

PBA: ML for benign vocal cord lesions

PROCEDURE-BASED ASSESSMENT IN OTORHINOLARYNGOLOGY

Trainee:	Assessor:	Date:
Year of Training:	Hospital:	Duration:
Operation more difficult than usual? Yes / No (If yes, state reason)		

Feedback

Verbal and written feedback is a mandatory component of this assessment. Please use this space to record areas of strength and suggestions for development which were highlighted during discussion with the trainee.

TRAINEE'S REFLECTIONS	
Trainee reflections on this activity	
What did I learn from this experience?	
What did I do well?	
What do I need to improve or change? How will I achieve it?	
Trainee comments	

ASSESSOR'S FEEDBACK	
General	
Strengths	
What did the trainee do well?	
Development needs	
Recommended actions	

Rating

N=Not observed / I=Improvement required / S=Satisfactory / A=Above Average / E=Excellent / NA=Not applicable

Competencies	Rating N / I / S / A / E / NA	Comments
I. Pre-operative planning 1 Reviews patient's record and investigation results carefully 2 Identifies location of lesion and recognizes any anatomical variation 3 Liaises with anaesthetist for appropriate airway management plan 4 Selects suitable instruments and equipment 5 Cross-checks with operation staff as regards the equipment, instruments and materials required		
II. Pre-operative preparation 1 Checks in theatre that informed consent has been properly obtained 2 Gives effective briefing to theatre team 3 Ensures proper and safe positioning of the patient on the operating table 4 Demonstrates careful preparation and draping of the patient's operative field 5 Ensures general equipment and materials are deployed safely (e.g. microscope, endoscope, diathermy, operative energy source) 6 Ensures appropriate drugs administered 7 Assesses dental condition of the patient and identifies teeth at risk of dislodgement		
III. Intra-operative technique 1 Provides appropriate protection to teeth 2 Demonstrates knowledge of optimal laryngoscope insertion 3 Achieves adequate exposure with the use of appropriate laryngoscope, suspension system and microscope in correct working distance 4 Minimises damage to teeth and pharyngolaryngeal mucosa 5 Follows an agreed, logical sequence or protocol for the procedure 6 Uses instruments appropriately and safely 7 Proceeds at appropriate pace with economy of movement 8 Anticipates and responds appropriately to variation e.g. anatomy 9 Deals calmly and effectively with unexpected events or complications 10 Controls bleeding promptly by an appropriate method 11 Avoids excessive removal of mucosal tissue and injury of the vocal ligament		

12	Communicates clearly and consistently with the scrub team		
13	Communicates clearly and consistently with the anaesthetist		
14	Uses assistant(s) to the best advantage at all times		
15	Asks mentor for help where appropriate		
16	Confirms haemostasis before laryngoscope withdrawal		
17	Reassess dental condition and identifies any injury to teeth		
18	Assesses the temporomandibular joint and reduces subluxation or dislocation if necessary		
IV. Post-operative management			
1	Ensures the patient is transferred safely from the operating table to bed		
2	Constructs a clear operation note		
3	Records clear and appropriate post-operative instructions		
4	Deals with specimens appropriately if applicable		
5	Assesses patient in ward, watches out for any complications and takes appropriate postoperative care (e.g. vocal hygiene)		
6	Maintains a good rapport with patient and relative, willing to communicate with them the progress and answering their questions, full explanation of the operative finding and appropriate referral to other specialties if necessary		

N.B. *Assessors are normally trainers, associate consultants, consultants or professor.

**The trainee should explain what he / she intends to do throughout the procedure. The Assessor should provide verbal advice, if required, and intervene if patient safety is at risk.*

Overall Rating (tick as appropriate)

Level 1 – Can do with assistance	<input type="checkbox"/>	Comments:
Level 2 – Competent to do independently	<input type="checkbox"/>	
Level 3 – Manage to complete complex case	<input type="checkbox"/>	
and deal with complications		

Signatures

Trainee:	Assessor: