



CONSULTANT ASSESSMENT OF RESEARCH TRAINEE - CONFIDENTIAL
(Formerly known as RESEARCH TRAINEE ASSESSMENT FORM)

Trainee: _____ Hospital: _____ Year Level: _____

INSTRUCTIONS:

- **BEFORE completing this form, please refer to the attached information sheet.**
- The trainee's competence as a **clinician engaged in research** is to be assessed according to the 8 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 Training Supervisor. **DO NOT** send the form to RANZCOG.
- **This form must be completed by the consultant but feedback from relevant health professionals 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 research activities		✓
Of outstanding reliability. Attends carefully to research activities.	Very Good	
Usually reliable and conscientious about research activities.	Pass	
Occasionally unreliable in research activities.	Borderline	
Cannot be relied upon in research activities.	Fail	
Insufficient opportunity to observe.	Insufficient	
3. Rapport with supervisors		✓
Outstanding rapport with supervisors.	Very Good	
Appropriate rapport. Relates well to supervisors.	Pass	
Has minor difficulty establishing rapport with supervisors.	Borderline	
Often unable to establish rapport.	Fail	
Insufficient opportunity to observe.	Insufficient	
4. Rapport with fellow researchers		✓
Outstanding rapport with fellow researchers	Very Good	
Appropriate rapport. Relates well to fellow researchers	Pass	
Has minor difficulty establishing rapport with fellow researchers.	Borderline	
Often unable to establish rapport.	Fail	
Insufficient opportunity to observe.	Insufficient	
5. Relationship with laboratory and other staff		✓
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	
6. Attendance at hospital continuing education meetings		✓
Almost always attend 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. Acceptance of constructive criticism/guidance		✓
Accepts constructive criticism/guidance well.	Very Good	
Accepts constructive criticism/guidance with some reluctance.	Pass	
Ignores constructive criticism/guidance.	Borderline	
Gets angry when constructive criticism/guidance is offered.	Fail	
Insufficient opportunity to observe.	Insufficient	

It is essential that you comment on the 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 trainee between the dates of ____/____/____ and ____/____/____

ASSESSOR: _____

SIGNED: _____

DATE: _____



CONSULTANT ASSESSMENT OF RESEARCH TRAINEE FORM IMPORTANT INFORMATION FOR CONSULTANTS

VITAL ROLE OF CONSULTANTS IN COLLEGE ASSESSMENT PROCESS

The *Consultant Assessment of Research Trainee* form, formerly known as the *Research Trainee Assessment Form* is to be completed by each **consultant** who works with an O&G trainee undertaking research.

The form enables the College's Training Supervisors to collect essential information and feedback on the trainee's performance and progress. The Training Supervisors consolidate this information into a single summative 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.

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

Training Supervisors collate the ratings provided by the consultants in each of the 8 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/NZ TRAINING & ACCREDITATION COMMITTEE FOR REVIEW**. (Part of the role of each Regional/NZ T&A Committee of RANZCOG is the review of training documentation and trainees' progress.)

A Six-monthly Research 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.

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

IMPORTANCE OF HONEST AND DETAILED ASSESSMENT

The *Consultant Assessment of Research Trainee* forms are confidential and 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 fellow researchers' is important information, but the Training Supervisor will need specific examples if they are to advise the trainee.

DEADLINES

Trainees are responsible for submitting their Six-monthly Reports to the relevant Regional/NZ 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 Research 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 Research Trainee* forms, or any aspect of the assessment process, they are encouraged to consult the relevant Training Supervisor or contact the Training Services Department 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>.

TRAINING SERVICES DEPARTMENT CONTACTS

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