



Six-Monthly Summative Assessment

Checklist for Training Supervisors

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| At least 2-4 weeks before the end of the training period, initiate a consultant assessment survey in My.RANZCOG | <input type="checkbox"/> |
| Finalise and submit the consultant assessment survey in My.RANZCOG | <input type="checkbox"/> |
| Your trainee should submit their 6-monthly assessment form to you in My.RANZCOG | <input type="checkbox"/> |
| Open the trainee's 6-monthly form to review leave, logbook entries and activities | <input type="checkbox"/> |
| Prepare discussion points for the meeting based on consultant feedback and your own observations | <input type="checkbox"/> |
| Make a time to meet with your trainee in a private space before the trainee moves on to their next rotation | <input type="checkbox"/> |
| At the meeting, invite the trainee to talk about their progress first | <input type="checkbox"/> |
| Discuss any issues/areas for improvement and create a Learning Development Plan if required | <input type="checkbox"/> |
| Submit the 6-monthly form (including the consultant assessment) back to the trainee in My.RANZCOG | <input type="checkbox"/> |
| Trainee to complete final submission of the assessment to the College | <input type="checkbox"/> |
| Arrange to reconvene the meeting at a later time if required | <input type="checkbox"/> |