

Instructions: 360-Degree Feedback Evaluation

Instructions for Diplomates:

Indicate the **ten*** competencies you have chosen for evaluation by checking the blank in front of each corresponding competency on (each copy of) the 360-Degree Feedback Evaluation tool **prior to distribution to your evaluators**. You will not assess yourself or be assessed on the remaining competencies on the tool.

Use a copy of this assessment tool to evaluate yourself on the **ten*** selected competencies using the following procedure. Please remember to write your complete name where indicated and circle “Self” on the line labeled “Evaluator” on each page prior to initiating your self-evaluation. Each competency (indicated as “C#”) is composed of specific performance indicators (indicated as “P#”). Please assess your own practice for each performance indicator within the **selected** competencies, rate yourself 1-4 for each indicator, and place an “X” in the corresponding column according to the following scale:

- 1 = Rarely (less than 25% of the time) demonstrate that skill in my practice
- 2 = Sometimes (25-50% of the time) demonstrate that skill in my practice
- 3 = Demonstrate that skill in my practice in most cases (51-75% of the time)
- 4 = Demonstrate that skill in my practice in nearly all cases (more than 75% of the time)

In addition, distribute a blank copy (with the **selected** competencies indicated) of the 360-Degree Feedback Evaluation tool and a copy of these instructions to each of the following:

- One person in a supervisory role relative to your professional position;
- Two persons who are your professional peers, at a similar level of responsibility within your practice environment; and
- One person who reports to you as his/her supervisor.

Ask each of these individuals to complete the evaluation process according to the “Instructions for Evaluators” below. Request that each evaluator return the completed 360-Degree Feedback Evaluation to you within a specified period of time. Please retain all evaluation forms, as you will need to send your completed evaluation tool and supporting documentation to the American College of Preventive Medicine **after completing the Diplomat Practice Assessment Plan (DPAP) cycle**.

Return to the DPAP to complete the remainder of the Diplomat Practice Assessment Plan.

Instructions for Evaluators:

You have been asked to participate in the practice assessment of a diplomate of the American College of Preventive Medicine. This tool is designed to provide meaningful feedback that the diplomate will use to design and evaluate a practice improvement or professional development plan. He/she will also be performing a self-evaluation using this tool. Thank you for facilitating this physician’s professional growth.

Please write the name of the physician (diplomate) you are evaluating in the blank if he/she has not already done so and indicate your professional relationship to him/her by circling the term that best describes that relationship:

- “Self” refers to the physician completing the self-evaluation.
- “Supervisor” refers to individuals to whom the physician being evaluated reports.

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“Peer” refers to colleagues who have neither a supervisory nor subordinate role with respect to the physician being evaluated.

“Reportee” refers to individuals who receive worksite supervision from the physician being evaluated.

Please evaluate the diplomate on the ten* competencies indicated with an “X” in the blank in front of the competency (e.g., X C1: Communicate to target groups...). **If you have received the evaluation tool without specific competencies selected for evaluation, ask the person you are evaluating to indicate his/her ten* selected competencies on the tool.** You will not assess him/her on the remaining competencies on the form.

Each competency is composed of specific performance indicators, indicated as “P#” on the 360 Degree Evaluation tool. Please use current or past observations of the diplomate to assess his/her demonstration of each performance indicator within the selected competencies, rate him/her 1-4 for each indicator, and place an “X” in the corresponding column according to the following scale:

- 1 = Rarely (less than 25% of the time) demonstrates that skill in his/her practice
- 2 = Sometimes (25-50% of the time) demonstrates that skill in his/her practice
- 3 = Demonstrates that skill in his/her practice in most (51-75% of the time) cases
- 4 = Demonstrates that skill in practice in nearly all (greater than 75% of the time) cases

If you are unable to assess the diplomate on a performance indicator because you have never observed him/her in a situation utilizing that skill, please indicate that by placing an “X” in the column labeled “Unable to Assess.”

Please add comments regarding each competency and its associated performance indicators in the box labeled “Cx Comments” which follows the last performance indicator for that competency.

After you have completed your assessment of the diplomate on the ten selected competencies, please return your completed evaluation tool to the physician whose practice you have assessed.

Thank you very much for participating in the practice assessment of a diplomate of the American College of Preventive Medicine.

*When the diplomate is completing the re-evaluation of his/her performance, only **one** competency will be selected for assessment.