



In-Training Assessment Report (ITA)

TRAINEE INFORMATION

Name											
SET Level	SET1	SET2	SET3	SET4	SET5	Assessment Period	Q1	Q2	Q3	Q4	Q5
Annual leave (days)						Other leave (days)					

HOSPITAL INFORMATION

Hospital Name		
Training Supervisor		
No. of Consultants		
Names of Consultants who contributed:		

DECLARATION BY TRAINING SUPERVISOR

I verify that this assessment report has been completed following discussion with the abovementioned consultants and that the assessment and logbook data have been discussed with the trainee.

Signature:	Date:
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DECLARATION BY TRAINEE (These statements must be answered prior to submission)

	Yes	No
I have sighted the assessment on this report		
I have discussed the assessment with my Training Supervisor		
I have emailed the assessment to the abovementioned consultants		
I agree with the assessment on this report		
Signature:	Date:	



SECTION 1 – to be completed BEFORE Assessment Meeting

FEEDBACK TOOLS

List the Feedback Tools completed in this assessment period (refer example below):

Date	Type	Case	Assessor	Rating
3/3	OPC	High pressure chronic retention requiring mgt of post obstructive diuresis.	N.Lalak	Minor direction

Trainee has completed required feedback tools for this assessment period

RESEARCH

List current research you are working on and progress.

SECTION 2 – TO BE COMPLETED BY TRAINING SUPERVISOR

EXPLANATION OF RATINGS

M	MET expectations; performed in a manner expected for SET level SATISFACTORY
JB	Just below expectations; mild deficiency, and need for some improvement
SB	Significantly below expectations; needs immediate and substantial remedial attention.

Rate the trainee on the following:

MEDICAL EXPERTISE KNOWLEDGE	M	JB	SB
1. Clinical and practical urological knowledge.			
2. Appropriate application of new knowledge.			
Comments on how trainee can improve knowledge (suggest resources, strategies, specific areas etc)			
CLINICAL DECISION MAKING	M	JB	SB
1. Presents cases succinctly with all relevant information, particularly in hand-over or when getting advice by telephone			
2. Makes appropriate clinical assessments and decisions independently.			
Comments on how the trainee can improve clinical decision-making skills			



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Rate the trainee on the following:

TECHNICAL SKILLS	M	JB	SB
1. Prepares for procedures – meets patients beforehand, has all results available, and pre-read or reviews surgical techniques before attempting them.			
2. Surgical technique is measured, logical, showing purpose and progress in actions performed.			
3. When assisting, anticipates surgeon's needs, provides exposure.			
4. Listens to and follows intra-operative instruction and advice.			
Comments on how the trainee can improve technical skills			
COMMUNICATION	M	JB	SB
1. Effective communication with and about patients			
2. Accurate and timely medical record keeping			
3. Appropriate use of information technology			
Comments on how the trainee can improve communication skills			

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Rate the trainee on the following:

COLLABORATION AND TEAMWORK	M	JB	SB
1. Works effectively with others			
2. Participates in and/or leads multidisciplinary meetings*			
3. Refers appropriately			
4. Manages differences and resolves conflict			
5. Safe handover of care			
Comments on how the trainee can improve collaboration skills			
<i>* Consider using the Observed Multidisciplinary Meeting (OMM) tool to provide feedback to the trainee, if required</i>			
HEALTH ADVOCACY	M	JB	SB
1. Responds to individual health needs of patients			
2. Advocates for best interests of patients (including preventive strategies)			
3. Contributes to patient education			
4. Promotes health of colleagues			
Comments on how the trainee can improve health advocacy			



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Rate the trainee on the following:

LEADERSHIP AND MANAGEMENT	M	JB	SB
1. Utilises resources effectively			
2. Promotes safe work environment (including safe work hours)			
3. Fosters culture of improvement			
Comments on how the trainee can improve leadership and management skills			
PROFESSIONALISM AND ETHICS	M	JB	SB
1. Ethical practice – demonstrates honesty and integrity			
2. Knows limitations of expertise and takes responsibility for decisions			
3. Reliable, efficient, contactable			
4. Maintains self-health and wellbeing			
Comments on how the trainee can improve professionalism			

EXPLANATION OF RATINGS

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SB	Significantly below expectations; needs immediate and substantial remedial attention.

Rate the trainee on the following:

EDUCATION AND RESEARCH	M	JB	SB
1. Engages in feedback and improves performance			
2. Applies evidence to practice			
3. Facilitates learning of others			
Comments on how the trainee can improve in relation to education and research			
CULTURAL COMPETENCY AND SAFETY	M	JB	SB
1. Promotes cultural safety			
2. Respectful of different cultures and beliefs			
3. Utilises interpreters and collaborates with cultural support staff when required			
4. Incorporates patient preferences in management plans			
Comments on how the trainee can improve on cultural competency and safety			



SUMMARY OF UROLOGICAL PROCEDURES

KEY TO RATINGS

1	Fluent with principles and performing aspects of the procedures
2	Straightforward cases but requires assistance
3	Able to perform competently and independently

Trainees must enter the number of procedures completed this term, prior to giving the report to the supervisor. The supervisor then rates the trainee and indicates if completing an Observed Surgical Performance (OSP) would be beneficial.

	Number of Procedures	Supervisor Assessment (tick one)			Suggest OSP? Yes/No
		1	2	3	
Urodynamics					
Prostate biopsy					
SPC insertion					
Optical urethrotomy					
Cystoscopy/Botox					
Cystoscopy + stent insertion					
Ureteroscopy/ Pyeloscopy					
PCNL					
Cystolitholopaxy					
TURBT					
TURP					
Scrotal exploration and fixation					
Radical orchidectomy					
Pyeloplasty					
Open Nephrectomy					
Lap Nephrectomy					
Cystectomy					
Ileal conduit					
Radical prostatectomy					

Comments / plan for completing suggested OSP, obtaining feedback and progressing to competence



OVERALL ASSESSMENT

	Yes	No
Has the trainee been rated 'just below' or 'significantly below' in any areas?		
If yes, have these areas been discussed with the trainee?		

Please determine whether the trainee has gained the skills and competencies expected to be acquired during this term and provide a rating of their overall performance:

	Satisfactory
	Borderline (requires some further development)
	Unsatisfactory (requires substantial improvement)

- **Satisfactory** must not be ticked if there is doubt regarding competence.
- If there are doubts, consider **Borderline**. This means that the trainee has not performed to the satisfaction of the unit in some areas. The specific issues will need to be outlined and discussed with the trainee, as well as, at the Regional Training Committee meeting that follows.
- Details of overall **Unsatisfactory** performance must be fully documented and attached to this ITA Report, in addition to copies of minutes or notes from discussions, meetings or counselling sessions for performance related issues.

Provide any general comments, or recommendations regarding this trainee, and their progress in training.

PLAN

Which training program requirements should the trainee be specifically working on during the next term (learning opportunities, feedback tools) etc?

PROBATIONARY STATUS/REMEDIAL TRAINING

	Yes	No
Is the trainee currently on Probation?		
Is the trainee currently on Extension?		
Was a remedial training plan required following the last assessment report? <i>If yes, attach copy of plan</i>		
If yes, has there been significant improvement as a result of remediation?		