Six-Monthly Summative Assessment

Checklist for Training Supervisors

At least 2-4 weeks before the end of the training period, initiate a consultant assessment survey in My.RANZCOG

Finalise and submit the consultant assessment survey in My.RANZCOG

Your trainee should submit their 6-monthly assessment form to you in My.RANZCOG

Open the trainee’s 6-monthly form to review leave, logbook entries and activities

Prepare discussion points for the meeting based on consultant feedback and your own observations

Make a time to meet with your trainee in a private space before the trainee moves on to their next rotation

At the meeting, invite the trainee to talk about their progress first

Discuss any issues/areas for improvement and create a Learning Development Plan if required

Submit the 6-monthly form (including the consultant assessment) back to the trainee in My.RANZCOG

Trainee to complete final submission of the assessment to the College

Arrange to reconvene the meeting at a later time if required