

# CMFM Training Assessment Record (TAR)

## Trainee and Training Supervisor Guide

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The CMFM Training Assessment Record (TAR) has been designed to enable trainees to record, every six months, a summary of all necessary training and assessment experiences required for the CMFM Training Program. The Six-monthly Summative Assessment process is incorporated as part of the TAR.

### Trainee and Training Supervisor Instructions

The Six-monthly Summative Assessment is an important record of the Trainee's progress and assessment experiences.

- The Trainee and the Training Supervisor MUST meet within the last 2-4 weeks of the six-month training period so that the assessment is done BEFORE the Trainee commences the next training period.
- It is the responsibility of the Trainee to ensure that the Training Supervisor is available to meet with him/her to discuss the Summative Assessment prior to submission to Subspecialties, College Place.
- The Training Supervisor, or their nominee, is responsible for distributing and collecting the Consultant Assessment forms which are the basis for the Summative Assessment Six-monthly Report, NOT the Trainee.
- The Trainee should complete the training time calculation section in consultation with the Training Supervisor.
- The Training Supervisor is responsible for the initial checking that assessment requirements for the relevant stage in training/year level have been met by the time of this Summative Assessment.
- Both the Trainee and Training Supervisor must sign the Summative Assessment.
- Please ensure that all details are completed on each page of the Summative Assessment.
- It is the Trainee's responsibility to submit the completed Summative Assessment Report to Subspecialties, College Place, for review and signing by the CMFM Committee Chair. This must be done not more than six weeks from the end of the six-month training period.
- The [due dates](#) for submission are available on the RANZCOG Website.
- If the Training Supervisor ticks the box "Referred for Review to the CMFM Committee" on this Summative Assessment Six-monthly Report, a Learning Development Plan (LDP) MUST be submitted with this report. The LDP template can be found in the [Training documents and resources](#) section on the RANZCOG website under *Training Assessment Record (TAR)*.
- If a Trainee receives three (3) "Not Satisfactory" assessments in the course of their training, this may result in removal from the Training Program

#### Submission of training documents by due date

- If the Summative Assessment Six-monthly Report is not submitted within six weeks of the end of the relevant training period, the entire six-month training period will NOT be credited and will result in a "Not Satisfactory" assessment. If this occurs a second time, the Trainee will face removal from the program.
- Trainees, who believe they have valid grounds for NOT submitting their training or assessment documents by the due date, should apply via the [Exceptional Circumstances and Special Consideration Policy and Procedure](#) using the [Exceptional Circumstances and Special Consideration Application Form](#) and submit documentary evidence along with the administrative fee.
- The Exceptional Circumstances for Special Consideration Application Form must be received 72 hours prior to the due date for submission of the relevant Six-monthly Summative Assessment Report.
- The specified clinical and assessment requirements must be met for the relevant stage in training/year level or the six months of that training period will not be credited.

## Notes to Training Supervisors

- Distribute Consultant Assessment Reports to between 2 and 6 consultants who work closely with the Trainee and are best able to assess the Trainee's performance.
- After collating the Consultant Assessment reports, the Training Supervisor must recommend whether the assessment report is assessed as "Satisfactory" or "Referred for Review to the CMFM Committee", noting that the report must be referred if:
  - two (2) 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
- If the box "Referred for Review to CMFM Committee" is ticked by the Training Supervisor, a Learning Development Plan (LDP) MUST be developed by the Training Supervisor with the Trainee and submitted with the Training Assessment Record.
- The LDP template can be found in the [Training documents and resources](#) section on the RANZCOG website under *Training Assessment Record (TAR)*.

## Function of the Training Assessment Record (TAR)

The Training Assessment Record (TAR) has been designed to enable trainees to record a summary of all necessary training and assessment experiences required for the CMFM Training Program specifically for assessment purposes.

The TAR is a facility for trainees to record consecutively the many aspects that comprise the training program being undertaken so that Training Supervisors and the CMFM Subspecialty Committee will be able to assess a trainee's progress relevant to the requirements of the Clinical Training Program and the training experiences recorded at the end of each six-month training period.

The TAR must be forwarded to the Training Supervisor and CMFM Subspecialty Committee at the end of each six-month training period for assessment. Training Assessment Records must be kept by the trainee for the duration of the Clinical Training Component being completed. The TAR is available on the College website, and additional pages may be selectively printed as is necessary.

You must always maintain an updated copy of your TAR – it is an essential record of your training and assessment experiences for the three years of training. Training Supervisors or the Chair, CMFM Subspecialty Committee may ask to see your TAR at any time. An updated copy should always be available.

For further information regarding any of the necessary training documentation, trainees are advised to consult the [CMFM Training Program Handbook](#), the [RANZCOG Regulations, Section C, Subspecialties](#), and the [Subspecialties Training and Assessment Documentation Policy and Procedure](#), all of which may be accessed on the College website.

## Contact

If your contact details change, please notify the College as soon as possible. For all training documentation enquiries, please contact Subspecialties:

Email [cmfm@ranzcog.edu.au](mailto:cmfm@ranzcog.edu.au)