 5 6 7 8 9
Demonstrates respect			1 2 3 4 5 6 7 8 9
IDENTIFYING REASON (S) FOR THE CONSULTATION			
Identifies problems with appropriate opening question			1 2 3 4 5 6 7 8 9
Listens, no interruption			1 2 3 4 5 6 7 8 9
Confirms list and screens for other problems early			1 2 3 4 5 6 7 8 9
Negotiates agenda			1 2 3 4 5 6 7 8 9
GATHERING INFORMATION			
Encourages patient to tell story, in own words, clarifying reason for attending now Uses open and closed question			1 2 3 4 5 6 7 8 9
Technique			1 2 3 4 5 6 7 8 9
Listens			1 2 3 4 5 6 7 8 9
Facilitates - verbal and non-verbal responses, use of silence, repetition etc			1 2 3 4 5 6 7 8 9

Picks up verbal and non-verbal cues			1 2 3 4 5 6 7 8 9
Clarifies patient understanding			1 2 3 4 5 6 7 8 9
Periodically summarizes			1 2 3 4 5 6 7 8 9
Uses concise, easily understood, jargon free			1 2 3 4 5 6 7 8 9
Establishes dates and sequence of events			1 2 3 4 5 6 7 8 9
Ideas, concerns, expectations			1 2 3 4 5 6 7 8 9
Encourages patient to express feelings			1 2 3 4 5 6 7 8 9
PROVIDING STRUCTURE			
Summarizes to confirm understanding			1 2 3 4 5 6 7 8 9
Progresses from one section to another using sign posting, transitional statements			1 2 3 4 5 6 7 8 9
Structures interview in logical sequence			1 2 3 4 5 6 7 8 9
Attends to time keeping, and keeping interview on task			1 2 3 4 5 6 7 8 9
BUILDING RELATIONSHIP			
Uses appropriate non-verbal behaviour			1 2 3 4 5 6 7 8 9
Develop Rapport - Accepts beliefs, empathy, provide support, deals sensitively			1 2 3 4 5 6 7 8 9

Involves the patient - shares thinking, explains rationale, explains process during physical exam			1 2 3 4 5 6 7 8 9
EXPLANATION AND PLANNING			1 2 3 4 5 6 7 8 9
Provides correct amount and type of information			1 2 3 4 5 6 7 8 9
Aids accurate recall and understanding			1 2 3 4 5 6 7 8 9
Achieves a shared understanding - involving patient perspective			1 2 3 4 5 6 7 8 9
Shared decision making in planning			1 2 3 4 5 6 7 8 9
CLOSING THE SESSION			
Forward planning, safety netting			1 2 3 4 5 6 7 8 9
Ensuring appropriate point of closure - summarizing, final check			1 2 3 4 5 6 7 8 9