



# Consultant Assessment (Six-monthly report) for Core/Advanced trainees

## Instructions to consultants

The Consultant Assessment of individual Trainee's performance and progress is an integral part of the Six-monthly Summative Assessment for FRANZCOG Trainees. The consultant assessment process enables RANZCOG Training Supervisors to provide detailed feedback to Trainees and serves as a record of each Trainee's performance during the relevant six-month block.

## How do these six-monthly reports work?

Before the Training Supervisor compiles the Six-Monthly Summative Assessment for the Trainee, consultant feedback is collated for each of the three Domains as defined in the FRANZCOG Curriculum: Clinical Expertise, Academic Abilities and Professional Qualities. The Training Supervisor adds their own assessment and discusses the assessment with the Trainee. The summative assessment report is assessed as either "Satisfactory" or "Referred for Review" to the relevant Regional TAC for further discussion. A report is graded 'Referred for Review' if two or more consultants rate a trainee as "BELOW expectation for year level of training" for two or more competencies, regardless of the domain(s) in which the competencies are located.

Trainees referred for review are required to develop and submit a Learning Development Plan in collaboration with their Training Supervisor that details what actions the Trainee will undertake to improve any skills, knowledge or practice rated as below expectation for their year level.

## The need for honest and detailed assessment

The online Consultant Assessment of Trainee Form is confidential and is not seen by the Trainee. Please use the comments section on the form to provide honest and detailed feedback. For example, if you assess a Trainee's communication skills as "below expectation for year level of training", provide specific instances and/or areas for improvement. The Training Supervisor relies on your assessment to assist them in providing constructive and detailed feedback to a Trainee. As a consultant who works with the relevant trainee, you are being asked to indicate whether the trainee is at the appropriate level of competence/knowledge for that year level. Guidelines that describe the expected competencies and attributes at the conclusion of FRANZCOG training can be found at: [insert link to Attributes of a Trainee on Satisfactory Completion of Core and Advanced FRANZCOG Training (C-Gen 20)]

## How to complete the form

- Complete and submit the form online using the link emailed to you by the Training Supervisor.
- For Year 1 and 2 trainees, a consultant or Senior Registrar (ie a trainee who has completed at least 184 weeks of training) may complete this form.



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### How to complete the form (cont.)

- For Year 3, 4 and Advanced trainees, this form must be completed by a Consultant.
- Feedback from relevant health professionals (e.g. other medical staff, midwives) can be considered when making your assessment.
- The Trainee's performance as a clinician is to be assessed across the three domains of clinical expertise, academic abilities and professional qualities. Within each of the three domains, individual competencies are listed.
- When making your assessment of each competency, please rate the Trainee's performance as BELOW, AT or ABOVE what is expected for their year level of training (as applicable).
- Where appropriate, please provide specific comments, examples or suggestions that you feel would benefit the Trainee and assist them in reaching the standard expected for their year level. Please use the right-hand column for this purpose.
- In addition, to enable constructive feedback to be given to the Trainee by the Training Supervisor, it is IMPORTANT that you comment on the Trainee's specific strengths where applicable.

### Deadlines

It is essential that you submit the online form/s as soon as possible and by the due date set by the Training Supervisor. The link in the email will expire after this time.

The Summative Assessment must be completed and submitted online by the Trainee to the relevant Regional Office within 6 weeks of the end of the six-month training period. In the event of late submission, the training period will NOT be credited to the Trainee and will result in a "Not Satisfactory" assessment.

If a Trainee receives three "Not Satisfactory" assessments in the course of their training, this may result in removal from the training program. Therefore, it is critical that your feedback is submitted for inclusion by the Training Supervisor.

### Thank you

The College takes this opportunity to sincerely thank you for your help and guidance to the Trainees and for your continued support of the FRANZCOG Training Program

### Further information

For any queries concerning assessment processes or this assessment form, please contact the relevant Training Supervisor, or Training Services at College House.

Tel: 61 3 9412 2900 email: [training@ranzco.edu.au](mailto:training@ranzco.edu.au)