NEUROSURGERY BOARD, COLLEGE OF SURGEONS OF HONG KONG HIGHER SURGICAL TRAINING IN NEUROSURGERY

TRAINING PLAN

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| **TRAINEE** |  |
| **PLACEMENT** |  |
| **PERIOD OF PLACEMENT** |  |
| **YEAR OF TRAINING** |  |
| **ASSIGNED EDUCATIONAL SUPERVISOR** |  |

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| **OBJECTIVE SETTING (Joint planning between trainee & supervisor at start of training)** |
| **PART 1. TOPICS OF INTEREST FOR CURRENT PLACEMENT** |
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| **PART 2. PROPOSED ACTION PLAN** |
| **LEARNING OPPORTUNITIES** |
| **WORKPLACE LEARNING**  **FORMAL LEARNING (Workshops/ Conferences / Mandatory Courses)**  **SELF-DIRECTED LEARNING/ PROJECT** |

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| **ASSESSMENT** |
| **PROCEDURE-BASED ASSESSMENT (PBA)**  **TEAM PRESENTATION**  **CLINICAL AUDIT/ RESEARCH** |
| **PART 3. COMMENTS** |
| **TRAINEE COMMENTS** |
| **EDUCATIONAL SUPERVISOR COMMENTS** |
| **PART 4. AGREEMENT OBJECTIVE SETTING SIGN-OFF** |
| **TRAINEE DATE**  **EDUCATIONAL SUPERVISOR DATE** |

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| **MIDTERM PLACEMENT REVIEW** |
| **PART 1. REVIEW AND UPDATING OF AGREEMENT DETAILS** |
| **REVIEW OF LEARNING OBJECTIVES & TOPICS OF INTEREST** |
| **PROGRESS ON LEARNING OPPORTUNITIES** |
| **PROGRESS ON ASSESSMENT** |
| **PROGRESS ON RESEARCH/ CLINICAL AUDIT** |
| **PART 2. COMMENTS** |
| **TRAINEE COMMENTS** |
| **EDUCATIONAL SUPERVISOR COMMENTS** |
| **PART 3. AGREEMENT PROGRESS SIGN-OFF** |
| **TRAINEE DATE**  **EDUCATIONAL SUPERVISOR DATE** |

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| **FINAL REVIEW (Joint review by the trainee & supervisor at the end of training)** |
| **PART 1. REVIEW AND UPDATING OF AGREEMENT DETAILS** |
| **GENERAL STATEMENT**  **The training target was achieved (tick where appropriate): Yes**  **No, reasons:** |
| **COMPLETED LEARNING ACTIVITIES** |
| **COMPLETED ASSESSMENTS** |
| **CLINICAL AUDIT/ RESEARCH** |
| **PART 2. EDUCATIONAL SUPERVISOR COMMENTS (Give reason if marked “No”)** |
| 1. **The trainee’s reflective practice was satisfactory. Yes / No**   **Reason:**   1. **The trainee followed an agreed timetable. Yes / No**   **Reason:**   1. **There were no unresolved issues. Yes / No**   **Reason:** |

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| **EDUCATION SUPERVISOR OVERALL SUMMARY STATEMENT** |
| 1. **OVERALL PERFORMANCE** 2. **STRENGTHS** 3. **AREAS FOR DEVELOPMENT** |
| **RECOMMENDATIONS (Tick the appropriate option)** |
| **Trainee should progress to the next placement with no particular action required.**  **Trainee should progress to the next placement with targeted training or development in the next placement.**  **Recommended Targeted Training or Development:** |
| **EDUCATION SUPERVISOR SIGN-OFF** |
| **DATE** |

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|  | **PART 3. TRAINEE COMMENTS** |
| **GENERAL STATEMENT (Tick if agree)** | |
| **I attended an induction programme.**  **Learning opportunities were provided with an agreed timetable. I attended an educational programme.**  **There are no unresolved issues.** | |
| **SELF-REFLECTIVE STATEMENTS** | |
| 1. **SELF-PERCEIVED PERFORMANCE** 2. **SELF-PERCEIVED STRENGTHS** 3. **SELF-PERCIEVED AREAS FOR DEVELOPMENT** | |
| **REQUESTS RELEVANT TO FURTHER TRAINING** | |
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| **TRAINEE SIGN-OFF** | |
| **I have read the comments from my assigned Educational Supervisor.**  **DATE** | |