

EXAMPLE COMPLETED FORM FOR INTERN ASSESSMENT AND FEEDBACK

Intern name	Intern Sam	Ahpra registration	PHA000XYZ123
Intern training program	ITP ABC	Stage of internship	<input type="checkbox"/> 0-3 months <input checked="" type="checkbox"/> 3-6 months <input type="checkbox"/> 6-9 months <input type="checkbox"/> 9-12 months

About this form

This form is to be used for **assessment** of and feedback on the intern's performance in relation to the development and delivery of a health promotion activity. It should be used to structure the discussion and debrief following completion of the activity and completion of the Report and Evaluation form by the intern.

Instructions for interns

Complete the health promotion Report and Evaluation form before seeking assessment and feedback from your supervisor on the health promotion activity.

Instructions for supervisors

Set aside time to discuss and review the intern's Report and Evaluation of their health promotion activity. Indicate your assessment of the intern's ability for each element. The assessment of a small number of elements as **Needs improvement** does not automatically preclude the intern from demonstrating achievement of the overall performance outcome. Document any additional feedback including where the intern's performance was appropriate and reasons why you assessed particular elements as **Needs improvement** if applicable. Discuss and record any areas for future improvement with the intern.

Aspect of activity	Elements: Assessment of your intern's ability to:	Demonstrated satisfactorily	Needs improvement	N/A
Intern's rationale for choice of activity	identify and recognise local needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	choose appropriate activity based on local needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	undertake risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	explain rationale to others	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Intern's preparation for activity	take relevant cultural considerations into account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	set relevant and achievable goals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	identify appropriate collaborations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	identify and acquire required resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	create workable logistics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	explain activity to co-workers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	market the activity to potential participants	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intern's contribution to implementation of activity	oversee activity in line with designated responsibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	deal with unexpected issues	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	manage expectations of patients and other participants	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	manage logistics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	identify when to seek assistance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	develop appropriate collateral and resources to support the activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	engage others in the activity (e.g., staff)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	manage staffing of the activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	refer patients to other HCPs as required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	oversee effective follow-up	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Intern's evaluation and reflection on the activity	design an appropriate evaluation strategy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	gain relevant feedback from participants	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	identify key strengths and areas for improvement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	engage in insightful reflection about experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you believe that the intern has satisfactorily demonstrated achievement of Performance Outcome 3.22 – ‘endorsing and participating in health promotion activities, health services and public health initiatives intended to maintain and improve health’? Please briefly outline your reasons. If not, what additional actions are necessary?

I think that Sam has satisfactorily demonstrated achievement of the performance outcome with respect to cardiometabolic health. Sam provided cardiovascular (CVD) risk assessments for two patients that otherwise would not have had them done, and they report that they will follow up with a General Practitioner (GP) which they would not have done otherwise. Sam has contributed to increasing knowledge of CVD and the risk factors for CVD in our local community and has assisted patients to improve their health by implementing some of the recommendations provided during the health promotion activity.

Overall feedback and comments, including reasons for the ratings you gave. Please focus on how to improve performance in the future.

Sam ran a relatively successful health promotion and had good engagement from our patients. However, most of this engagement was patient-driven (e.g., patient asked why the staff were wearing red, patient enquired about the in-store display, etc.) rather than being driven by Sam. Sam could improve this health promotion activity by using additional strategies for engaging patients with the service and beginning a conversation with the patient about their cardiovascular/metabolic health.

Sam could improve the communication with staff members for future health promotion activities, as most of the pharmacists knew that the health promotion activity was running during the week, however, many of the other support staff were unaware and therefore unable to effectively refer patients on to the pharmacists (potentially affecting engagement with the health promotion activity).

Sam actively sought to evaluate the health promotion activity from participants, which is useful for informing future activities. However, when seeking feedback, un-biased methods are preferable to ensure that comments are kept confidential. Feedback provided from this activity may be less helpful for improving the service, since it was not provided anonymously.

For a first health promotion, areas for improvement are expected and Sam has done well.

Supervising pharmacist name: Supervisor

Date: DD/MM/YYYY