

# THE COLLEGE OF SURGEONS OF HONG KONG

## ASSESSMENT FORM FOR HIGHER SURGICAL TRAINING IN UROLOGY

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

Hospital : \_\_\_\_\_ Specialty in Training : \_\_\_\_\_

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

**Guidelines for Supervisor** : It is expected that the majority of trainees will fall into in the "satisfactory" category for most competencies. Supervisors are asked to write in the right hand column the letter U, S, A or E that best reflects the trainee's performance during the training period for each specified competency. Please note that explanatory comments would be required to submit and attach to this assessment form for less than satisfactory performance.

**U – UNSATISFACTORY**

**S – SATISFACTORY**

**A – ABOVE AVERAGE**

**E - EXCELLENT**

Unsatisfactory (U)	Satisfactory (S)	+ Average (A)	Excellent (E)	Rank (U, S, A or E)
<b>MEDICAL EXPERTISE – access and apply relevant knowledge to clinical practice</b>				
Poor knowledge base Significant deficiencies or poor perspective Needs direction to study Allows deficiencies to persist	Maintains currency of knowledge Applies scientific knowledge to patient care Reads appropriately, asks for information and follows-up Recognises and solves real-life problems	Generally performs above the expected standard	Outstanding knowledge Knows common areas in depth Aware of the unusual Excellent application of knowledge in clinical situation	
<b>TECHNICAL EXPERTISE – safely and effectively perform appropriate surgical procedures</b>				
Fails to acquire appropriate skills despite repeated instruction/ practice. Too hasty or too slow. Rough with tissue, Hesitant Lacks attention to detail	Consistently demonstrates acquisition, practice and retention of sound procedural knowledge, surgical skills and techniques for level of training	Generally performs above the expected standard	Excellent and advanced abilities in procedures and techniques Excellent pre-operative preparation	
Poor manipulative skills Poor hand/eye coordination Fails to learn from experience	Demonstrates manual dexterity required to carry out procedures Good hand/eye coordination		Outstanding technician Fluent and always in control Meticulous	
Unable to adapt skills and techniques	Adapts their skills in the context of each patient—each procedure		Extremely good at adapting skills for varying operative situations Excellent surgical judgement	
Lacks enthusiasm and/or initiative to participate and/or learn	Maintain skills and learn new skills		Seeks opportunities to learn new skills.	
Lacks care and diligence in approach 'Near enough is good enough'	Approaches and carries out procedures with due attention to safety of patient, self, and others		Outstanding clinician Constantly aware and responds to patient, self and team members	
As surgical assistant fails to follow operation	Follows the operation with guidance from the operator		Anticipates the needs of the operator & responds accordingly	
Ignores/fails to follow up on problematic performance Little or no recognition of deficiencies in skills/techniques	Analyses their own clinical performance for continuous improvement		Accurate in self-appraisal, excellent insight Seeks and accepts criticism & responds appropriately	
<b>JUDGEMENT – clinical decision making/organise diagnostic testing, imaging and consultation as needed</b>				
Incomplete or inaccurate Poor basic skills	Takes a history, performs an examination, and arrives at a well-reasoned diagnosis Efficiently and effectively examines the patient	Generally performs above the expected standard	Precise, thorough and perceptive	
Incomplete/inaccurate recognition of significant symptoms Significant errors/omissions/ not concise on history, signs or diagnosis Poor discussion of clinical cases	Recognises the symptoms of, accurately diagnose, and manages common disorders Differentiates those conditions amenable to operative and non-operative treatment Competent, concise and correct on clinical details Arrives at appropriate conclusions in case presentations		Accurate and efficient Considers a wide range of symptoms and factors Insightful perspective in case discussions	
Inadequate or Inappropriate, poor selection and/or interpretation Unable to appropriately justify use of investigations Disregards patient's needs or circumstances	Selects appropriate investigative tools and monitoring techniques in a cost-effective manner Appraises and interprets results of investigations against patient's needs in the planning of treatment Critically evaluates the advantages and disadvantages of different investigative modalities		Always selects optimal investigations Excellent interpretation Safe, efficient and cost effective approach to use of investigations	

Unable to make a decision Unable to suggest alternative interpretations Presentation unclear, disorganised	Formulates a differential diagnosis based on investigative findings Evaluates the significance of data Indicates alternatives in the process of interpreting investigations and in decision making Clear & concise presentation of findings		Precise, well organised, thorough, systematic, focused - Presentation of findings - Indicates relevant alternatives - Decisions based on data	
Poor record keeping – incomplete, disorganised, irrelevant, illegible – not up-to date	Contemporaneously maintains accurate and complete clinical records Precise and focused Complies with required organisational structure		Perceptive of relevant information / data for documentation Records very easily accessible	
Disinterested or indifferent approach to patient problems Fails to grasp significance or respond accordingly Under or overreacts	Manages patients in ways that demonstrate sensitivity to their physical, social, cultural, and psychological needs Considers all issues relevant to the patient		Excellent and highly developed ability to manage & interact with patients and to anticipate and/or respond to their needs	
Copes poorly in situations of stress and/or complexity	Effectively manages the care of patients with trauma including multiple system trauma Generally maintains controlled approach & demonstrates sound judgement during times of stress/complexity – seeks assistance accordingly		Anticipates possible risks and/or complications In stressful situations always maintains orderly approach and demonstrates sound judgment	
Inadequate planning Inadequate involvement in pre & post-operative care Fails to grasp significance of symptoms or respond accordingly Under or overreacts to emergencies	Plans, and where necessary implements a risk management plan. Conscientious and reliable follow-up Effectively manages complications of operative procedures and the underlying disease process Identifies and manages risk Manages complexity and uncertainty		Outstanding clinician who - anticipates possible risks/complications - identifies problems early - follows-up meticulously - coordinates and uses other personnel effectively - aware of own limitations	
<b>COMMUNICATION – communicate effectively</b>				
Disliked by patients because of poor interpersonal skills Bad listener Poor communicator Increases patient anxieties Patients remain confused or unclear and/or unable to follow instructions	Trusted by patients. Listens well Communicates information to patients (and their family) about procedures, potentialities, and risks associated with surgery in ways that encourage their participation in informed decision making Communicates with the patient (and their family) the treatment options, potentials, complications, and risks associated with all treatment modalities Recognises what constitutes 'bad news' for patients and relatives & communicates accordingly, demonstrates empathy at appropriate times	standard  Generally performs above the expected	Possesses excellent interpersonal skills Develops excellent rapport with patients & team members Inspires confidence Patients delighted to be looked after by this trainee	
Ignores or fails to recognise misunderstandings Causes disruption/problems	Initiates the resolution of misunderstandings or disputes with peers, colleagues, and others		Effectively diffuses any problems in the surgical team	
Unaware of patient's needs Unable to communicate under varying conditions/situations	Appropriately adjusts the way they communicate with patients & relatives to accommodate cultural and linguistic differences and emotional status		Always interacts effectively with patients according to their social & health needs	
<b>COLLABORATION - work in collaboration with members of an interdisciplinary team where appropriate</b>				
Refuses to facilitate function of team Poor relationship with peers and other professionals Does not adequately acknowledge the contributions of others May undermine team members or function	Good rapport with nursing and other medical staff. Willing to help Employs a consultative approach with colleagues and other professionals Communicates effectively with and co-ordinate surgical teams to achieve an optimal surgical environment	Generally performs above the expected standard	Always willing to help even if personally inconvenient Excellent working relationship with other professionals Always supports colleagues and junior staff	
Reluctant/unable to work as a team member Self-focused Unreliable Fails to seek timely assistance with issues of patient care Ignores or is unaware of their own limitations	Respectful of & appreciates the different kinds of knowledge and expertise which contribute to the effective functioning of a clinical team Develops a patient care plan in collaboration with members of an interdisciplinary team Collaborates with other professionals in the selection and use of various treatment modalities assessing the effectiveness of each management option Recognises and facilitates the need to refer patients to other professionals		Excellent team member Extremely knowledgeable about the contribution of different fields of care Aware of and seeks the contribution of different fields and refers patients in a timely and appropriate manner	
<b>MANAGEMENT and LEADERSHIP – effectively use resources to balance patient care and system demands</b>				
Unaware of management constraints and/or expectations Reluctant to take on any management responsibility Wasteful of resources Poor interaction with and/or supervision and management of junior medical staff	Identifies and differentiates between resources of the health care delivery system and individual patient needs. Effectively assesses and manages systemic risk factors Applies a wide range of information to prioritise needs and demands Directs and supervises junior medical staff effectively	Generally performs above the expected standard	Willing to contribute to health services management Uses resources very effectively for patient care balanced with patient need Excellent role model for junior medical staff, all ways offers support for junior medical staff	



<b><u>Was a mid-Term Assessment carried out</u></b>	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

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

<b><u>Any identified area(s) of less than satisfactory performance</u></b>	YES / NO
<i>If Yes it must correlate with ratings given above</i>	
Have each of these areas been discussed with the trainee?	YES / NO
Have these areas been corrected during the term?	YES / NO

**Details of area(s) of less than satisfactory performance must be fully documented and attached to this assessment form**

**OVERALL RATING** (circle appropriate box)

Unsatisfactory	Satisfactory	Above Average	Excellent
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**RATING of LOG BOOK STATISTICS**

Unsatisfactory	Satisfactory	Above Average	Excellent
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**Recommendations regarding Future Training** (Circle appropriate number(s))

1. Trainee should continue in a Training Position
2. Due to less than satisfactory performance Trainee is likely to require additional time and/or training
3. Due to continuing less than satisfactory performance that has not been rectified, the Trainee should not continue in the training programme

UNIT SURGEON \_\_\_\_\_ (print name) \_\_\_\_\_ (signature)

TRAINEE \_\_\_\_\_ I AGREE WITH THIS ASSESSMENT YES / NO (signature)

*Important Note: Trainees should ensure that this Trainee Assessment Form, together with a copy of the log book summary are distributed as follows:*

1. Original assessment and log book summary forms should be submitted to the Training Subcommittee of Urology Board through your supervisor / mentor. The Secretariat of the College of Surgeons of Hong Kong at Room 601, Hong Kong Academy of Medicine Jockey Club Building, 99 Wong Chuk Hang Road, Aberdeen, Hong Kong. The College Secretariat would be responsible for keeping the original documentation for trainees.
2. Copies of the above should be made and retained by the trainee for their portfolio records
3. Copies of the above should be made and retained by the assessing surgeon
4. One copy of the above should be made and sent to Hospital Supervisor of Advanced Urology Training
5. A score less than Satisfactory (S) in any category will be discussed by the Urology Board of the College.

*The trainee should ensure that separate assessment forms are filled in by each **Consultant** on the unit. The College must receive completed assessment forms and log book summary data no later than one month from the end of the term. Unless there are extenuating circumstances late lodgement of these forms will incur a financial penalty and that 6-month term will not be approved for satisfactory training.*