Multi-Source Feedback Form Summary Sheet

**Name of PLVE Dentist: ………………………………………………………………**

We had ..... people giving feedback for the above VED. The total number for each category are summarised below, with 1 meaning 'very poor' and 9 meaning 'excellent'.

At the end of the summary sheet are summaries of the main comments given on the feedback forms.

A new item is the “summary conclusion”. This is to highlight any trends in the responses given for your VED. (Eg My VED was excellent in all areas except “listening to you” where respondents felt she was only average.)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 1 | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **N/A** |
| Being approachable |  |  |  |  |  |  |  |  |  |  |
| Listening to you |  |  |  |  |  |  |  |  |  |  |
| Being sympathetic to your point of view |  |  |  |  |  |  |  |  |  |  |
| Showing appreciation to you for the contribution you make |  |  |  |  |  |  |  |  |  |  |
| Listening to advice given by yourself or others |  |  |  |  |  |  |  |  |  |  |
| Seeking help appropriately and when required |  |  |  |  |  |  |  |  |  |  |
|  | 1 | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **N/A** |
| Interacting and working well with team members |  |  |  |  |  |  |  |  |  |  |
| Making decisions and communicating them clearly |  |  |  |  |  |  |  |  |  |  |
| Making decisions in an appropriate time frame |  |  |  |  |  |  |  |  |  |  |
| Being calm when stressful situations arise |  |  |  |  |  |  |  |  |  |  |
| Communicating appropriately & at the right level for each individual patient |  |  |  |  |  |  |  |  |  |  |
| Managing challenging patients or situations in a professional manner |  |  |  |  |  |  |  |  |  |  |
| Conducting themselves in a professional way in the workplace |  |  |  |  |  |  |  |  |  |  |
| Treating patients, colleagues and team members with respect |  |  |  |  |  |  |  |  |  |  |
|  | 1 | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **N/A** |
| Being ethical & honest and displaying integrity |  |  |  |  |  |  |  |  |  |  |
| Having good time management |  |  |  |  |  |  |  |  |  |  |
| Writing clear instructions (eg referrals, laboratory tickets and prescriptions) |  |  |  |  |  |  |  |  |  |  |
| Prioritising tasks well under pressure |  |  |  |  |  |  |  |  |  |  |
| Keeping up to date with administrative tasks |  |  |  |  |  |  |  |  |  |  |
| Planning ahead |  |  |  |  |  |  |  |  |  |  |
| Responding quickly to emails/memos/ requests |  |  |  |  |  |  |  |  |  |  |

*Please comment on what the VED does particularly well:*

*Please comment on areas the VED could improve upon:*

*Summary conclusion*