

Instructions: Report Card Evaluation

Instructions for Diplomates:

Indicate the **ten*** competencies you have chosen for evaluation by checking the blank in front of each corresponding competency on the Report Card Evaluation tool. You will not assess yourself or be assessed on the remaining twenty-three competencies on the tool.

Use the assessment tool to evaluate yourself on the **ten*** selected competencies using the following procedure. Please remember to write your complete name on each page where indicated prior to initiating your self-evaluation. Each competency (indicated as “C#”) is composed of specific performance indicators, which are listed (bulleted) in the box below the competency. Assess your own practice by rating your level of demonstration of each **selected** competency on a scale of “Unsatisfactory, Below Average, Average, Above Average, or Superior.” Please see the detailed descriptions of each level of achievement for that competency on the evaluation tool. Write your assessment of that competency, including example behaviors that support your self-assessment, in the box under the appropriate column heading and in the row labeled “Diplomate’s Assessment.”

After you have completed your self-assessment on the **ten*** selected competencies, please give your completed Report Card Evaluation and a copy of these instructions to your supervisor or another colleague whom you feel can comment knowledgeably on your scope of practice and ask that person to complete the evaluation process according to the “Instructions for Evaluators” below. Request that he/she return the completed Portfolio Evaluation to you within a specified period of time.

Please retain your Report Card Evaluation after your evaluator returns it to you, as you will need to send your completed evaluation tool and supporting documentation to the American College of Preventive Medicine **after completing the Diplomate Practice Assessment Plan (DPAP) cycle**.

Return to the DPAP to complete the remainder of the Diplomate 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 evaluate the diplomate on the **ten*** competencies for which he/she has completed on the row entitled “Diplomate’s Assessment.” You will not assess him/her on the remaining twenty-three competencies on the form. Each competency lists examples of behaviors that demonstrate that competency. Use current or past observations of the diplomate to assess his/her professional ability by rating his/her level of demonstration of each competency on a scale of “Unsatisfactory, Below Average, Average, Above Average, or Superior.” Please see the detailed descriptions of each level of achievement for that competency on the evaluation tool. Write your assessment of that competency, including example behaviors you have observed, in the box under the appropriate column heading and in the row labeled “Evaluator’s Assessment.” Your evaluation should be independent of the diplomate’s self-assessment responses.

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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.