

# THE HONG KONG COLLEGE OF OTORHINOLARYNGOLOGISTS

## ASSESSMENT FORM FOR HIGHER SURGICAL TRAINING IN OTORHINOLARYNGOLOGY

Name of Trainee : \_\_\_\_\_ Training Period From : \_\_\_\_\_ To : \_\_\_\_\_

Hospital : \_\_\_\_\_

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 the performance.

**POOR = 1**

**DEFICIENT = 2**

**SATISFACTORY = 3**

**ABOVE AVERAGE = 4**

**EXCELLENT = 5**

	NO.	POOR	SATISFACTORY	EXCELLENT
<b>(A) CLINICAL SKILLS</b>				
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>(B) TECHNICAL SKILLS</b>				
Surgical Operation under Microscope / 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
<b>(C) ACADEMIC PERFORMANCE</b>				
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.
<b>(D) ATTITUDES</b>				
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 ACTIVITIES DURING CURRENT TERM****Continuing Research***(Choose appropriate number)*

1. No current research project
2. Research project in progress
3. Active researcher, demonstrated flair for research, original ideas

**RESEARCH REQUIREMENT SATISFIED: YES / NO****Publications***(Choose appropriate number)*

1. No current project
2. Project in process of being prepared for submission for publication

**How?***(Please specify)*

Meeting :

Date:

Title of Presentation

Publication(s) Reference (including date)

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

<b>Poor = 1</b>	<b>Below Average = 2</b>	<b>Satisfactory = 3</b>	<b>Above Average = 4</b>	<b>Excellent = 5</b>
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Overall Rating

Log Book Statistics

**ADDITIONAL / EXPLANATORY COMMENTS** *(If insufficient space attach separate document)***RECOMMENDATIONS REGARDING FUTURE TRAINING***(Choose appropriate number)*

Date : \_\_\_\_\_

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 are distributed as follows:*

1. Original assessment, logbook summary forms and logbook summary report should be submitted to the Accreditation Committee through your supervisor / mentor. The Secretariat of the Hong Kong College of Otorhinolaryngologists, at Room 806, 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 Education Committee, The Hong Kong College of Otorhinolaryngologists

**The trainee must ensure that assessment form is filled in by mentor of the respective training unit and submit the completed assessment form, log book summary to the respective supervisor no later than two weeks from the end of the terms. Unless there are extenuating circumstances late lodgment of these form will incur disqualification of that 6-month term.**