

The Royal Australian and New Zealand College of Obstetricians and Gynaecologists



CONSULTANT ASSESSMENT OF OTS TRAINEE - CONFIDENTIAL

(Formerly known as TRAINEE ASSESSMENT FORM)

OTS Trainee _____ Hospital: _____ Year Level: _____

INSTRUCTIONS:

- **BEFORE completing this form, please refer to the attached information sheet.**
- The OTS Trainee's competence as a **clinician** is to be assessed according to the 10 attribute categories listed. Each category has five possible assessments. Please tick the assessment rating which most applies to the trainee.
- In making your assessment, please rate the trainee according to the level of competence expected of his/her year level.
- Return the completed form to the trainee's OTS Training Supervisor. **DO NOT** send the form to RANZCOG.
- **This form must be completed by the consultant but feedback from relevant health professionals (eg: midwives) should be considered in making the assessment.**

1. Responsibility and initiative		✓
Exceptionally conscientious. Takes on extra responsibility voluntarily.	Very Good	
Carries full share of the workload. Frequently volunteers for other duties.	Pass	
Needs prodding to do the required amount of work.	Borderline	
Frequently fails to follow through on tasks.	Fail	
Insufficient opportunity to observe.	Insufficient	
2. Reliability regarding patient care		✓
Of outstanding reliability. Attends carefully to patient care duties.	Very Good	
Usually reliable and conscientious about patient care.	Pass	
Occasionally unreliable in patient care responsibility.	Borderline	
Cannot be relied upon for adequate patient care.	Fail	
Insufficient opportunity to observe.	Insufficient	
3. Communication and rapport with patients		✓
Usually effective in communicating with patients.	Very Good	
Mostly effective in communicating with patients.	Pass	
Occasionally ineffective in communicating with patients.	Borderline	
Generally ineffective in communicating with patients.	Fail	
Insufficient opportunity to observe.	Insufficient	
4. Relationship with other health professionals		✓
Outstanding in relating to the feelings, needs and wishes of others.	Very Good	
Relates appropriately to others.	Pass	
Has minor difficulties in relating to others.	Borderline	
Insensitive to feelings, needs and wishes of others.	Fail	
Insufficient opportunity to observe.	Insufficient	
5. Appropriate theoretical knowledge of the specialty		✓
Excellent knowledge.	Very Good	
Sound knowledge.	Pass	
Patchy knowledge.	Borderline	
Poor knowledge.	Fail	
Insufficient opportunity to observe.	Insufficient	
6. Attendance at hospital continuing education meetings		✓
Almost always attends hospital continuing education meetings.	Very Good	
Usually attends hospital continuing education meetings.	Pass	
Sometimes attends hospital continuing education meetings.	Borderline	
Rarely attends hospital continuing education meetings.	Fail	
Insufficient opportunity to observe.	Insufficient	

7. Documentation and organisational skills		✓
Efficiently manages time. Well-organised. Documentation is of a consistently high standard.	Very Good	
Usually well organised. Documentation adequate.	Pass	
Sometimes disorganised and inefficient. Documentation sometimes inadequate	Borderline	
Disorganised. Poor organisation of documentation compromises clinical management.	Fail	
Insufficient opportunity to observe.	Insufficient	
8. Clinical judgement		✓
Almost always makes sound decisions about clinical management.	Very Good	
Usually makes sound decisions about clinical management.	Pass	
Sometimes makes doubtful decisions about clinical management.	Borderline	
Often makes doubtful decisions about clinical management.	Fail	
Insufficient opportunity to observe.	Insufficient	
9. Surgical skill		✓
Outstanding technical skill for a trainee at this level of training.	Very Good	
Sound technical skill for a trainee at this level of training.	Pass	
Some deficiencies in the technical skills expected of a trainee at this level.	Borderline	
Major deficiencies in the technical skills expected of a trainee at this level.	Fail	
Insufficient opportunity to observe.	Insufficient	
10. Acceptance of constructive criticism		✓
Accepts criticism well.	Very Good	
Accepts criticism with some reluctance.	Pass	
Ignores criticism.	Borderline	
Gets angry when criticised.	Fail	
Insufficient opportunity to observe.	Insufficient	

It is essential that you comment on the OTS Trainee's specific strengths and areas where improvement is needed.

STRENGTHS:

AREAS FOR IMPROVEMENT:

GENERAL COMMENTS:

This assessment is based on personal observation of the OTS Trainee between the dates of ____/____/____ and ____/____/____

ASSESSOR: _____

SIGNED: _____

DATE: _____

The Royal Australian and New Zealand College of Obstetricians and Gynaecologists



CONSULTANT ASSESSMENT OF OTS TRAINEE FORM IMPORTANT INFORMATION FOR CONSULTANTS

VITAL ROLE OF CONSULTANTS IN COLLEGE ASSESSMENT PROCESS

The *Consultant Assessment of OTS Trainee* form, formerly known as the *Trainee Assessment Form* is to be completed by each **consultant** who works with a MRANZCOG/FranzCOG O&G trainee.

The form enables the College's OTS Training Supervisors to collect essential information and feedback on the trainee's performance and progress. The OTS Training Supervisors consolidate this information into a single summative OTS Six-monthly Trainee Report. The six-monthly reports are an essential means of providing feedback to trainees and serve as a College record of each trainee's progress.

OTS - SIX-MONTHLY TRAINEE REPORTS – HOW DO THEY WORK?

Training Supervisors collate the ratings provided by the consultants in each of the 10 attribute categories. Taking into account the feedback from consultants, and their own experience and assessment of the trainee, the Training Supervisor comments on the trainee's strengths and areas where improvement is required.

The supervisor also determines whether the report is **SATISFACTORY** or, if anything other than satisfactory, it should be **REFERRED TO THE LOCAL REGIONAL TRAINING ACCREDITATION COMMITTEE FOR REVIEW**. (Part of the role of each Regional TA Committee of RANZCOG is the review of training documentation and trainees' progress.)

A Six-monthly Trainee Report is graded other than satisfactory if:

A **FAIL** is recorded in ANY attribute category.
Half or a majority of consultants give a trainee **BORDERLINE** assessments in **THREE OR MORE** of the 10 attribute categories.

OTS Training Supervisors always discuss the reports with the OTS trainee before both parties sign and date them.

IMPORTANCE OF HONEST AND DETAILED ASSESSMENT

The *OTS Consultant Assessment of Trainee* forms are confidential and are not intended to be viewed by trainees. This is to encourage consultants to give honest and detailed assessments, which the Training Supervisor relies on. Consultants must use the comments section of the form to provide the Training Supervisor with as much information as possible. For example, a general comment that a trainee has 'poor

communication with patients' is important information, but the OTS Training Supervisor will need specific examples if they are to advise the trainee.

DEADLINES

OTS Trainees are responsible for submitting their Six-monthly Reports to the OTS Coordinator at College House who will forward them to the relevant Regional Training Accreditation Committee Chair for signing. These reports **MUST** be received at the College **NO LATER THAN 8 WEEKS** after the end of each six-month training period. Failure by the trainee to submit training documentation on time may result in a loss of credit of training time.

In light of this, it is essential that consultants return the completed *Consultant Assessment of Trainee* forms to the Training Supervisors as soon as possible. In turn, Training Supervisors or, where authorised, the trainee should ensure that copies of the forms are distributed to the consultants 2-3 weeks **BEFORE** the end of the trainee's six-month training period.

THANK YOU

The College takes this opportunity to sincerely thank all O&G consultants for the help and guidance they provide to trainees and for their continued support of the Training Program.

FURTHER INFORMATION

If consultants have any queries about the *Consultant Assessment of Trainee* forms, or any aspect of the assessment process, they are encouraged to consult the relevant Training Supervisor or contact the OTS Coordinator at College House.

For full details of the College's training program, including the current Training Handbook, please refer to the College website: <http://www.ranzcog.edu.au>.

ASSESSMENT SERVICES DEPARTMENT CONTACTS

TRAINING POLICY/PROGRAM QUERIES

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