Certification in Reproductive Endocrinology and Infertility
Formative Appraisal Report
CREI – FAR

IMPORTANT INFORMATION

TRAINEE AND SUPERVISOR INSTRUCTIONS

This Formative Appraisal Report (FAR) must be completed at the three-monthly stage of every six-month period. The appraisal document is an important record of the Trainee’s performance and progress.

- Three-monthly Formative Appraisal of a Trainee’s knowledge, skills and attributes are COMPULSORY.
- The Trainee MUST complete a self-assessment of their strengths and challenges on this form BEFORE meeting with their Training Supervisor to discuss their performance during the relevant training period.
- It is the responsibility of the Trainee to ensure that their Training Supervisor is available to meet with him/her to discuss the FAR prior to submission.
- A review of the Daily Training Record (DTR) should be undertaken before completion of this form by the Training Supervisor.
- The Training Supervisor MUST discuss strengths and areas for improvement with the Trainee.
- The Training Supervisor is to provide comment in the relevant domains of the FAR in which the Trainee and/or the Training Supervisor have identified improvement is needed.
- Both parties must sign and date the report after discussion.

SUBMISSION OF TRAINING DOCUMENTS BY THE DUE DATE

- It is the Trainee’s responsibility to submit the current Formative Appraisal Report to Subspecialties Services at College House for review and signing by the CREI Committee Chair by the relevant deadline, as per Subspecialties Regulations.
- Following review and signing by the CREI Committee Chair, the original of the signed report is kept in the Trainee’s file at College House. A copy of the signed report is sent to the Trainee.
- The Formative Appraisal Report must be submitted to the CREI Committee Chair (via Subspecialties Services) within 4 weeks of the end of the relevant training period. If a report is not submitted within 4 weeks of the relevant training period, the relevant training period WILL NOT be credited. If this happens a second time, the Trainee may be recommended for removal from the program.
- Trainees who believe they have valid grounds for NOT submitting their assessment documents by the due date should apply via the Exceptional Circumstances for Special Consideration Application Form and submit documentary evidence, along with the administrative fee. This form can be accessed on the College website.
- The Exceptional Circumstances for Special Consideration Application Form must be received by the CREI Committee Chair within 72 hours of the due date for submission of the relevant FAR.
Certification in Reproductive Endocrinology and Infertility
Formative Appraisal Report
CREI – FAR

Trainee Details

Full Name ..................................................................................................................
Year Training commenced .................................................................
Current Year Level ............................................................................
Semester 1 / 2
Name of Training Supervisor ..........................................................................................
Training Unit ..................................................................................
NZ/AU State .................................................................................
Three-month period from ......................................................... to .................................
Full/Part Time:  F/T □  P/T □  FTE 0.5 – 1.0
Date of the most recently signed TAR (including the summative assessment report) .................................................................

IMPORTANT
As a Trainee, you are required to submit this Formative Appraisal Report (FAR) within four weeks of completion of the relevant training period, and AFTER the appraisal discussion with your Training Supervisor.

Office Use Only
Date received Submitted by due date □
Overdue submission □

Notes
__________________________________________________________________________
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## Clinical Expertise – every competency must be addressed before meeting with Training Supervisor

<table>
<thead>
<tr>
<th>Competencies</th>
<th>Description</th>
<th>Trainee self-assessment of strengths and challenges and how any challenges could be addressed</th>
</tr>
</thead>
</table>
| Demonstrates responsibility, reliability and initiative in undertaking clinical and other duties and follow up | Demonstrates an ability to:  
- prioritise urgent and other tasks  
- deals with allotted duties  
- manage clinics and ward  
- organise appropriate testing and follow up of tests results  
- provides a safe and effective management plan |                                                                                                                                                                                                                                                                           |
| Manages clinical load effectively in consultation with other members of the multidisciplinary team | Demonstrates an ability to:  
- consult effectively with the multidisciplinary team where necessary  
- manage work load effectively in different clinical settings  
- consult with and manage multi-disciplinary health care services  
- appropriately delegate work and responsibilities |                                                                                                                                                                                                                                                                           |
| Demonstrates appropriate procedural, laboratory and surgical skills in assisted conception, andrology/urology and relative to the treatise | Demonstrates an ability to:  
- utilise laboratory skills and technically perform procedures related to assisted conception, andrology and the relative treatise  
- identify and proficiently manage complications  
- seek assistance from appropriate colleagues |                                                                                                                                                                                                                                                                           |
| Demonstrates appropriate general and endoscopic female reproductive surgical skills | Demonstrates an ability to:  
- proficiently manage and technically perform general and endoscopic female reproductive surgery  
- identify and proficiently manage complications  
- seek assistance from appropriate colleagues |                                                                                                                                                                                                                                                                           |
| Demonstrates appropriate documentation and organisational skills           | Demonstrates an ability to:  
- take a relevant history  
- write legible and clear records  
- organise and prioritise urgent tasks  
- give an effective clinical handover |                                                                                                                                                                                                                                                                           |
| Demonstrates continued improvement in medical expertise, clinical reasoning and judgment | Demonstrates an ability to:  
- access, interpret, and apply knowledge to make accurate diagnoses  
- apply effective clinical reasoning  
- provide effective and ethical diagnostic, therapeutic and surgical management  
- consider cost-effectiveness in clinical decision-making  
- use agreed clinical protocols and procedures  
- identify risks, benefits and major issues |                                                                                                                                                                                                                                                                           |

**Training Supervisor’s comments including any actions to address identified areas for improvement**

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May 2016
### Academic Abilities - every competency must be addressed before meeting with Training Supervisor

<table>
<thead>
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</table>
| Demonstrates appropriate knowledge of the principles of evidence-based medicine | Demonstrates an ability to:  
• actively seek information  
• critically appraise sources  
• interpret the results of research  
• apply evidence-based medicine |                                                                                                                                                                                                       |
| Demonstrates appropriate theoretical knowledge of general endocrinology (including neuroendocrinology) and female reproductive endocrinology | Demonstrates an ability to understand and describe:  
• the action of the major protein and steroid hormones  
• gonadal, thyroid and adrenal function  
• the breast as a target organ  
• the development and cessation of mature reproductive function |                                                                                                                                                                                                       |
| Demonstrates appropriate theoretical knowledge of medical andrology | Demonstrates an ability to understand and describe:  
• the action of androgens  
• androgen disorders  
• testicular function |                                                                                                                                                                                                       |
| Demonstrates appropriate theoretical knowledge of assisted conception | Demonstrates an ability to understand and describe knowledge of assisted conception, including:  
• indications and contraindications  
• methods and results  
• limitations  
• medical, legal and ethical aspects |                                                                                                                                                                                                       |
| Demonstrates appropriate skills in all aspects of clinical research | Demonstrates an ability to:  
• design and conduct an appropriate research project  
• effectively analyse the results of clinical research  
• adequately report on research findings |                                                                                                                                                                                                       |
| Demonstrates teaching at both undergraduate and postgraduate level | Demonstrates an ability to:  
• apply apprenticeship learning principles  
• provide guidance, advice and feedback to junior staff, including mentoring, supervision, appraisal and workplace-based assessment  
• seek opportunities to teach in clinical situations  
• tailor learning experiences to address own and others knowledge deficiencies and learning needs  
• Use varied teaching strategies appropriate to audience and context (including one-to-one, small and large groups, formal lectures) |                                                                                                                                                                                                       |
| Demonstrates attendance and participation at continuing education meetings | Demonstrates an ability to:  
• consistently attend and participate in hospital timetabled education meetings  
• participate effectively in organised educational activities |                                                                                                                                                                                                       |
| Demonstrates commitment to learning | Demonstrates an ability to:  
• actively practice life-long learning behaviours  
• initiate research into topics emerging from current practice  
• take responsibility for own learning |                                                                                                                                                                                                       |
## Professional Qualities - every competency must be addressed before meeting with Training Supervisor

<table>
<thead>
<tr>
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<th>Description</th>
<th>Trainee self-assessment of strengths and challenges and how any challenges could be addressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicates effectively with colleagues</td>
<td>Demonstrates an ability to:</td>
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<tr>
<td></td>
<td>• communicate accurately, clearly and promptly with relevant colleagues by means appropriate to the urgency of a situation (e.g. telephone, email, letter etc.) especially where responsibility for a patient’s care is transferred</td>
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<tr>
<td>Works as a member of a team</td>
<td>Demonstrates an ability to:</td>
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<tr>
<td></td>
<td>• relate appropriately and communicate effectively with other members of the health care team in different clinical settings</td>
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<td></td>
<td>• manage workplace differences and conflicts</td>
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<td></td>
<td>• foster a supportive and respectful environment where there is open and transparent communication between all team members</td>
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<td>Demonstrates appropriate understanding and judgement of ethical issues</td>
<td>Demonstrates an ability to:</td>
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<td></td>
<td>• deliver the highest quality healthcare</td>
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<td></td>
<td>• practise ethically responsible medicine consistent with professional obligations</td>
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<td></td>
<td>• recognise patient autonomy, confidentiality and the legal and moral duties to women in their care</td>
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<td></td>
<td>• recognise duties in regard to courts, legislative and regulatory bodies, and notification obligations</td>
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<td>Accepts constructive feedback</td>
<td>Demonstrates an ability to:</td>
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<td></td>
<td>• accept feedback from colleagues, allied health staff, patients and their relatives</td>
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<td></td>
<td>• recognise limits of own expertise</td>
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<td>Reviews and updates professional practice</td>
<td>Demonstrates an ability to:</td>
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<td></td>
<td>• practice risk management</td>
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<td></td>
<td>• evaluate outcomes and re-assess the solutions through research, audit and quality assurance activities</td>
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<td></td>
<td>• self-manage: balance personal and professional roles and responsibilities</td>
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<td>Leadership and management responsibilities</td>
<td>Demonstrates an ability to:</td>
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<tr>
<td></td>
<td>• complete organisational tasks e.g. meetings, rosters</td>
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<td></td>
<td>• prioritise tasks, have realistic expectations of what can be completed by self and others</td>
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<tr>
<td>Professionalism</td>
<td>Demonstrates an ability to:</td>
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<tr>
<td></td>
<td>• prepare for meetings – read agendas, understand minutes, action points and undertake background research on agenda items</td>
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</tbody>
</table>
### Health Advocacy

Demonstrates an ability to:
- identify opportunities to prevent ill health and disease in patients and other actions which will positively improve healthy and/or disease outcomes
- identify patients’ ideas, concerns and health beliefs regarding screening and health promotion programmes and is capable of responding to these

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### Trainee Checklist

Before submission of documents to the CREI Committee Chair, please use the following checklist to ensure all relevant areas have been completed. Failure to send correctly completed forms will result in a delay in processing and may result in the training period not being credited.

- [ ] Formative Appraisal Report (FAR) form completed in full;
- [ ] Strengths and areas for improvement have been documented and discussed; and
- [ ] Formative Appraisal Report has been signed by **BOTH** Training Supervisor and Trainee.

### Signatures

#### Training Supervisor

- [ ] I have discussed this Formative Appraisal Report with the trainee

**Training Supervisor**  
………………………………………..  
**Date**  …………………………

#### Trainee

- [ ] My Training Supervisor has discussed this Formative Appraisal Report with me

**Trainee**  
……………………………………………………………..  
**Date**  …………………………

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**Chair, CREI Committee**

**Signature**  
……………………………………………………………..  
**Date**  …………………………