

SUBSPECIALIST SIMG Partially Comparable-3 MONTHLY FORMATIVE APPRAISAL REPORT



THE ROYAL AUSTRALIAN
AND NEW ZEALAND
COLLEGE OF
OBSTETRICIANS AND
GYNAECOLOGISTS

This form should be used for assessing Specialist International Medical Graduates (SIMG).

Full Name of SIMG: _____

Hospital: _____ State: _____

Full Name of SIMG Supervisor: _____

Date SIMG commenced position: ____/____/____

Report for six-month period: ____/____/____ to ____/____/____

Leave taken during reporting period: ____/____/____ to ____/____/____

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

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

CLINICAL EXPERTISE – EVERY COMPETENCY MUST BE ADDRESSED BEFORE MEETING WITH SUPERVISOR

Competencies	Description	SIMG self-assessment of strengths and challenges and how any challenges could be addressed	Supervisor assessment of SIMG's strengths and challenges as well as areas for improvement
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 • deals with allotted duties • manage clinics and ward • organise appropriate testing and follow up of tests results • provides a safe and effective management plan 		
Manages clinical load effectively in consultation with other members of the multidisciplinary team	Demonstrates an ability to: <ul style="list-style-type: none"> • consult effectively with the multidisciplinary team where necessary • manage workload effectively in different clinical settings • consult with and manage multi-disciplinary health care services • be readily accessible to patients 		
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 		

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

ACADEMIC ABILITIES- EVERY COMPETENCY MUST BE ADDRESSED BEFORE MEETING WITH SUPERVISOR

Competencies	Description	SIMG self-assessment of strengths and challenges and how any challenges could be addressed	Supervisor assessment of Trainee's strengths and challenges as well as areas for improvement
Demonstrates appropriate theoretical knowledge and principles of evidence-based medicine	<p>Demonstrates an ability to:</p> <ul style="list-style-type: none"> • actively seek information • critically appraise sources • interpret the results of research • apply evidence-based medicine 		
Demonstrates teaching at both undergraduate and postgraduate level	<p>Demonstrates an ability to:</p> <ul style="list-style-type: none"> • apply apprenticeship learning principles 		

	<ul style="list-style-type: none"> • provide guidance, advice and feedback to junior staff • seek opportunities to teach in clinical situations • tailor learning experiences to address own and others knowledge deficiencies and learning needs 		
Demonstrates attendance and participation at continuing education meetings	<p>Demonstrates an ability to:</p> <ul style="list-style-type: none"> • consistently attend and participate in hospital timetabled education meetings • participate effectively in organised educational activities • consistently attend tumour board meetings 		

PROFESSIONAL QUALITIES – EVERY COMPETENCY MUST BE ADDRESSED BEFORE MEETING WITH SIMG SUPERVISOR

Competencies	Description	SIMG self-assessment of strengths and challenges and how any challenges could be addressed	Supervisor assessment of Trainee's strengths and challenges as well as areas for improvement
Communicates effectively with patients and their families	<p>Demonstrates an ability to:</p> <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 • communicate difficult information in an appropriate and sensitive manner • show empathy and sensitivity to cultural and linguistic diversity • respect patients in their care 		
Demonstrates appropriate understanding and judgement of ethical issues	<p>Demonstrates an ability to:</p> <ul style="list-style-type: none"> • deliver the highest quality healthcare • practise ethically responsible medicine consistent with professional obligations • recognise patient autonomy, confidentiality and the legal and moral duties to women in their care • recognise duties in regard to courts, legislative and regulatory bodies, and notification obligations 		
Accepts constructive feedback	<p>Demonstrates an ability to:</p> <ul style="list-style-type: none"> • accept feedback from colleagues, allied health staff, patients and their relatives 		

	<ul style="list-style-type: none"> recognise limits of own expertise 		
Reviews and updates professional practice	<p>Demonstrates an ability to:</p> <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	<p>Demonstrates an ability to:</p> <ul style="list-style-type: none"> complete organisational tasks e.g. meetings, rosters prioritise tasks, have realistic expectations of what can be completed by self and others 		
Professionalism	<p>Demonstrates an ability to:</p> <ul style="list-style-type: none"> prepare for meetings – read agendas, understand minutes, action points and undertake background research on agenda items 		
Health Advocacy	<p>Demonstrates an ability to:</p> <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 		
<p>Summary of plan for remedial action if required (e.g. Monthly meetings with SIMG, closer supervision in specific areas)</p>			

<p>Declaration: My SIMG supervisor has discussed this Formative Appraisal with me</p> <p>SIMG _____</p> <p>Date ___/___/___</p>	<p>Subspecialty Chair: _____</p> <p>Date ___/___/___</p>
<p>Declaration: I have discussed this Formative Appraisal with the SIMG</p> <p>SIMG Supervisor: _____</p> <p>Date ___/___/___</p>	<p>SIMG Assessment Committee Chair: _____</p> <p>Date ___/___/___</p>

SIMG and SIMG Supervisor Instructions

This Formative Appraisal Report (FAR) must be completed at the three-monthly (12-week) stage of every six-month period. The appraisal document is an important record of the SIMG's performance and progress.

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

Submission of documents by the due date

- It is the SIMG's responsibility to submit the current three-monthly Formative Appraisal Report to the SIMG Team at College House who will submit it to the relevant Subspecialty Chair and SIMG Committee Chair for review and signing. The original of the signed report is kept in the SIMG's file at College House. A copy is sent to the SIMG.
- The Formative Appraisal Report must be submitted to the SIMG Team at College House within 4 weeks of the end of the relevant three-monthly (12-week) period.
- If a report is not submitted **within 4 weeks** of the relevant three-monthly (12-week) period, the 12-week period will not be credited. If this happens a second time, the SIMG may be recommended for removal from the program.
- SIMGs 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 SIMG Team 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 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 Supervisor and SIMG.

PLEASE RETURN THIS FORM TO:

SIMG Team RANZCOG

254 – 260 Albert St
East Melbourne
VIC 3002 AUSTRALIA

Phone +61 3 9412 2970 / 2945

Fax +61 3 9412 2956

Email simg@ranzcoг.edu.au

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