THE COLLEGE OF SURGEONS OF HONG KONG

ASSESSMENT FORM FOR HIGHER SURGICAL TRAINING IN PLASTIC SURGERY

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

**Hospital :** **Specialty in Training :**

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

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| --- | --- | --- | --- | --- |
| **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 the 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** | | | | |
| Surgical  Laparoscopy / Endoscopy |  | Too hasty or too slow. Slow learner. Poor hand / eye coordination. | Good hand / eye coordination. Sound skills for level of training | Excellent and unusual ability  at access procedures and  endoscopic technique |
| Open Surgery |  | Rough with tissues. “Near enough is good enough”. Hesitant | Mastered basic skills  Well ordered approach,  careful with tissues | Outstanding technician. |
| 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. |

P.T.O

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| **Research Activities During Current TeRm:** |
| **Continuing Research** 1. No current research project |
| ***(Circle appropriate number)*** 2. Research project in progress |
| 3. Active researcher, demonstrated flair for research, original ideas |
|  |
| **Publications** 1. No current project |
| ***(Circle appropriate number)*** 2. Project in process of being prepared for submission for publication  3. Article(s) accepted for publication and/or published |
| How? Reference (including date): |
| ***(Please specify)*** |
| **Presentation at RCSEd/CSHK Conjoint Scientific Congress** 1. Yes |
| ***(Circle appropriate number)*** 2. No |
| **How?** Oral / Poster *(please circle)* Date: |
| ***(Please specify)*** Title of Presentation: |
| **RESEARCH REQUIREMENT SATISFIED: YES / NO** |
|  |
| PRESENTATION / PUBLICATION Requirement satisfied: YES / NO  ***(For HSTs admitted from 1 January 2018 onwards)*** |
| **MANDATORY COURSES ATTENDED** |
| **Please put a ✓ in the box if you have attended the following courses:**   |  |  |  | | --- | --- | --- | | **□** | **Advanced Trauma Life Support Course** | **Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **□** | **Advanced Burns Life Support Course or Emergency Management of Severe Burns** | **Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **□** | **Microsurgery Skills Workshop** | **Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **□** | **AO Basic Maxillofacial Course** | **Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **□** | **Research Training Workshop** | **Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **For HSTs admitted from 1 July 2021 onwards ONLY** | | | | **□** | **Critical Care Course** | **Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **❑ I am aware of all the mandatory requirements before being eligible to enroll in the Fellowship Examination.** |
| **REPORT ON CME PROGRAMME** |
| **CME Cycle (From To )**  **Number of CME points accumulated:**  **1st Year points / 2nd Year points / 3rd Year points**  COMPLIANCE OF CME REQUIREMENTS: YES / NO |
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**Overall Rating** *(place appropriate number in boxes provided)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Poor = 1** | **Below Average = 2** | **Satisfactory = 3** | **Above Average = 4** | **Excellent = 5** |

#### Overall Rating Log Book Statistics

**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 summary and logbook summary report are distributed as follows:***

1. *Original assessment, logbook summary forms and logbook summary report should be submitted to the Training Committee through your supervisor / mentor. The Secretariat of the College of Surgeons of Hong Kong at Room 601, 6/F, Hong Kong Academy of Medicine Jockey Club Building, 99 Wong Chuk Hang Road, Aberdeen, Hong Kong would be responsible for keeping the documentation for trainees*
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 Training Committee of the Plastic Surgery Board of the College.*

***The trainee must ensure that two mentors of the respective training unit fill in separate assessment forms and submit the completed assessment forms, log book summary data and logbook summary report 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.***