

# DRANZCOG Advanced Formative Appraisal

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## Instructions for completing a Formative Appraisal

### Overview

The Formative Appraisal is a feedback tool that provides Trainees with feedback on their progress and performance in the DRANZCOG Advanced Training program. The formative appraisal is *not* compulsory however trainees are strongly encouraged to complete a Formative Appraisal with their Training Supervisor in the last 3-6 months of their training to identify strengths and areas for further development and improvement. The timing of the appraisal should enable Trainees to plan the remainder of their training time and to use the feedback to guide and facilitate their preparation for the final Summative Assessment, which is an assessment requirement and uses the same criteria.

It is strongly recommended that both Trainees and Training Supervisors view the online module on how to conduct appraisals that has been developed for the DRANZCOG Training program <http://www.climate.edu.au/WBA/story.html>

### Completing the Formative Appraisal form

Trainees are encouraged to undertake an appraisal during the second half of the DRANZCOG Advanced training program. The appraisal process may be repeated as necessary to guide the Trainees progress towards independent practice.

It is the responsibility of the Trainee to organise the appraisal meeting date with their Training Supervisor(s).

The Trainee is strongly encouraged to complete a *self-appraisal* of their strengths and areas for further development on a separate copy of the appraisal form *before* meeting with their Training Supervisor. Trainees should take their completed self-appraisal along to the appraisal meeting.

The Training Supervisor(s) should complete the formative appraisal form identifying performance in each of the domains and criteria and evaluating progress towards independent obstetric practice. The comments for each criterion should identify strengths and highlight areas for further development and improvement prior to completing the DRANZCOG Advanced Training Program.

Training Supervisors and Trainees should retain copies of completed appraisal forms for their records. Trainees should submit a copy of the Formative Appraisal with their final logbook submission.

### Trainee Support

If significant training issues are identified, consider implementing an action plan to support the trainee and address the issues identified. Please contact the RANZCOG Training Services Manager via email [dt@ranzcg.edu.au](mailto:dt@ranzcg.edu.au) or on +61 3 9417 1699. Further information can also be found at <https://www.ranzcg.edu.au/Training/Specialist-Training/Support-Resources>



## DRANZCOG Advanced Formative Appraisal

Trainee surname:		Given name/s:	
Appraiser (Supervisor) name:		Appraisal meeting date:	

The purpose of the DRANZCOG Advanced Formative Appraisal is to review a trainee's performance in the last 3-6 months of training to identify strengths and areas for improvement, ensuring that they will be performing at the level expected to practice obstetrics independently at the end of the DRANZCOG Advanced Training Program.

Criteria	Level expected to practice obstetrics independently at the end of the DRANZCOG Advanced Training Program	Training Supervisor's comments about Trainee's performance and progress towards independent practice for each criteria
Clinical expertise		
Prioritising tasks	Able to prioritise tasks appropriately, ensuring urgent and important matters are dealt with promptly	
Critically assess information	Able to critically assess information, risks and benefits, identify major issues and make timely decisions	
Able to perform antenatal care	Able to manage low and moderate risk women, referring on when appropriate	
Ability to manage labour ward	Able to manage labour ward, including performing safe and appropriate intra-partum care	



## DRANZCOG Advanced Formative Appraisal

<b>Able to perform instrumental delivery (vacuum and forceps)</b>	Able to perform instrumental delivery (both vacuum and forceps) safely and appropriately	
<b>Ability to perform LSCS</b>	Able to perform elective and emergency LSCS in a safe and timely manner	
<b>Ability to manage gynaecological conditions</b>	Able to manage ectopic pregnancy and miscarriages in a safe and sensitive manner	
<b>Delegating</b>	Able to recognise the importance of delegating work and responsibility when appropriate	
<b>Collaborative healthcare</b>	Able to communicate well with colleagues and Midwives to work effectively as part of a collaborative healthcare team	
<b>Communicate with colleagues</b>	Able to communicate effectively with clinical colleagues	



## DRANZCOG Advanced Formative Appraisal

<b>Practice within limits</b>	Able to practice within limits of own competence ensuring that patients are not put at risk	
<b>Academic abilities</b>		
<b>Commitment to ongoing learning (of self and others-including patients)</b>	Able to demonstrate a commitment to ongoing learning from clinical practice and applies best available evidence to their practice. Demonstrates commitment to patient education	
<b>Exhibits ethical attitudes and conduct</b>	Displays a very good understanding and judgement of ethical issues	
<b>Professional qualities</b>		
<b>Solicits and accepts constructive feedback</b>	Able to accept constructive feedback and addresses area(s) identified	
<b>Establishment of therapeutic relationships</b>	Able to establish therapeutic relationships with women in their care and their partners and families	
<b>Patient sensitivity and differences</b>	Displays sensitivity to the needs of patients and treats them as individuals recognising differences	
<b>Communicate difficult information</b>	Able to communicate potentially upsetting information in an appropriate and sensitive manner	



## DRANZCOG Advanced Formative Appraisal

<b>Provide information</b>	Able to actively encourage questions to ensure clarity of information provided to patients, their families and their colleagues	
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Supervisor comments		
Please comment on the Trainee's strengths and any areas for further development and improvement.		
Comments:		
Would the trainee benefit from implementing a formal Learning Development Plan?		
Appraiser (Supervisor) Name (please print):		Date:
Appraiser (Supervisor) Signature:		
*Second Supervisor Name (please print):		Date:
*Second Supervisor Signature:		

\* NB the non-appraising Training Supervisor is required to countersign this Formative Appraisal Form.



## DRANZCOG Advanced Formative Appraisal

### Trainee acknowledgment

☐ I have read and discussed this formative appraisal with my Training Supervisor(s).

Comments:

Trainee name (please  
print):

Date:

Trainee Signature: