

The Royal College of Radiologists

Trainee Appraisal and Assessment: A Guide for Trainees

Introduction

This is a guide to the process and forms used in your appraisal and assessment.

Trainers should make themselves available for your appraisal and will meet with you at a time convenient to you both. Assessment interviews are more formal.

1. Induction and Initial Appraisal

Should be completed at the start of the rotational attachment.
This assesses your strengths and weaknesses
An action plan is formulated for the rotational attachment.

Form 2

2. Appraisal

Performed at least three monthly and preferably at the half-way point and near the end of each rotational attachment. If rotational attachments are short then the period between appraisals can be adjusted accordingly. Your strengths and weaknesses are continuously reviewed using evidence from logbooks, personal observation, team observation (Forms 5c) and the Personal Development Plan (PDP). The original action plan is modified appropriately and recorded on the appraisal and educational objectives form (Form 2).

Form 2
Forms 5c

3. Modular Training Objectives

The modular training objective forms (Forms 3) will be filled out appropriately. When you and your trainer agree that a specific level has been reached the trainer initials and dates the appropriate section for the level achieved.

Levels of competence do not equate with years of training.

When the final level has been achieved a formal signature of an appropriate trainer is required to “sign you off”.

The targets on these forms have been derived from the RCR Specialty Training Curriculum. These targets will be updated regularly by the College in line with changes in clinical practice. Optional targets can be added by the training scheme where appropriate.

Form 3

4. End of Rotational Attachment

At the end of each rotational attachment a formal assessment will be performed by your trainer or special interest lead clinician (note 1), preferably with the College Tutor (Form 4). Information from the modular training objectives forms (Form 3), trainer assessments (Form 5a), which includes information gathered from the wider consultant body within the training department, team observations (Form 5c) and personal observation will be used. You may agree with this assessment and sign the form. If you disagree with the assessment you may record your objections, or give explanations on the reverse of the form and sign it.

Form 3
Form 4
Form 5a
Forms 5c

You should also fill out form 5b as your personal assessment of the rotational attachment. This should be forwarded to the Programme Director (and Regional Adviser when required). The information on this form will be retained and used to modify the rotational attachments where necessary.

Form 5b

Forms 1, 2 and 3 will be retained and updated regularly by you in your Portfolio. You will also retain Form 4. Your assessor will send a copy of Form 4 to the Programme Director directly after the assessment. Forms 5a, 5b and 5c will be returned directly to the Programme Director and copied to the Regional Adviser when necessary.

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5. Annual Assessment Review

An annual review of in-training assessments will be performed to review your overall progress over the previous year. The review process will record what you have achieved and will enable you to pass into the next phase of training or to plan more intensive training where necessary. There is a separate ST1 Form for recording the achievements of the ST1 objectives.

All of the information gathered using the above methods will be used, together with your Personal Portfolio, RCR logbook, details of your study and other leave, an overview of your rotational attachments detailing the exact dates of each attachment (Form 1), and further information gathered at the assessment review.

You will receive feedback on your achievements and where necessary plans for the following year will be recommended.

There will also be an opportunity for you to comment on the training rotations.

N.B. The current RITA process is likely to be replaced by an Annual Review of Competence Progression (ARCP) but details of this had not been confirmed at the time of going to print.

Note 1. Some training schemes have special interest lead radiology trainers (e.g. Neuroradiology) who assume overall responsibility for the special interest training. The lead Radiologist should be responsible for initialling or 'signing off' the levels on Form 3.

Note 2. The forms used for appraisal and assessment should be photocopied to provide sufficient number. If required, blank forms can be obtained from your Programme Director, or directly from the Royal College of Radiologists website (www.rcr.ac.uk).

Personal Portfolio (including all the above forms) RCR Logbook
