

Information for applicants

Direct Observation of Procedural Skills (DOPS) is intended to document your performance in all aspects of conducting procedures. CPSA has developed the assessment based on a review of pre-existing DOPS used in other jurisdictions.

Your assessor or procedure supervisor will complete this form for procedures in which you are involved.

Your name, your assessor's or procedure supervisor's name, the procedure performed, names of observers of the procedure, and the date of the procedure will be documented.

When you perform a procedure, the procedure will be assessed as satisfactorily or unsatisfactorily completed. If you have performed **satisfactorily**, no further documentation by your assessor or supervisor is required.

If your assessor or supervisor identifies that you have performed **unsatisfactorily**, he or she will be asked to further explain by selecting one of the statements below:

I had to do/take over the procedure myself

i.e., Required complete hands on guidance, applicant did not do or was not given the opportunity to do so

I had to talk the applicant through the procedure

i.e., Able to perform tasks but required constant direction

I had to prompt the applicant from time to time

i.e., Demonstrated some independence, but required intermittent direction

If your assessor or supervisor rates your performance as unsatisfactory, he or she will also be asked to select from a number of elements (please refer to the DOPS form) and comment as to why you were given that rating. Any elements that do not apply to your performance will be left blank or labelled Not Applicable (N/A).

Once you have demonstrated competence in performing a procedure and it has been documented, your assessor does not need to complete a DOPS each time that procedure is performed.

Information for assessors

Direct Observation of Procedural Skills (DOPS) is intended to document performance in all aspects of conducting procedures. CPSA has developed the assessment based on a review of pre-existing DOPS used in other jurisdictions. This form is designed to document the performance of applicants performing procedures and should be completed when the applicant participates in the procedure¹.

How to complete the form:

Please document the applicant's name, date, the procedure performed, and who assessed and observed the applicant.

Under assessment:

Please identify whether the procedure was performed satisfactorily or unsatisfactorily by the applicant. **Satisfactorily** is defined as: I did not need to be there i.e. complete independence, understands risks and performs safely, applicant is practice ready. If the rating provided is satisfactory, no further documentation is required.

If the procedure was performed **unsatisfactorily**, please select one of the three statements below to further explain:

I had to do/take over the procedure myself

i.e., Required complete hands on guidance, applicant did not do or was not given the opportunity to do so

I had to talk the applicant through the procedure

i.e., Able to perform tasks but required constant direction

I had to prompt the applicant from time to time

i.e., Demonstrated some independence, but required intermittent direction

If you rate the performance unsatisfactory, please indicate which elements (from the list provided) were unsatisfactory and why (comment on all that apply). For the elements that do not apply, please leave blank or state Not Applicable (N/A). procedure is performed.

¹Once an applicant has demonstrated competence in performing a procedure and it has been documented, you do not need to complete a DOPS each time that procedure is performed.

Applicant name: _____

Supervisor name: _____

Procedure observed: _____

Procedure observed by: _____

Date of procedure: _____

Practice was satisfactory	
<input type="checkbox"/>	I did not need to be there i.e., Complete independence , understands risks and performs safely, practice ready
Practice was unsatisfactory (choose one statement below):**	
<input type="checkbox"/>	I had to do/take over the procedure myself i.e., Required complete hands on guidance, applicant did not do or was not given the opportunity to do so
<input type="checkbox"/>	I had to talk the applicant through the procedure i.e., Able to perform tasks but required constant direction
<input type="checkbox"/>	I had to prompt the applicant from time to time i.e., Demonstrated some independence, but required intermittent direction

For unsatisfactory performance ratings, please indicate which of the following elements were unsatisfactory and why (comment on all that apply) – Please note there are 2 pages to this form

Reason for unsatisfactory performance	
<input type="checkbox"/>	Did not understand the indications and contraindications
<input type="checkbox"/>	Did not understand the relevant anatomy

Applicant name: _____ Supervisor name: _____

<input type="checkbox"/>	Failed to prepare properly for the procedure
<input type="checkbox"/>	Did not communicate appropriately with the patient or staff
<input type="checkbox"/>	Did not perform the technical aspects of the procedure correctly
<input type="checkbox"/>	Failed to adapt to unexpected problems in the procedure
<input type="checkbox"/>	Failed to demonstrate adequate skill and practical fluency
<input type="checkbox"/>	Did not properly complete relevant documentation
<input type="checkbox"/>	Did not issue clear post-procedure instructions to patient and/or staff
<input type="checkbox"/>	Did not maintain an appropriate professional demeanor
<input type="checkbox"/>	Was not aware of own limitations and did not seek help when appropriate

Submit completed form to registrationassessments@cpsa.ab.ca.