

**UNIVERSITY OF TORONTO - DEPARTMENT OF SURGERY - DIVISION OF GENERAL SURGERY  
EVALUATION OF CONSULTATION NOTE – WRITTEN COMMUNICATION SKILL**

Rotation Service :  
 Length of Rotation :  
 Trainee :  
 Teacher/Supervisor :  
 Hospital/Site :

**Number of Notes Reviewed**

0-2  
 3-4  
 More than 4

	Never	Sometimes	Most of the time	Always	Not applicable
<b>Content</b>					
Patient demographics					
Initial statement identifying reason for referral					
Description of chief complaint					
Description of associated symptoms					
Description of history of present medical issue					
Past medical history					
Past surgical history					
Relevant psychosocial history					
Current medications					
Allergies					
Relevant clinical findings					
Results of investigations to date					
Outline of management to date					
Outline of proposed management plan					
<b>Style</b>					
One topic per paragraph					
Paragraph with fewer than 5 sentences					
One idea per sentence					
Concise and complete					
<b>Overall appreciation</b>					
	Letter unhelpful to consultant			Informative helpful letter	
	1	2	3	4	5

**further comments**