

Training Evaluation Form Guidance

The Training Evaluation Form (TEF) has been redeveloped to enable detailed evaluation of training in obstetrics and gynaecology, in a manner that will be defined and informed by the RCOG independently, and which comprehensively addresses all aspects of training in this specialty. This will inform trainees, training programme directors and DSTC chairs, as well as the RCOG, via the Trainees Committee, Specialty Education and Advisory Committee and Chairs of DSTCs Committee.

All trainees should complete the TEF on an annual basis, prior to their end-of-year assessment. It is proposed that completion of the form should be enabled electronically, via the RCOG website, to enable data to be collated and distributed easily. Within the RCOG, the data collected should be of maximum value to all of the following groups:

RCOG Council and other committees

- To allow continued collection of data previously obtained from the Hospital Recognition Committee and to assess the national delivery of training in the specialty and to assist in consultations with PMETB.

RCOG Trainees' Committee

- To allow the committee to view training from a trainees perspective and to provide useful information for dissemination to trainees and potential trainees on a regional and national basis.

Deanery STCs

- To highlight performance of units in deaneries along the lines of previous assessments so that good practice can be adopted and problem areas addressed.
- To allow specialty-based feedback to the postgraduate dean and PMETB so that further inspections can be best focused where needed.

The RCOG Training Evaluation Form is separate from the PMETB Trainees' Survey and seeks to act as a specialty-owned bank of information about training which may be developed and used to its best advantage by those training in and delivering training in the specialty.

Data collated from each form would be available and distributed to interested groups via different levels of access: for instance, DSTC chairs and regional trainee chairs would be enabled to access all the data collected for units in their remit; trainees and college tutors within a region could have access to collated annual feedback for particular units and for regional collated data; the RCOG Council and Trainees' Committee would have access to regional and national data. Access to different levels of information would be password-protected.

The TEF, in its pilot form, has already been useful in establishing how training is being delivered in the specialty. The form is envisaged as a live document, which, in its electronic format, may be subject to modification in the future in order to reflect any changes to curricula or training issues.

Domains Assessed in Training Evaluation Form

DOMAIN	PURPOSE
Working Pattern and Rota	This covers the European Working Time Directive and its impact on training from the trainees perspective as well as looking at hospital 'hotel' services as assessed by the postgraduate dean task forces
Hospital Processes	As previously used by Hospital Recognition Committee (HRC) and currently by CNST, this domain assesses the processes by which trainees are introduced to their unit and the delivery of training considered essential to effective clinical governance
Hospital Resources	Again used in the past by HRC – an assessment of educational resources within both the unit and the hospital
Educational Programme	Addresses delivery of education at a local level as well as assessing release for study leave and deanery-based teaching
Clinic and Ward-based Training	Assessment of ward- and outpatient-based training and inter-staff rapport and team working
Obstetric Skills Training	Support, supervision and training in obstetrics including numerical assessment of training opportunities
Gynaecological Skills Training	Support, supervision and training in gynaecological surgery, including numerical assessment of operative procedures
Professional Development	Assesses the development of the trainee as an independent practitioner and assesses relationships within unit
Audit/Research	Opportunities and support given for both audit and research compared with trainee's own expectations
Educational Support	Individual trainee assessment of their educational supervision
Recommendations to Future Trainees and Summary	A synopsis of the trainee's view of the unit's suitability for training different levels of trainee

RCOG Training Evaluation Form

Name of Trainee: _____ Deanery: _____

Name of Hospital/Trust: _____ Dates of Attachment: From _____ To _____

Post Held: NTN /VTN / FTSTA 1 - 2 / ODFS StRYear 1 – 2 - 3 - 4 - 5 – 6 – 7 SpRYear 2 – 3 – 4 – 5

For SpR/StR trainees: Projected date for completion of training: _____ Flexible trainee: Y / N

This form is an essential part of the ARCP process. It collates information that will help both the RCOG Education Board and Trainees Committees as well as your local Specialty Training Committee to assess the training you have received and to highlight both areas of best practice and concern for PMETB. Please use this form to evaluate the training opportunities provided by your current post completing ALL domains as requested. If you find it necessary to expand a response please highlight it in the table and use the space provided at the end of the form and additional sheets of paper as necessary. The **anonymised** data will be entered onto a national database to allow long-term monitoring of obstetrics and gynaecology training.

WORKING PATTERN & ROTA					
How many participate in your rota? < 4 5 6 7 8 9 10 > 10 (please circle) Work Pattern? Full Shift / Partial Shift / On Call					
	Strongly Disagree	Disagree	Ambivalent	Agree	Strongly Agree
Rota is compliant with Working Time Directive					
Rota allows team working and continuity of care					
Rota organisation allows me to easily attend training sessions					
I rarely miss training sessions to cover leave of colleagues					
My schedule was tailored to my learning objectives					
I was able to attend ATSM sessions (ST6-7 trainees)					
The hospital catering was of an acceptable standard					
The on-call accommodation was of an acceptable standard					
HOSPITAL PROCESSES	Very Poor	Poor	Satisfactory	Good	Excellent
Initial departmental induction programme					
Access to unit protocols/guidelines					
Early initial meeting with educational supervisor					
Effective assessment of your previous experience/competence					
Regular RCOG-based assessment of your training					
Multidisciplinary teamworking in unit					
Rehearsal of emergency drills					
Training in basic life support					
Training in neonatal resuscitation					
HOSPITAL RESOURCES	Very Poor	Poor	Satisfactory	Good	Excellent
Access to library/librarian					
Suitable range of books/journals (include online access)					
Access to inter-library loans					
Access to computers					
Access to internet					
Access to Medline/Cochrane Database					
Access to IT training in house					
Access to audiovisual aids					
Access to lecture/tutorial rooms					
EDUCATIONAL PROGRAMME	Very Poor	Poor	Satisfactory	Good	Excellent
Overall quality of hospital teaching					
Adequate protected time for teaching					
Appropriate content of teaching					
Consultant presence at teaching					
Effective clinical review sessions					
Effective audit sessions					
Effective journal review sessions					
Effective perinatal meetings					
Appropriate RCOG-based teaching					
Opportunity for you to present in-house					
Adequate time for self-directed learning					
Guaranteed release for deanery teaching					
Study leave release/funding for appropriate courses					
CLINIC- and WARD-BASED TRAINING	Very Poor	Poor	Satisfactory	Good	Excellent
Antenatal clinics – general					
Antenatal clinics – high-risk maternal and fetal medicine					
Consultant teaching ward rounds – antenatal/postnatal wards					
Consultant teaching ward rounds – labour ward					
Multidisciplinary working on antenatal/postnatal wards					
Multidisciplinary working on labour ward					
Gynaecology clinics – general					
Gynaecology clinics – specialist					
Consultant teaching ward rounds – gynaecology					
Multidisciplinary teamwork on gynaecology wards					
Opportunity to discuss cases and demonstrate skills in clinics					

PLEASE ENSURE THAT YOU TURN THE PAGE OVER AND COMPLETE THE SECOND SIDE

OBSTETRIC SKILLS TRAINING	Very Poor	Poor	Satisfactory	Good	Excellent			
Demonstration of obstetric interventional techniques								
Opportunity to operate on labour ward								
Supervision and support on labour ward – during the day								
Supervision and support on labour ward – during the night								
Assessment of obstetric skills by trainers (including OSATS)								
On average how many obstetric procedures do you participate in each month			<2	3	4	5	6	>7
On average how many Caesarean sections do you perform each month			<2	3	4	5	6	>7
On average how many assisted vaginal deliveries do you perform each month			<2	3	4	5	6	>7
GYNAECOLOGY SKILLS TRAINING	Very Poor	Poor	Satisfactory	Good	Excellent			
Demonstration of gynaecological surgical techniques								
Opportunity to operate (minor/intermediate cases)								
Opportunity to operate (major cases)								
Opportunity to operate (emergency cases)								
Supervision and support in gynaecology theatre – elective work								
Supervision and support in gynaecology theatre - emergencies								
Assessment of gynae surgical skills by trainers (include OSATS)								
On average how many minor/intermediate gynae procedures do you observe each month			<2	3	4	5	6	>7
On average how many minor/intermed. gynae procedures do you perform under supervision each month			<2	3	4	5	6	>7
On average how many minor/intermediate gynae procedures do you perform independently each month			<2	3	4	5	6	>7
On average how many major gynae procedures do you observe each month			<2	3	4	5	6	>7
On average how many major gynae procedures do you perform under supervision each month			<2	3	4	5	6	>7
On average how many major gynae procedures do you perform independently each month			<2	3	4	5	6	>7
PROFESSIONAL DEVELOPMENT	Very Poor	Poor	Satisfactory	Good	Excellent			
Appropriate development of own independence in patient care								
Appropriate feedback about your performance								
Opportunity to develop administrative and management skills								
Communication/rapport with consultants								
Communication/rapport with fellow trainees								
Communication/rapport with midwifery staff								
Communication/rapport with gynaecology staff								
AUDIT AND RESEARCH	Strongly Disagree	Disagree	Ambivalent	Agree	Strongly Agree			
I was able to undertake at least one audit project								
I received encouragement and support in undertaking clinical research								
My audit and research expectations were met in full								
EDUCATIONAL SUPPORT	Strongly Disagree	Disagree	Ambivalent	Agree	Strongly Agree			
My educational supervisor was approachable if I needed advice								
My educational supervisor was supportive if I had a problem								
My educational supervisor participated in effective appraisals								
BEHAVIOUR YOU MAY HAVE EXPERIENCED	Strongly Disagree	Disagree	Ambivalent	Agree	Strongly Agree			
In this post, have you been subjected to persistent behaviour by others which has eroded your professional confidence or self esteem?								
	Consultants	Other trainees	Nurses or Midwives	Managers	Patients or relatives	Other		
If you agreed or strongly agreed, which one of the following has been the MAIN source of this behaviour? (tick one only and only if this applies to you)								
RECOMMENDATION TO OTHER TRAINEES	Strongly Disagree	Disagree	Ambivalent	Agree	Strongly Agree			
I would recommend this post to other Yr 1-2 ST trainees								
I would recommend this post to other Yr 3-5 ST trainees								
I would recommend this post to other Yr 6-7 ST trainees								
I have enjoyed working in this unit								
SUMMARY								
The thing I most liked about this unit was:								
The thing I least liked about this unit was:								
ADDITIONAL COMMENTS								

If space is inadequate, please make any additional comments on a further sheet and attach to main form
Thank you for taking the time to complete this survey