

## Background

The *Assessment of Procedural and Surgical Skills (APSS)* is designed to provide a structured feedback format for the assessment of knowledge and technical proficiency regarding a procedural or surgical skill. It is most effective when formative assessments are completed before a final summative assessment.

For general information relating to formative and summative assessments, assessment, and notes for assessors please refer to [APSS general instructions](#)

## Requirements of Colposcopy APSS

This Colposcopy APSS consists of two compulsory competency assessment sections:

- Colposcopic assessment
- Colposcopic treatment - Ablative or excisional treatment of cervical disease using diathermy, laser, loop, cryosurgery or cone biopsy

## Format

A single assessor must observe the trainee making a colposcopic assessment of at least three patients and treating three patients. The patients who are assessed must be new cases and will normally be seen in a scheduled clinic session.

Using the standard rating form, the assessor will rate the candidate's performance in a number of defined skill areas. The role of the assessor is mainly that of an observer, but he/she may also examine the patients to check the accuracy of the trainee's assessment.

The trainee is encouraged to explain to the assessor, and to the patient when appropriate, what he/she is doing during both colposcopic assessment and treatment, and to comment on findings as they occur. After each patient, the assessor will ask the trainee to summarise the results of the colposcopic assessment and/or treatment.

Before being assessed for a summative assessment, trainees are strongly encouraged to complete a minimum of three formative assessments, including feedback. Only the summative assessment has to be submitted to the College.

## Setting

The assessment will normally be conducted in the hospital in which the trainee is currently employed. [The assessment and treatment components can be completed on separate occasions.](#)

- The colposcopic assessment component will normally take place in a scheduled clinic session using colposcopy equipment with which the trainee is familiar.
- The treatment component will normally take place in a clinic, day surgery or operating theatre, depending on the normal practice of the hospital.

## Number of patients

A single assessor must observe the trainee making a colposcopic assessment of at least three patients, all of whom must be new cases. In addition, a single assessor must observe the candidate performing ablative or excisional treatment of cervical disease in at least three patients. The treatment modality used may be diathermy, laser, loop, cryosurgery or cone biopsy.

It is preferable that the same assessor carry out the entire assessment. The same patients can be used for both the colposcopic assessment and treatment if appropriate.

## Assessor

Within Australia and New Zealand, the assessor must be a Fellow of RANZCOG with expertise in colposcopy and the treatment of cervical disease. The assessor should preferably be a member of ASCCP, be C-QuIP certified or have similar evidence of ongoing certification in the subject.

Outside Australia and New Zealand, the assessor must be a specialist obstetrician/gynaecologist of consultant status with expertise in colposcopy and the treatment of cervical disease.

## Satisfactory sign-off

When completing a **summative** assessment:

- a single assessor must observe the candidate:
  - making a colposcopic assessment of at least three patients, all of whom must be new cases
  - performing ablative or excisional treatment of cervical disease in at least three patients
- A minimum ranking of 7 (minimal input required from assessor) in all listed skill areas for *both* parts; assessment and treatment.

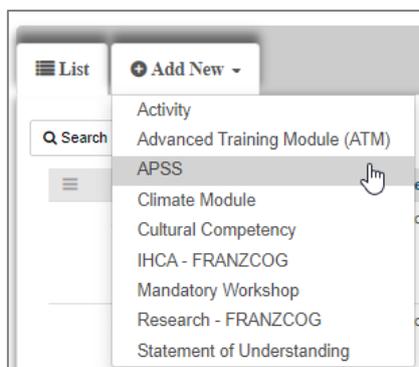
If the trainee does not meet these criteria, the APSS form should not be submitted.

Other comments relating to the performance of a trainee during the assessment may also be included but these should be relevant to their year level; you are not assessing them as if they are a consultant. Each procedure must be assessed on a separate form.

*Please remember that the most important aspect of this assessment is the constructive feedback provided to the trainee after completing the APSS.*

## Assessment completion process

- Assessor discusses assessment with trainee.
- Relevant rankings and assessment outcome completed on form (please ensure it is clear that the assessment is summative and satisfactory).
- Form is signed by assessor, trainee, and training supervisor (if not the assessor).
- Trainee submission of completed forms:
  - Log into *My.RANZCOG* (<https://my.ranzcog.edu.au/>) **prior to the assessment due date**
  - Navigate to the 'Training' menu
  - Select 'Additional Requirements' and 'FRANZCOG'
  - Click 'Add new' and 'APSS'



- Create a new APSS record
- Complete relevant fields including which APSS you are submitting and the date it was completed
- Upload a scanned copy or photo of the signed APSS form
- Click 'Submit' to send the APSS to the College for review (Note: clicking 'Save' will **not** submit the form for sign off, this should only be used if you intend to come back and edit the page at a later date)
- Once your APSS form has been reviewed the status will display as 'Awaiting College Review'
- Your submission will be reviewed and approved by the College
- You will be contacted via email and a comment will be added to the submission should there be a problem and the form is rejected
- The APSS will now show as completed on the Progress Summary and Additional Requirements pages
- Note: Formative assessments can also be submitted; however, these do not require College review