

SIMG PARTIALLY COMPARABLE – THREE MONTHLY FORMATIVE APPRAISAL



THE ROYAL AUSTRALIAN
AND NEW ZEALAND
COLLEGE OF
OBSTETRICIANS AND
GYNAECOLOGISTS

This form should be used for assessing Specialist International Medical Graduate (SIMG) Trainees. Assessment is to be made at the equivalent of Year 5 Advanced Trainee or above.

Full Name of SIMG Trainee: _____ Hospital: _____ State: _____

Full Name of SIMG Supervisor: _____ Date SIMG Training Commenced ___/___/___

Report for three month period: ___/___/___ to ___/___/___ Leave taken during reporting period ___/___/___ to ___/___/___

Full time Part time (as per hospital contract) ___/___/___

IMPORTANT: As a SIMG Trainee, you are REQUIRED to submit this Formative Appraisal (Three-Monthly Report / 12 weeks) within four weeks of completion of the relevant training period, and AFTER the appraisal discussion with your SIMG Training Supervisor.

1. Clinical Expertise

Competencies	Description	Trainee self-assessment of strengths and challenges as well as areas for improvement	Supervisor assessment of Trainee's strengths and challenges as well as areas for improvement
Demonstrates responsibility, reliability and initiative in undertaking clinical and other duties	Demonstrates an ability to: <ul style="list-style-type: none"> • prioritise urgent and other tasks • deal with allotted duties • manage clinics and wards • organise appropriate testing and follow up of results • provide and communicate a safe and effective management plan 		
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 workload effectively in all clinical settings • consult with and manage multi-disciplinary health care services 		
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 colleagues when required 		
Demonstrates appropriate obstetric non-procedural skills	Demonstrates an ability to: <ul style="list-style-type: none"> • organise routine obstetric examinations, investigations and appropriate tests 		

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Demonstrates appropriate gynaecological clinical procedural and surgical skills	Demonstrates an ability to: <ul style="list-style-type: none"> • proficiently manage and technically perform routine gynaecological procedures • identify and proficiently manage complex gynaecological problems • seek assistance from appropriate specialist colleagues when required 		
Demonstrates appropriate gynaecological non-procedural skills	Demonstrates an ability to: <ul style="list-style-type: none"> • organise routine gynaecological examinations, investigations and appropriate tests 		
Demonstrates appropriate documentation and organisational skills	Demonstrates an ability to: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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 • recognise and use accepted clinical protocols and procedures 		

2. Academic Abilities

Competencies	Description	Trainee self-assessment of strengths and challenges as well as areas for improvement	Supervisor assessment of Trainee's strengths and challenges as well as areas for improvement
Demonstrates appropriate theoretical knowledge of the specialty and principles of evidence-based medicine	Demonstrates an ability to: <ul style="list-style-type: none"> • actively seek information • critically appraise sources • interpret the results of research • apply evidence-based medicine 		

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Demonstrates effective teaching at both undergraduate and postgraduate level	Demonstrates an ability to: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • consistently attend and participate in hospital timetabled education meetings • participate effectively in organizational activities, scientific meetings, workshops and conferences 		
Demonstrates research abilities	Demonstrates an ability to: <ul style="list-style-type: none"> • contribute to educational research, projects or clinical trials 		

3. Professional Qualities

Competencies	Description	Trainee self-assessment of strengths and challenges as well as areas for improvement	Supervisor assessment of Trainee's strengths and challenges as well as areas for improvement
Communicates effectively with patients and their families	Demonstrates an ability to: <ul style="list-style-type: none"> • listen attentively and answer questions fully • form therapeutic relationships with patients, relatives and colleagues • provide courteous and helpful guidance to patients • show empathy and sensitivity to cultural and linguistic diversity • respect patients in their care 		

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Communicates effectively with colleagues	Demonstrates an ability to: <ul style="list-style-type: none"> • 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 		
Works as a member of a team	Demonstrates an ability to: <ul style="list-style-type: none"> • relate appropriately and communicate effectively with other members of the health care team in different clinical settings • manage workplace differences and conflicts • foster a supportive and respectful environment where there is open and transparent communication between all team members 		
Accepts constructive feedback	Demonstrates an ability to: <ul style="list-style-type: none"> • accept feedback from colleagues, allied health staff, patients and their relatives • recognise limits of own expertise 		
Reviews and updates professional practice	Demonstrates an ability to: <ul style="list-style-type: none"> • practice risk management • evaluate outcomes and re-assess the solutions through research, audit and quality assurance activities • self-manage: balance personal and professional roles and responsibilities 		
Leadership and management responsibilities	Demonstrates an ability to: <ul style="list-style-type: none"> • act as first point of reference in Birth Suite • complete organisational tasks e.g. meetings, rosters • prioritise tasks, have realistic expectations of what can be completed by self and others 		

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Professionalism	Demonstrates an ability to: <ul style="list-style-type: none"> • prepare for meetings – read agendas, understand minutes, action points and undertake background research on agenda items 		
Health Advocacy	Demonstrates an ability to: <ul style="list-style-type: none"> • 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 		

Summary of plan for remedial action if required
(eg. Monthly meetings with trainee, closer supervision in specific areas)

<p>Declaration: My SIMG Training supervisor has discussed this Formative Appraisal with me</p> <p>SIMG Trainee: _____</p> <p>Date ___ / ___ / ___</p>	<p>Regional TA Chair : _____</p> <p>Date ___ / ___ / ___</p>
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<p>Declaration: I have discussed this Formative Appraisal with the SIMG Trainee</p> <p>SIMG Training Supervisor: _____</p> <p>Date ___ / ___ / ___</p>	<p>SIMG Assessment Committee Chair: _____</p> <p>Date ___ / ___ / ___</p>
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SIMG Trainee and SIMG Training Supervisor Instructions

This Formative Appraisal Report (FAR) must be completed at the three-monthly (12-week) stage of every six-month period. This document replaces all previous SIMG three-monthly formative assessment and documentation and is to be used for all SIMG trainees commencing a new training period from January 2014. The appraisal document is an important record of the Trainee's performance and progress.

- Three-monthly Formative Appraisals of a SIMG Trainee's knowledge, skills and attitudes are **COMPULSORY**.
- The SIMG Trainee **MUST** complete a self-assessment of their strengths and challenges on this form **BEFORE** meeting with their SIMG Training Supervisor to discuss their performance during the relevant 12-week training period.
- It is the responsibility of the SIMG Trainee to ensure that their SIMG Training Supervisor is available to meet with the Trainee to discuss the FAR prior to submission.
- The SIMG Training Supervisor **MUST** discuss strengths and areas for improvement with the SIMG Trainee.
- The SIMG Training Supervisor is to comment in relevant domains of the FAR where the SIMG Trainee and/or they, have identified improvement is needed.
- Both parties must sign and date the report after discussion.
- SIMG Training Supervisors and SIMG Trainees should retain copies of FARs for their records.

Submission of training documents by the due date

- It is the SIMG Trainee's responsibility to submit the current three-monthly Formative Appraisal Report to the SIMG Coordinator at College House who will submit it to the relevant Regional TA Chair and SIMG Committee Chair for review and signing. The original of the signed report is kept in the SIMG Trainee's file at College House. A copy is sent to the SIMG Trainee.
- The Formative Appraisal Report must be submitted to the SIMG Coordinator at College House within 4 weeks of the end of the relevant three-monthly (12-week) training period.
- If a report is not submitted **within 4 weeks** of the relevant three-monthly (12-week) training period, the 12 week training period **WILL NOT** be credited. If this happens a second time, the SIMG Trainee may be recommended for removal from the program.
- SIMG Trainees who believe they have valid grounds for **NOT** submitting their assessment documents the due date should apply via the Exceptional Circumstances for Special Consideration Application Form and submit documentary evidence, along with the administrative fee.
- The Exceptional Circumstances for Special Consideration Application Form must be received by the relevant Regional Office within 72 hours of the due date for submission of the relevant three-monthly FAR. This form can be accessed on the College website.

Before submission of documents to the SIMG Coordinator at College House, 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** SIMG Training Supervisor and SIMG Trainee.

PLEASE RETURN THIS FORM TO SIMG

Coordinator RANZCOG

254 – 260 Albert St
East Melbourne
VIC 3002 AUSTRALIA

Phone +61 3 9412 2970 / 2945
Fax +61 3 9412 2956
Email simg@ranzcog.edu.au

For any queries relating to training, please contact the SIMG Department at College House.