

# Instructional guide on APSS

This document provides step-by-step instructions to the assessors on how to access and complete the APSS assessment form.

## Access

The trainee will provide you with the form. However, here is the [link](#) and additionally below is the QR code to open on a smart device:



## Process of APSS assessment

### 1. Identify the procedure being assessed

Firstly, the trainee is to indicate the procedure in which they will be seeking assessment on. It is important to note that only one procedure can be assessed per form. This can be used as a formative assessment for learning, to assist the trainee to modify their thinking, behaviour or performance for the purpose of improving learning. Moreover, this can be undertaken as a summative assessment of learning, in which case it will contribute to the overall assessment of the trainee's competencies to perform the procedure at the identified stage in training.

Procedure being assessed (select only ONE)	
<b>GYNAECOLOGY (the required level of supervision for satisfactory assessments)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cystoscopy (C)</li> <li><input type="checkbox"/> Diagnostic hysteroscopy, dilation &amp; curettage (C)</li> <li><input type="checkbox"/> Endometrial sampling, outpatient (D)</li> <li><input type="checkbox"/> Hysterectomy (Basic Training) (A)</li> <li><input type="checkbox"/> Hysterectomy (Generalist Gynaecology ATM) (D)</li> <li><input type="checkbox"/> IUD insertion/removal (C)</li> <li><input type="checkbox"/> Laparoscopic surgery: e.g. Cystectomy/Oophorectomy - Level 2B-3 (D)</li> <li><input type="checkbox"/> Laparoscopic surgery: e.g. Diagnostic Laparoscopy/Salpingectomy - Level 1-2 (A)</li> <li><input type="checkbox"/> Laparotomy: Basic (e.g. oophorectomy, ovarian cystectomy) (A)</li> <li><input type="checkbox"/> Minor perineal surgery (C)</li> <li><input type="checkbox"/> Suction D&amp;C for retained products of conception (C)</li> <li><input type="checkbox"/> Vaginal surgery: Basic (anterior +/- or posterior repair) (C)</li> <li><input type="checkbox"/> Vulval biopsy (diagnostic) (D)</li> </ul>	<b>OBSTETRICS (the required level of supervision for satisfactory assessments)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Administration of local anaesthesia including pudendal block (C)</li> <li><input type="checkbox"/> Caesarean section: Basic (C)</li> <li><input type="checkbox"/> Complicated caesarean section: e.g. placenta praevia (B)</li> <li><input type="checkbox"/> Complicated caesarean section: fully dilated (B)</li> <li><input type="checkbox"/> External cephalic version (C)</li> <li><input type="checkbox"/> Instrumental birth: low/outlet forceps (C)</li> <li><input type="checkbox"/> Instrumental birth: low/outlet vacuum (C)</li> <li><input type="checkbox"/> Instrumental vaginal birth: mid cavity or rotational (B)</li> <li><input type="checkbox"/> Intrapartum procedures (including fetal scalp blood sampling) (C)</li> <li><input type="checkbox"/> Management of PPH &gt;=1000ml: Examination under anaesthetic (C)</li> <li><input type="checkbox"/> Manual removal of placenta (C)</li> <li><input type="checkbox"/> Repair of episiotomy or second-degree perineal tear (D)</li> <li><input type="checkbox"/> Repair of third- and fourth-degree tears (B)</li> <li><input type="checkbox"/> Spontaneous vaginal birth (C)</li> <li><input type="checkbox"/> Vaginal birth: Complex (B)</li> </ul>

**Figure 1.** Procedures that are assessed via the APSS form and their corresponding level of supervision in parenthesis. This level of supervision aligns to the Curriculum v4.

## 2. Assign a Level of supervision against each skill

The assessor then indicates what level of input the trainee required throughout the procedure. Please note, mastery implies the ability to perform procedure without needing to consciously review each step. Surgeons who have mastered a procedure use 'muscle memory' for the routine parts of the procedure and tend to be able to complete tasks quicker.

Rating Key <sup>1</sup> : Applies to the demonstration of the level of awareness, behaviour or technical skills					
Level	1 Requires substantial input from assessor	2 Requires some assistance	3 Safely completes, but without mastery	4 Consistent with independent practice	Not Assessable

**Figure 2.** The rating key required for each of the steps of the procedure. Limit this to one tick box per requirement

## 3. Provide a Global Rating

The assessor then indicates the overall assessment rating (Global Rating), based on the level of supervision acquired and the assessor judgement.

A general guide regarding making a holistic judgement from observations is as below:

- For a trainee to achieve a global rating of D, trainees would be expected to obtain level 4 in all the key components.
- To reach a global rating of C, trainees would be expected to obtain a level of 3 in most components.
- To reach a global rating of B, trainees would be expected to obtain level 2 in most components with perhaps some level 3s.
- To achieve a level A, trainees would be expected to obtain some 1s and 2s

The APSS form has dedicated space for the assessor to provide feedback or discuss areas for further improvement.

Global Rating: Please make an overall assessment based on your observation of the trainee ( <i>select only ONE</i> ).
<input type="checkbox"/> A [Performs with <u>direct supervision</u> (in room/assisting with procedure)]
<input type="checkbox"/> B [Able to perform with <u>onsite supervision</u> immediately available]
<input type="checkbox"/> C [Able to perform with <u>offsite supervision</u> / assistance in complicated cases]
<input type="checkbox"/> D [Able to perform <u>independently</u> and supervise others performing uncomplicated cases]

**Figure 3.** the Global rating key, this is a holistic rating combining all of the information from the above along with personal observations to scale.

## Further resources

- Frequently Asked Questions
- Curriculum v4
- Webinar recording
- APSS Overview Video

## Version Register

Version	Date of Version	Pages revised / Brief Explanation of Revision
1.3	March 2024	Creation