

JDOCS: KEY CLINICAL TASKS

JDocs overview

[JDocs](#) is a Framework that describes the many tasks, skills and behaviours that should be achieved by doctors at defined early post-graduate year levels, and will assist in their development towards a surgical or other proceduralist career. It provides guidance and support in becoming a safe, competent, professional doctor at work and a collaborative member of the healthcare team. To relate the Framework to the workplace, key clinical tasks have been developed that represent professional activities undertaken in the clinical workplace, e.g. leading a ward round and discharging a patient.

What are Key Clinical Tasks?

Key clinical tasks (KCTs) represent the daily professional activities undertaken by the junior doctor, where the level of performance can be observed and feedback provided. These are multi-competency constructs around real clinical work and are supported by the competencies of the JDocs Framework that describe the skills, knowledge and attitudes expected of the junior doctor. KCTs are based on Entrustable Professional Activities (EPAs; Olle ten Cate¹), where judgements are made against differing levels of supervision to establish a deeper understanding of the acceptable level of clinical competence required for a particular stage of learning (postgraduate year (PGY) 1–3+).

KCTs use the following levels of supervision to inform feedback and help the doctor gauge his/her progress as they develop their skills and knowledge to demonstrate their readiness for the registrar role.

1. Needs more supervision for development	<input type="checkbox"/>
2. Can perform with supervision	<input type="checkbox"/>
3. Can perform with minimal supervision (observation)	<input type="checkbox"/>
4. Can perform with supervision at a distance (supervisor not present)	<input type="checkbox"/>

Proficiency in each task at supervision level 4 (*Can perform with supervision at a distance – supervisor not present*) should be achievable by the end of PGY3. Assessment of a KCT can be captured in a number of ways, e.g. signed KCT, as part of an end-of-term assessment, and/or built into references and referee reports. Evidence of progress and performance in these tasks can be uploaded to the JDocs ePortfolio.

Key Clinical Tasks for Supervisors

Supervisors can observe junior doctors performing a KCT on a number of occasions and judge their performance using the levels of supervision. The competencies of the JDocs Framework that describe the task are progressive (PGY1–3+) and can be useful when providing feedback to the prevocational doctor; they can also be used to encourage ongoing development of the relevant knowledge, skills and attitudes necessary to proficiently perform a task unsupervised (with supervision at a distance).

Successful completion of a task at supervision level 4 demonstrates the junior doctor has performed the task safely and reliably without direct supervision. The supervisor will have also checked with the doctor and the senior nurse (or other) afterwards that all had gone well. To ensure authenticity using the mobile version of a task, the supervisor will receive email notification where he/she has judged the doctor's performance at supervision level 4.

Key Clinical Tasks for Prevocational doctors

The doctor is encouraged to seek supervisor support to be observed on a number of occasions, to gauge their current level of proficiency in performing a task. In addition to any verbal feedback, a supervisor may use the

¹ Olle ten Cate. Nuts and Bolts of Entrustable Professional Activities: J Grad Med Educ. 2013 Mar; 5(1): 157–158. doi: 10.4300/JGME-D-12-00380.1

competencies of the Framework to help guide further development of relevant skills, knowledge and attitudes to proficiently perform a task unsupervised (with supervision at a distance). Successful completion of a task at supervision level 4 demonstrates the doctor can perform the task safely and reliably without direct supervision. To ensure authenticity using the mobile version of a task, the Supervisor will receive email notification where he/she has judged the doctor’s performance at supervision level 4.

Following supervisor observation using the mobile version of the KCT, the doctor’s progress will be automatically recorded in the JDocs ePortfolio, where the doctor can access feedback to help prompt reflection and guide further personal learning and development.

How to access Key Clinical Tasks

There are two ways to access KCTs.

1. Download as a PDF document from [JDocs website \(http://jdocs.surgeons.org\)](http://jdocs.surgeons.org)

Key clinical tasks		
<ul style="list-style-type: none"> • Admit/consult the new patient • Lead a ward round • Manage peri-operative care • Manage the sick patient • Coordinate and lead open disclosure 	<ul style="list-style-type: none"> • Deliver bad news • Manage CPR & trauma calls • Communication (Handover/ISBAR) • Participate in M & M meetings • Manage/chair interprofessional ward/unit meeting • Discharge a patient 	<ul style="list-style-type: none"> • Display professional behaviours in the workplace • Supervision of junior doctors • Plan an operating list • Plan/participate in the Op Room journey • Perform basic procedures/operations (MALT)

2. Access the mobile KCT form from the JDocs ePortfolio (available only via JDocs [subscription](#))

Doctors can prepare the KCT form on a mobile device in readiness for observation, then hand the mobile device to the supervisor. The supervisor is then able to review the task, enter free text comments and/or use the competencies of the Framework and levels of supervision to inform feedback. Feedback is then recorded directly in the individual’s JDocs Portfolio as a PDF document. There is no supervisory workflow for the JDocs ePortfolio and feedback is for the prevocational doctor’s information only.

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<http://jdocs.surgeons.org>

Key Clinical Task

Perform basic procedures/operations				
First name		Last name		
Date		Hospital		
Term		Supervisor		
Description of task	<p>The Essential Surgical Skills (ESS) document describes well the many skills and aptitudes to be developed in PGY years.</p> <p>Prevocational doctors will differ with development and experiences. Working through the ESS document and practice is advised. Well-developed skills in minor operations, components of larger operations and ward procedures should be noted – the mix and numbers will vary.</p>			
Activities	<ul style="list-style-type: none"> • Competent/independent with minor operations <ul style="list-style-type: none"> ○ Note levels/constructs in ESS document • Competent at components of major operations <ul style="list-style-type: none"> ○ Usually supervised directly • Assists consultant as required • Novice level, commencing procedures <ul style="list-style-type: none"> ○ CVC lines, endoscopy (simulation equipment) • Practises where able <ul style="list-style-type: none"> ○ Local hospital courses/simulation 			
Resources	<ul style="list-style-type: none"> • Essential surgical skills videos • Essential surgical skills document • Hand Hygiene module (only this version accepted for SET Registration) • MALT Logbook (available upon subscription to JDocs) 			
Competencies of JDocs Framework	Communication	<input checked="" type="checkbox"/>	Medical Expertise	<input checked="" type="checkbox"/>
	Collaboration & Teamwork	<input checked="" type="checkbox"/>	Professionalism & Ethics	<input type="checkbox"/>
	Health Advocacy	<input type="checkbox"/>	Scholarship & Teaching	<input checked="" type="checkbox"/>
	Judgement – Clinical Decision Making	<input checked="" type="checkbox"/>	Technical Expertise	<input checked="" type="checkbox"/>
	Management & Leadership	<input checked="" type="checkbox"/>		
Assessment guide	<p>Non-technical skills: observed 6–8 times</p> <p>Technical skills:</p> <ul style="list-style-type: none"> • Doctors can use the MALT JDocs Logbook to log essential surgical skills described in the Technical Competency. Supervisors can sign off logged procedures in the MALT Logbook by agreeing to be a nominated Supervisor. <p>OR</p> <ul style="list-style-type: none"> • Doctors can print off logged procedure reports for signature by Supervisor. These reports can then be manually uploaded to JDocs ePortfolio. 			
Performance	1. Needs more supervision for development			<input type="checkbox"/>
	2. Can perform with supervision			<input type="checkbox"/>
	3. Can perform with minimal supervision (observation)			<input type="checkbox"/>
	4. Can perform with supervision at a distance (supervisor not present)			<input type="checkbox"/>
	JDocs competencies can be useful to frame feedback			
Additional comments				
Signed by Supervisor				

A guide for feedback	
Perform basic procedures/operations – expected knowledge, skills and attitudes	
Guidance for Supervisors	
Supervisors can observe junior doctors performing this key clinical task, on a number of occasions, and assess their performance using the standards of the JDocs Framework, which may be of assistance in providing feedback. This feedback can be useful to guide ongoing development of the relevant knowledge, skills and attitudes required to proficiently perform basic procedures/operations and perform this task unsupervised (with supervision at a distance). Identify areas for further development (✓) .	
Guidance for Prevocational Doctors	
The junior doctor is encouraged to seek supervisor support to obtain regular feedback on their proficiency in performing this task. The competencies of the Framework, listed below, describe the levels applicable across the early prevocational years (PGY1–3) and can help the doctor further develop the relevant skills, knowledge and attitudes necessary to proficiently perform basic procedures/operations and demonstrate they can perform this task unsupervised (with supervision at a distance).	
Collaboration & Teamwork	✓
1. Establish respectful good working relationships with team members and other healthcare professionals	<input type="checkbox"/>
2. Respond positively to requests for help from team, as needed	<input type="checkbox"/>
3. Understand both personal and collective responsibility within the team to ensure the safety of patients	<input type="checkbox"/>
4. Recognise issues that impede teamwork and suggest/implement actions to improve it	<input type="checkbox"/>
5. Support new unit (team) members	<input type="checkbox"/>
6. Able to coach or supervise juniors, as required by the clinical task	<input type="checkbox"/>
7. Encourage participation of all team members and allocate appropriate tasks to junior members	<input type="checkbox"/>
Communication	
1. Identify potential areas for communication breakdown and take action to avoid problems of miscommunication	<input type="checkbox"/>
2. Use graded assertiveness where appropriate	<input type="checkbox"/>
Judgement & Clinical Decision Making	
1. Can explain indications, contraindications and risks involved in decision making regarding common procedures	<input type="checkbox"/>
2. Select appropriate procedures, with involvement of senior clinicians and the patient	<input type="checkbox"/>
3. Able to explain decision making while performing a simple procedure	<input type="checkbox"/>
Management & Leadership	
1. Respond positively to direction	<input type="checkbox"/>
2. Identify hazards within the clinical environment; ensure they are reported and then acted upon	<input type="checkbox"/>
3. Recognise stressful situations and know when to ask for help	<input type="checkbox"/>
4. Accept opportunities for increased autonomy and patient responsibility under direction of supervisor	<input type="checkbox"/>
5. Demonstrate ways to handle discrimination, bullying and sexual harassment that discourage inappropriate behaviour	<input type="checkbox"/>
6. Demonstrate appropriate self-awareness and insight	<input type="checkbox"/>
Medical Expertise	
1. Practise hand hygiene, noting standard precautions, transmission-based precautions, personal protective equipment and aseptic technique	<input type="checkbox"/>
2. Specify peri-operative management of anticoagulants and antiplatelet agents and recognise prescription and/or administration errors	<input type="checkbox"/>
3. Understand recommendations for user-applied labelling of injectable medicines, fluids and lines	<input type="checkbox"/>
4. Be aware of risks associated with common conditions and procedures and implement steps to predict or mitigate them	<input type="checkbox"/>

A guide for feedback	
Perform basic procedures/operations – expected knowledge, skills and attitudes	
Scholarship & Teaching	✓
1. Assist with training of medical students in clinical examination and simple skills	<input type="checkbox"/>
2. Lead the training of junior doctors in clinical examination and teaching of simple skills using a teaching plan	<input type="checkbox"/>
3. Provide constructive, timely and specific feedback to interns based on observation of a junior's performance, encouraging them to reflect on their own learning	<input type="checkbox"/>
Technical Expertise	
1. Perform some generic elementary technical skills (see Essential Surgical Skills)	<input type="checkbox"/>
2. Able to demonstrate that basic essential surgical skills constructs are well established (see Essential Surgical Skills)	<input type="checkbox"/>
3. Able to teach basic Essential Surgical Skills constructs to juniors and supervise their clinical application established (see Essential Surgical Skills)	<input type="checkbox"/>
4. Competent with intermediate and many of the advanced Essential Surgical Skills constructs (refer to pages 12–14 of the Essential Surgical Skills Document)	<input type="checkbox"/>