



The quality improvement project and audit assessment tool (QIPAT)

The QIPAT forms part of the programme of workplace based assessments (WPBAs) in the clinical oncology curriculum. WPBAs are intended to provide opportunities for reflection and feedback that will enhance and drive learning. These assessments should be seen as opportunities for identifying strengths and areas for further development; they are not tests and do not have a pass/fail component.

WPBAs should be spread throughout each clinical attachment to ensure that progress is being made and to allow trainees' development needs to be identified. Activities to be assessed should be agreed in advance and it is the responsibility of the trainee to arrange this.

WPBAs will be reviewed with the trainee's educational and clinical supervisor(s) at each appraisal meeting and will provide evidence of progress throughout the training year. As trainees progress through training, the complexity of the clinical problems addressed during WPBAs should increase.

Aim

The QIPAT is designed to assess a trainee's capabilities in completing an audit or quality improvement project. The assessment can be based on a review of audit or quality improvement documentation or on a presentation at a meeting. Trainees should be assessed on how they have instigated, collated and presented a piece of work, and feedback should discuss their reflection on any changes in clinical management as a result of the work completed.

Required number

A minimum of two QIPAT should be completed between ST4 and ST7. This is a minimum requirement, and trainees may complete additional QIPATs if they feel they would benefit from the additional feedback, or if their educational supervisor feels that they need more evidence of their capabilities. All trainees are encouraged to undertake more than the minimum number of WPBAs in each calendar year on the basis that the required numbers are low and WPBAs provide useful learning opportunities.

Less than full time (LTFT) trainees will be expected to undertake a **pro rata number of assessments**, as set out in the Gold Guide, however LTFT trainees are also encouraged to undertake more than the minimum number of WPBA to maximise learning.

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Who can complete a QIPAT?

A QIPAT can be completed by any suitably trained assessor. This may be a clinical oncology or medical oncology consultant, or a more senior trainee. If possible the trainee should be assessed on the same audit or quality improvement project by more than one assessor.

Assessors must have been trained on delivering feedback, the purpose of the QIPAT and completing the QIPAT in Kaizen. Their equality and diversity training should be up to date.

How to complete a QIPAT

It is the responsibility of the trainee to arrange assessment. In order for trainees to maximise benefit, reflection and feedback should take place in a setting where discussion can take place without interruption. Feedback should be of high quality and should include an action plan for future development.

Trainees should receive feedback on how they have instigated, collated and presented a piece of work, as well as any changes in clinical management as a result of work completed. It should include discussion of the trainee's reflection and self-assessment, and identify the trainee's strengths and areas for development. An action plan for further development and review of this should be agreed.

Accessing the QIPAT in Kaizen

The trainee will need to log in to Kaizen to create the assessment form and fill in some initial information. The form will then be sent to the supervisor to complete.

We recommend that the form should be completed with both trainee and assessor present where possible, to support discussion and optimise learning. There are additional steps that allow the form to be completed in this way.

Instructions for trainees:

- Log into Kaizen with your user name and password, then click the 'create' button and select the QIPAT from the list of assessments that appears.
- Enter the date/date range covered by the QIPAT using the date selector, and complete the fields to record a description of the case discussed and your own reflection.
- If the assessor is present: Enter the name of the assessor. If the assessor is not listed, enter their email address. Click on the 'Fill in on the same device' slider to move it to 'yes.' This will unpack the fields for the supervisor to complete.
- If the assessor is not present: Enter the name of the assessor. If the assessor is not listed, enter their email address. Click 'submit' to send the QIPAT to the assessor for them to review and approve.

Instructions for assessors:

- If the trainee is present: The trainee will create the QIPAT form as described above and select the option to complete the form on the same device. You can complete the required fields to record your feedback and click 'submit'.

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- The assessment will be saved in draft and you will receive an email from *no-reply@kaizen.com*. Clicking on the link within this email will open a stand-alone window that allows you to view the completed QIPAT and confirm your approval. This will return the assessment to the trainee's timeline. There is no need to sign into Kaizen.
- If the trainee is not present: Once the trainee has created and submitted the QIPAT form you will receive an email from *no-reply@kaizen.com*. Clicking on the link within this email will open the assessment in a stand-alone window. There is no need to sign into Kaizen.
- You can record your feedback by completing the required fields and click 'submit' to complete the QIPAT and return it to the trainee's timeline.
- If completing the assessment form without the trainee present, you should ensure that you meet with the trainee as soon as possible after the assessment to provide full feedback and discussion.

Further details on using Kaizen can be found in the Kaizen user guides on the RCR website. Please note that once a form has been submitted changes/deletions can only be made by an RCR controller, at the request of the trainee's educational supervisor or training programme director.