

Continuing Professional Development Program

Protocols for use of the Assessment Letter Questionnaire Template



ASSESSMENT LETTER QUESTIONNAIRE

Undertaking this activity contributes to the requirement for Section 3: Practice Development, Quality Improvement and Review activities.

This protocol should be used in conjunction with:

- The Assessment Letter Questionnaire Template

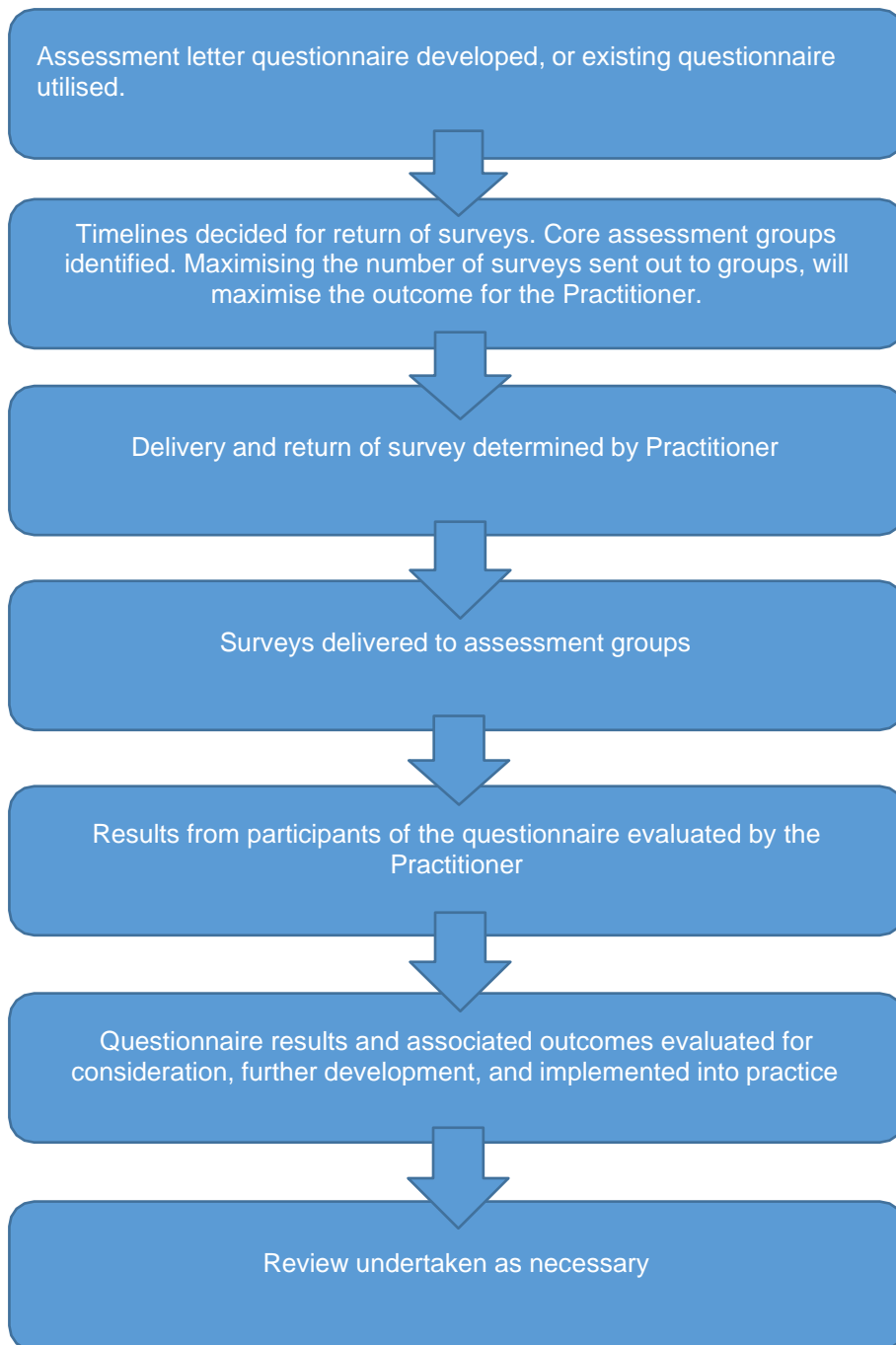
The Assessment Letter Questionnaire is a tool that can be used to gather data from a variety of sources, such as peers and other service providers.

The purpose of the Assessment Letter Questionnaire is to provide information based on the areas identified by those completing the template, to ensure that the information provided regarding the patient/s is pertinent, current and useful. For the process to be undertaken effectively, and to provide a beneficial outcome for the participant, the number of questionnaires sent out or distributed across the number of identified participants should attempt to be maximised. While this may be difficult in small practices, consider any external avenues that you may have referred to that could potentially be useful.

The questionnaires should be distributed with a letter developed by the participant explaining the process, and providing an overview of how the information will be used to further develop the practitioner's skills. The questionnaires should be provided to the target audience with the ability to provide their feedback anonymously. This can be assisted, for example, by the provision of addressed stamped envelopes or via an online survey tool (this option will require additional development on the participant's behalf). This will allow for honest and open feedback and will maximise the benefit of the activity. Providing respondents with a definite time frame for responses will ensure the results can be collated and developed into an outcome for the purposes of practice improvement.

The information received will assist to provide an overview of feedback from peers and those whom the participant may refer patients to. The evaluated feedback may then be classified into areas for development in the practitioner's CPD over the following year.

Example Flowchart for the Assessment Letter Questionnaire



The RANZCP own all intellectual property rights (including any copyright, trade mark rights and patent rights) in the Information and this document. You may download, copy or print reasonable amounts of the Information for your personal, non-commercial use, but must not use it in a commercial way (for example, publishing, selling or modifying the Information) without RANZCP's prior written consent.