

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.

Formative and Summative assessments

Formative Assessment is assessment *for* learning and is intended to assist a trainee modify their thinking, behaviour or performance for the purpose of improving learning. Formative assessment:

- *Addresses* clinical skills and professional qualities which need to be demonstrated.
- *Informs* trainees about their progress as an incremental developmental learning process.
- *Assesses* measurable criteria.
- *Prepares* trainees for the Summative Assessment which assesses their progress and performance towards achieving competencies required to obtain Fellowship.

Summative Assessment is an assessment *of* learning and contributes to the overall assessment of a trainee's competency to perform specific procedural and surgical skills independently as appropriate to their current stage of training.

Trainees are encouraged to initiate a formative APSS when they would like to receive feedback on their performance throughout their training. When a trainee feels confident in being assessed they may initiate a summative APSS. It is recommended that trainees complete a minimum of three formative assessments for each APSS in preparation and before asking a consultant to undertake a final summative assessment.

Assessment

Each procedure must be **assessed on a separate form**.

Assessors

- *Assessments due in the first two years of training* - Advanced Trainees may act as assessors.
- *Assessments due by the end of year four* - the assessor **must be a RANZCOG Fellow** - either the Training Supervisor or an appropriate consultant who works with the trainee. A nominated senior midwife can assess competence in performing a spontaneous vaginal birth.

The assessor *must* discuss this assessment with the trainee following the procedure and before signing the form.

Note to Assessors - When agreeing to act as an assessor, you should note that the College has an expectation that the process involves discussion of the assessment with the trainee following completion of this form. You are asked to rate the trainee on the criteria that comprise this assessment and assess the trainee according to the descriptors. Each assessment should be based on observing the trainee performing the relevant procedure **ONCE**, not several times.

It is useful to ask the trainee to outline how they will do the procedure and what precautions they will take, before they start the procedure. To assess clinical knowledge, understanding and reasoning related to performing the procedure on a patient (or in a skill lab), assessors could prompt the trainee on:

- What are the contraindications, benefits, risks, complications, and alternatives (together with the pros and cons) of the procedure?
- What should be discussed with patient and family? Has valid and adequate informed consent been obtained?
- Trouble-shooting - What problems can occur during the performance of a procedure like this and what would be your approach to dealing with them?
- Regarding potential post procedure problems, how do you minimize risk to the patient?
- Outline the relevant anatomy and relate it to the issues outlined above if relevant.

Satisfactory sign-off

When completing a **summative** assessment, you are asked to indicate whether the trainee has performed the procedure with minimal input from assessor.

A trainee must achieve:

- *Vaginal surgery: Intermediate (hysterectomy)* – FRANZCOG Basic Training - a minimum ranking of 4 (some input required from assessor) in all listed skill areas in order for the assessment to be considered satisfactory.
- *Vaginal surgery: Intermediate (hysterectomy)* – Generalist Gynaecology ATM - a minimum ranking of 7 (minimal input required from assessor) in all listed skill areas in order for the assessment to be considered satisfactory.
- *All other assessments* - **a minimum ranking of 7 (minimal input required from assessor)** in all listed skill areas in order for the assessment to be considered satisfactory.

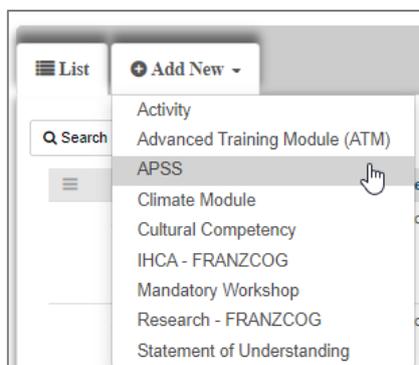
If the trainee does not meet these criteria, the APSS form should not be submitted.

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