**Consultation Observation Tool: Marking/Notes Sheet – ACP**

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| **Date:**  **ACP Name:**  **Assessor:**  **GMC/NMC/HCPC no:** |

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| Grades | **I** – Insufficient evidence | **N** – Needs further development | **C** - Competent | **E** - Excellent |

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| **Criterion** | **Grade** | **Evidence** |
| Discovers the reason for the patient's attendance | | |
| Encourages the patients contribution  GC1, GC6, GC12, CC1-5 |  |  |
| Responds to cues  GC1, GC5, GC6, GC 7, GC12, CC1-5 |  |  |
| Places presenting problem in appropriate psychosocial context  GC1, GC6-7, GC 11-12, CC1-5 |  |  |
| Explores patient's health understanding  GC1, GC6, GC 7,  GC 11,GC12, CC1-5 |  |  |
| Defines the clinical problem | | |
| Includes/excludes likely relevant significant condition  GC5, GC7, GC11 |  |  |
| Appropriate physical or mental state examination  GC2, GC5, GC6 GC18 |  |  |
| Makes appropriate working diagnosis  GC2, GC5, GC6, CC1-5 |  |  |
| Explains the problem to the patient | | |
| Explains the problem in appropriate language  GC6, GC7, GC12, GC13 |  |  |
| Addresses the patient's problem | | |
| Seeks to confirm the patient's understanding  GC6, GC7, GC8, GC12 |  |  |
| Makes an appropriate management plan  GC3, GC5-12, GC15-17 |  |  |
| Patient is given the opportunity to be involved in significant management decisions  GC6-7, GC11-12 |  |  |
| Makes effective use of the consultation | | |
| Makes effective use of resources  GC3,4,6-11, GC24 |  |  |
| Condition and interval for follow up are specified  GC6-12, 16, CC1-5 |  |  |

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| **Feedback & recommendations for further development:** |

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| **Agreed action:** |