

THE COLLEGE OF SURGEONS OF HONG KONG

ASSESSMENT FORM FOR HIGHER SURGICAL TRAINING

Specialty Board of Neurosurgery

Name of Trainee : _____ Training Period From : _____ To : _____

Hospital : _____ Specialty in Training : Neurosurgery

No. of Days absent _____ Reason for absence (e.g. holiday / study leave / others) _____

Guidelines for Supervisor : It is expected that the majority of trainees would fall into the "satisfactory" category 3. Please enter your number (scored 1-5) in the column provided, which best reflects your assessment using the prompts as a guide. Each column must contain a number. Please note that explanatory comments would be required for a score less than 3 in every aspect of performance.

POOR = 1

DEFICIENT = 2

SATISFACTORY = 3

ABOVE AVERAGE = 4

EXCELLENT = 5

	NO.	POOR	SATISFACTORY	EXCELLENT
(A) CLINICAL SKILLS				
Assessment History / Examinations		Incomplete or inaccurate Poorly recorded Poor basic skills	Usually complete, orderly and systematic	Precise, thorough and perceptive
Oral Presentation		Jumbled / disorganized	Usually satisfactory	Well organized Systematic / focused
Use of Investigations		Inappropriate, poor ability to select / interpret	Usually appropriate Selective. Can read X-rays / understand results	Almost always best choice of tests. Excellent at interpretation.
Judgement		Fails to grasp significance of findings or respond accordingly. Under or overreacts to emergencies.	Reliable, Competent under pressure. Asks for advice appropriately.	Outstanding clinicians, who is aware of his / her limits.
Post-operative Care		Disinterested. Fails to notice complications and act appropriately	Conscientious. Good awareness of complications. Reliable follow-up	Excellent care. Notices problems early. Outstanding in follow-up.
(B) TECHNICAL SKILLS				
Open Surgery		Rough with tissues. "Near enough is good enough". Hesitant	Mastered basic skills. Well ordered approach, careful with tissues	Outstanding surgical technique
Micro Surgery		Too hasty or too slow. Slow learner. Poor hand/eye coordination	Good hand/eye coordination. Sound skill for level of training	Outstanding microsurgeon
As surgical assistant		Fails to follow the operation	Follows the operation with guidance from the operator	Anticipates the needs of the operator
(C) ACADEMIC PERFORMANCE				
Knowledge of Subject		Poor knowledge base. Significant deficiencies or poor perspective	Adequate fund of knowledge and relates it satisfactory to patient care.	Outstanding knowledge of the subject. Knows common areas in depth. Aware of the unusual.
Case presentations		Wordy or inaccurate on history, signs or diagnosis. Poor discussion.	Competent, concise and correct on clinical details. Good deductions.	Accurate and succinct case presentation, good perspective in case discussions.
Learning		Little evidence of reading texts or journals. Needs direction to study.	Reads appropriately, asks for information and follow-up.	Always keen to discover new knowledge, Takes extra courses.
Teaching		Avoids if possible. Poorly prepared, poorly delivered.	Competent and well prepared in teaching others.	Enthusiastic teacher. Logical and clear. Can inspire.
(D) ATTITUDES				
Communication with patients		Bad listener and communicator. Disliked by patients. Increases patient anxieties.	Listens well, explains well. Trusted by the patient.	Excellent rapport. Inspires confidence. Patients delighted to be looked after by him / her.
Cooperation with staff		Refuses to help out. Poor relationship with peers and may undermine.	Good rapport with nursing and other medical staff. Willing to help.	Always willing to help even if personally inconvenient. Diffuses any problems in the surgical team.
Self motivation Organization		Idle, lacking in any work enthusiasm. Behind with letters or summaries.	Hard-working, keen to learn, self-organizes waiting list.	Full of energy. Performances go far beyond the "call of duty".
Reliability Punctuality		Poor time management. Forgets to do things. Unreliable	Dependable. Efficient in use of his / her time	Highly conscientious. Always completes tasks and anticipates well.
Stress Response		Copes poorly. "Disappears" when problems arise	Responds appropriate, seeks help when needed, copes well.	Thinks ahead, still efficient "when the going gets tough". Seems to thrive on pressure.
Acceptance of criticism		Responds poorly to criticism. Angry. "Turn off".	Adequate response. Works to correct the problem area.	Prompt response, marked improvement and positive change.

RESEARCH AND CME ACTIVITIES DURING CURRENT TERM

Continuing Research No current research project
(Please tick ___ as appropriate)

RESEARCH REQUIREMENT SATISFIED : *YES / NO **(Please submit relevant documentation if "Research Requirement" is satisfied)*

Publications
(Circle appropriate number) 1. No current project
2. Project in process of being prepared for submission for publication
How? Meeting : _____ Date: _____
(Please specify) Title of Presentation _____
Publication(s) Reference (including date) _____

REPORT ON CME PROGRAMME

CME Cycle (From _____ To _____)
▪ Number of CME points accumulated during this assessment period : _____ points
▪ Number of CME points accumulated in 1st Year _____ points
2nd Year _____ points
3rd Year _____ points

COMPLIANCE OF CME REQUIREMENTS: YES / NO

Was a mid-Term Assessment carried out YES / NO
Was remedial activity required with written plan of action? YES / NO
Has there been significant improvement in relevant areas of performance? YES / NO

OVERALL RATING *(place appropriate number in boxes provided)*

Poor = 1	Below Average = 2	Satisfactory = 3	Above Average = 4	Excellent = 5
Overall Rating <input type="checkbox"/>		Log Book Statistics <input type="checkbox"/>		

ADDITIONAL / EXPLANATORY COMMENTS *(If insufficient space attach separate document)*

RECOMMENDATIONS REGARDING FUTURE TRAINING

Date : _____

(Circle appropriate number)

1. Trainee should continue in Training Position.
2. Continued position in training programme in doubt due to identified deficiencies.
3. Trainee should be removed from training programme because of deficiencies that have not been rectified.

Signature of Supervisor / Mentor _____ Print Name _____

Trainee's Signature _____ I have sighted this assessment YES / NO

Important Note: *Trainees should ensure that this Higher Trainee Assessment form together with a copy of the logbook consolidation sheet are distributed as follows:*

1. Original assessment form and logbook consolidation sheet should be submitted to the Specialty Board of Neurosurgery through your supervisor / mentor.
2. Copies of the above should be made and retrained by the trainee for his / her personal records.
3. A score less than 3 in any category will be discussed by the Specialty Board of Neurosurgery.

The trainee must ensure that two mentors of the respective training unit fill in separate assessment forms and submit the completed assessment forms and logbook consolidation sheets to the respective supervisor no later than two weeks from the end of the terms. Unless there are extenuating circumstances late lodgment of these forms will incur disqualification of that 6-month term.