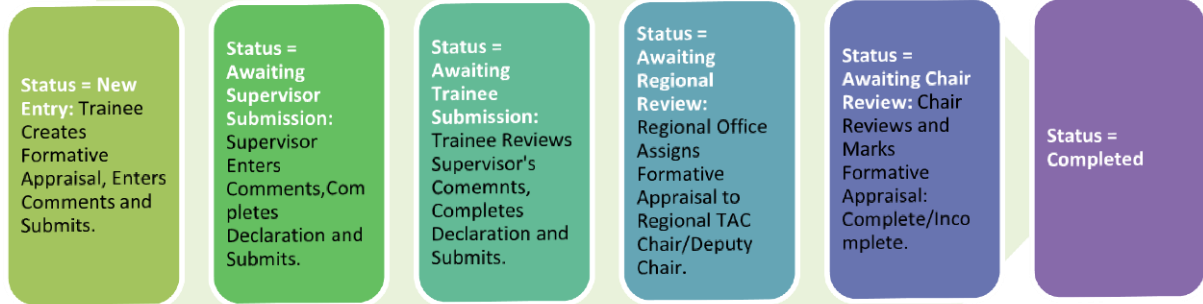




Formative Appraisal Summary Guide

Trainees and Supervisors

3-Monthly Formative Appraisal – Workflow



3-Monthly Formative Appraisal Form - Quick Summary Guide

The Form Name reflects the type of form. This is dependent on your Prospective Approval selection.

The Assessment Date is prepopulated by the system with the date the Formative Appraisal is created. Supervisors can update this date when the Formative Appraisal is assigned to them.

Supervisors can select a different Supervisor in the Assign Supervisor field to assign the Formative Appraisal to another Supervisor when Status = "Awaiting Supervisor Submission".

The Trainee Comments section is only updateable by trainees when Status = New Entry.

All Trainee Comments fields are mandatory for the trainee. Trainees cannot submit the form until they have put in a response against all the Trainee Comments fields.

The Supervisor Comments section is only updateable by Supervisors when Status = Awaiting Supervisor Submission.

Trainees do not get access to the Supervisor Comments section until Supervisors enter their comments and submit the form.

The Declarations are initially disabled for selection by trainees. Supervisors need to put in their declaration. Following this, trainees are required to complete their declaration prior to submitting the form to the Regional Office.

Whoever gets update access to the form can also upload any documents to the Appraisal if they wish.

You can save the form multiple times prior to submitting it. Once submitted, updates are not allowed to any submitted information.

Formative Appraisal Details

Members Portal / Training

List Add 3-Monthly

Advanced Formative Appraisal Form

Trainee & Training Details

Trainee Fullname:

Assign Supervisor:

Region:

Supervisor Fullname:

Current Training Year:

Assessment Date: *

Hospital:

Due Date: *

FTE:

Status:

Training Level:

Overdue:

Initiated By:

Recent 6-Monthly Assessment:

Completed:

Formative Appraisal ID:

3-Monthly Appraisal (Formative)

Trainee Comments

Clinical Expertise

Competencies	Description	Trainee self-assessment of strengths and challenges and how any challenge could be addressed
Demonstrates responsibility, reliability and initiative in undertaking clinical and other duties and follow up	Demonstrates an ability to: <ul style="list-style-type: none"> • prioritise urgent and other tasks • deal with allocated duties • manage clinics and ward • organise appropriate testing and follow up of test results • provide a safe and effective management plan 	<input type="text"/> * 1000 characters remaining
Manages clinical load effectively in consultation with other members of the health care team	Demonstrates an ability to: <ul style="list-style-type: none"> • consult effectively with senior staff and other health professionals where necessary • manage work load effectively in different clinical settings • consult with and manage multi-disciplinary health care services 	<input type="text"/> * 1000 characters remaining
Demonstrates appropriate obstetric clinical procedural and surgical skills	Demonstrates an ability to: <ul style="list-style-type: none"> • proficiently manage and technically perform routine obstetric procedures • identify and proficiently manage obstetric complications • seek assistance from appropriate specialist colleagues 	<input type="text"/> * 1000 characters remaining

Supervisor Comments

Training Supervisor comments including strengths, areas for further development and recommended actions to achieve these.

Clinical Expertise

(responsibility, reliability and initiative in clinical duties; management of clinical load within team; clinical procedural and surgical skills; non-procedural skills; documentation and organisational skills; clinical reasoning and judgement)

*
1000 characters remaining

Academic Abilities

(knowledge; teaching; meeting attendance and participation)

*
1000 characters remaining

Professional Qualities

(communication with patients, families and colleagues; teamwork; response to constructive feedback; reviews and updates professional practice)

*
1000 characters remaining

Declaration

I have discussed this Formative Appraisal with the Trainee

My Training Supervisor has discussed this Formative Appraisal with me

Attachments

+Add Attachment

Action	Date	Title	Added by