



**RESEARCH - SIX-MONTHLY SUMMATIVE ASSESSMENT REPORT - CONFIDENTIAL**

Name of Trainee: \_\_\_\_\_ Year Level: \_\_\_\_\_ NZ/State: \_\_\_\_\_

Hospital: \_\_\_\_\_ Name of Training Supervisor: \_\_\_\_\_

Report for the six months from: \_\_\_/\_\_\_/\_\_\_ to: \_\_\_/\_\_\_/\_\_\_

Leave taken in this 6-mth period: \_\_\_\_\_ wks

Leave type(s): \_\_\_\_\_

Full-Time  Part-Time  Hours Per Week \_\_\_\_\_

**ATTRIBUTE**

	Very Good	Pass	Border-line	Fail	Insufficient
1. Responsibility and initiative					
2. Reliability regarding research activities					
3. Rapport with supervisors					
4. Rapport with fellow researchers					
5. Relationship with laboratory and other staff					
6. Attendance at hospital continuing education meetings					
7. Documentation and organisational skills					
8.. Acceptance of constructive criticism/guidance					

**TRAINING SUPERVISOR'S ASSESSMENT OF TRAINEE'S PROGRESS & PERFORMANCE**

Assessment must be based on discussions with key consultants who have worked with the trainee.

**Trainee's Strengths:**

**Areas For Improvement:**

**THE OVERALL PERFORMANCE OF THE TRAINEE IN THIS SIX MONTH PERIOD HAS BEEN:**

**SATISFACTORY**

**OR**

**REFERRED TO REGIONAL/NZ T&A COMMITTEE FOR REVIEW**

**Training Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

My Training Supervisor has discussed this assessment with me

**Trainee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Trainees should also include the *Confidential Trainee Feedback Questionnaire* when submitting this report.

**THIS REPORT HAS BEEN ASSESSED AS:**

**SATISFACTORY**

**BORDERLINE** (Following review by Regional/NZ T&A Committee)

**FAIL** (Following review by Regional/NZ T&A Committee)

**REGIONAL/NZ T&A CHAIR SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## GUIDELINES FOR THE RESEARCH SIX-MONTHLY SUMMATIVE ASSESSMENT REPORT

The RESEARCH Six-monthly Summative Assessment Report is to be completed by the Training Supervisor to assess the trainee's competence as a **clinician engaged in research**. It is a collation of the feedback provided by consultants who have worked with the trainee in the six-month period of training. It is the Training Supervisor's responsibility to collect this information from the consultants.

### COMPLETING THE REPORT

- For each attribute, indicate the number of consultants who give each rating.
  - eg. 5 consultants assess the trainee. For the attribute, *Responsibility and initiative*: 2 give a rating of PASS; 3 rate the trainee as BORDERLINE. This information should be recorded as follows:

ATTRIBUTE	Very Good	Pass	Border-line	Fail	Insufficient
1. Responsibility and initiative		2	3		

- Training Supervisor and trainee must **meet to discuss** the report.
- Training Supervisor and trainee both **sign and date** the report.
- Training Supervisor must also complete *Six-Monthly Assessment of a Research Report* form and **sign and date**.

### TIMING OF THE REPORT

- 2-3 WEEKS BEFORE THE END OF THE TRAINEE'S SIX-MONTH PERIOD OF TRAINING:**
  - Distribute copies of the *Consultant Assessment of Trainee* form to the relevant consultants.
  - Both Training Supervisor and trainee need to be aware of the end date of the training period.
- AT THE END OF THE SIX-MONTH PERIOD OF TRAINING:**
  - The Training Supervisor must compile the report and discuss this with the trainee.
  - When a trainee will undertake their following period of training at a different hospital, it is important that the report is completed before the trainee leaves their current hospital.
- 8 WEEKS AFTER THE END OF THE SIX-MONTH PERIOD OF TRAINING:**
  - The Six-monthly Report must be submitted **by the trainee** to the relevant Regional/NZ Chair no later than the deadline. Trainees are notified of the relevant deadlines at the beginning of each training year.

### UNSATISFACTORY REPORTS

- A report is **NOT SATISFACTORY** if:
  - A **FAIL** is recorded in **ANY** attribute.
  - Half, or a majority, of the consultants assess a trainee as **BORDERLINE** in **THREE OR MORE** attributes.
- If a report is **NOT SATISFACTORY**:
  - The Training Supervisor **MUST** refer the report, along with the Training Assessment Record (TAR), to the relevant Regional/NZ T&A Committee for review.
  - The relevant T&A Committee meets within six weeks of the end of semester to discuss the report and decide whether it will be assessed as **SATISFACTORY**, **BORDERLINE** or **FAIL**.
  - The relevant T&A Chair informs the trainee and the Training Supervisor of the decision.
  - The decision and the report are sent to College House.
  - The trainee is provided with a copy of the report.
- If a trainee receives THREE reports assessed as FAIL during the course of their training, the trainee will be removed from the program.**

### WHEN THE REPORT IS COMPLETE

- If the report is **SATISFACTORY**:
  - After the Training Supervisor and the trainee have signed the report, the **TRAINEE** is responsible for submitting the report to the relevant Regional/NZ T&A Chair, along with their TAR and Clinical Training Summaries (CTS).
- If the report is **NOT SATISFACTORY**:
  - After the Training Supervisor and the trainee have signed the report the **TRAINING SUPERVISOR** refers the report and TAR to the relevant Regional/NZ T&A Committee for review.

#### FOR ANY QUERIES RELATING TO TRAINING PLEASE CONTACT:

Training Services Department at College House  
Phone: +61 3 9417 1699  
Fax: +61 3 9417 7817  
Email: [training@ranzcog.edu.au](mailto:training@ranzcog.edu.au)