
ECAS7012

MDT Meeting Assessment Checklist (Aligned to BPS Competency Frameworks)

Programme: MSc in Applied Psychology

Assessment Context: You must engage in a ten minute team meeting where you take on a leadership role.

2. Ethical & Professional Conduct

Criteria	Comments
Demonstrates respect for team members' roles, expertise, and perspectives	
Behaves professionally and maintains appropriate boundaries	
Demonstrates responsibility for own contribution and decisions	
Identifies and manages relevant ethical issues	
Shows integrity in communication and decision-making	

2. Communication & Interpersonal Skills

Criteria	Comments
Communicates clearly, concisely, and accessibly (minimising jargon)	
Demonstrates active listening and accurate summarising	
Tailors communication for a multi-professional audience	
Facilitates psychologically informed dialogue within the team	

3. Collaborative Working & Interprofessional Practice

Criteria	Comments
Demonstrates ability to work constructively across viewpoints	
Values and integrates different professional perspectives	
Supports shared decision-making	
Helps maintain psychologically safe, inclusive discussion	
Manages disagreement constructively using evidence-informed reasoning	

4. Leadership & Influence

Criteria	Comments
Provides structure/direction when necessary (informal or formal leadership)	
Demonstrates awareness of constraints and resources	
Facilitates team formulation or psychologically informed reflection	
Encourages contribution from quieter team members	
Shows initiative in improving meeting processes or clarifying next steps	

5. Meeting Management & Organisational Skills

Criteria	Comments
Keeps meeting on task and maintains time boundaries	
Summarises decisions clearly and allocates actions appropriately	
Prioritises issues effectively in line with ethical and service responsibilities	
Demonstrates structured, goal-focused contribution to meeting flow	