

**This form must be signed by the person who directly supervises the trainee, after reviewing the Trainee's portfolio and logbook.**

Name of Trainee (please print)

RCPA ID No.

Name of organisation

Year of training ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 5 + If >5, specify

Training period - provide full, accurate dates for accreditation of training

to

Please use dd/mm/yyyy format

☐ Full Time or ☐ Part Time Specify hours per week employed

Leave (taken or planned within this training period)

- ☐ Annual .....weeks or .....days
- ☐ Study leave .....weeks or .....days
- ☐ Sick leave .....weeks or .....days
- ☐ Parental/maternity .....weeks or .....days

Is this a pre-examination report? ☐ No

☐ Yes

Part I ☐

Part II ☐

Name of supervisor (please print)

Supervisor RCPA ID no.

Leave taken by supervisor during this training period \_\_\_\_ weeks

Arrangements made for supervision of training during period of leave

Please inspect the forms in the trainee's portfolio and use the table below to record evidence of completion.

Please also check that the portfolio includes the de-identified laboratory reports that correspond to the forms (remove/obscure the patient name and medical record number).

Forms and laboratory reports in the portfolio					
		Previous total	Number in <b>current</b> year or rotation	Cumulative Total	Minimum prior to exam
Cut-up DOPS <i>Complexity levels - see AP Handbook Appendix 11</i>	Complexity 2-3				Minimum 9 specimens of mixed complexity
	Complexity 4				
	Complexity 5-7				
Histochemical stains DOPS					Staining of at least 4 specimens before the written examination.
Surgical case reports	Complexity < 5				20
	Complexity = or >5				20
Synoptic reports					5
Frozen sections					5 per year
Ancillary techniques					No minimum
Cytology	gynae				30
	non-gynae				30 includes 8 FNA
	Total period spent				
Clinical meetings + case lists					10 per year
Safety checklist					1 only
Previous supervisor reports					all

Please inspect the trainee's logbook and use the table below to record the number of cases logged.

Cases recorded in the logbook					
	Previous total	Number in current year or rotation	Cumulative Total	Minimum for Part I pre-exam Supervisor's report	Minimum for Part II pre-exam Supervisor's report
Surgical cases				No minimum	1500
Immuno techniques				No minimum	No minimum
EM				No minimum	No minimum
Molecular techniques				No minimum	No minimum

Professional Qualities: e-Learning Modules				
	Completed previously	OR	Date completed RCPA Module	Date completed workplace training
Quality Management	<input type="checkbox"/>			N/A
Laboratory Safety	<input type="checkbox"/>			N/A
Ethics, Professionalism and Confidentiality	<input type="checkbox"/>			N/A
Cultural Safety	<input type="checkbox"/>			OR

**For pre-examination supervisor's reports:**

Does the print-out of the portfolio summary spreadsheet accurately record the contents of the portfolio?

☐ Yes ☐ No

Please score the trainee's performance using this scale

1. Performance currently falls far short of expected standards. Trainee requires supervision and frequent cueing on routine tasks.
2. Performance currently falls short of expected standards for level of training. Trainee requires supervision and some cueing on routine tasks.
3. Performance is as expected for the level of training. Trainee is able to carry out routine task unaided. Supervisory input needed for complex tasks.
4. Performance is better than expected for level of training.
5. Exceptional performance. Able to practise independently and provide supervision to junior trainees. Very few trainees will fall into this category.

N/A not applicable in this training period

Macroscopic handling and description	(score between 1-5)
Quality of macroscopic description	
Quality of cut up (appropriate block selection, number and size of blocks)	
Timeliness of cut up	
Understands workflow and specimen processing	

Microscopy	Score (1-5)
Quality of descriptions and ability at histological diagnosis	
Knowledge and use of appropriate ancillary techniques (eg, special stains, immunochemistry)	
Quality of clinicopathological correlation	

Research	Score (1-5)
Demonstrates up-to-date knowledge of literature and innovations in relevant areas of medicine and pathology	
Able to critically evaluate sources of medical information, discriminating between them in terms of their currency, format, authority and relevance;	
Understands and applies methods used to establish evidence-based practice	
Able to prepare reports and papers for publication that comply with the conventions and guidelines for reporting biomedical research	

<b>Professional behaviour</b>	<b>Score (1-5)</b>
Able to manage time, prioritise and complete work efficiently and effectively, showing reliability and initiative.	
Able to maintain orderly records and up-to-date progress notes	
Complies with legal, ethical and medical requirements related to (a) confidentiality, informed consent and data security of patient records; (b) human and animal research: (c) copyright and intellectual property.	
Demonstrates awareness of own limitations, consulting when needing help and receptive to feedback & views of others.	
Demonstrates respectful interpersonal communication skills, using appropriate language and showing awareness of cultural, linguistic and intellectual diversity.	
Contributes effectively to inter-disciplinary team activities, such as peer review sessions and other education and quality activities, recognising the responsibilities and limitations of own role.	
Able to convey technical information in a manner that contributes to the growth of scientific knowledge and understanding among laboratory personnel, peers, medical students and other health professionals.	

<b>Scientist's evaluation only. If not available, please leave blank</b>			<b>Score (1-5)</b>
Demonstrates commitment to maintaining professional standards of behaviour in the laboratory and other settings, to support the delivery of effective health care			
Please comment on elements such as respect, courtesy, work ethic, reliability, etc.			
Position	Name	Signature	

**Overall evaluation (to be completed by the person who directly supervises the trainee)**

Areas of strength in professional practice (please summarise)

Areas for development in professional practice (please summarise)

Is specific further professional development required? If yes, please outline process

☐ Yes      ☐ No

Other comments (if insufficient space, please attach sheet)

If a score of 1 or 2 is given, please identify any specific issue that needs to be addressed with respect to the trainee's progress and/or the training environment. **In this case the form must be signed by the supervisor plus at least one senior colleague and a plan for remediation attached.**

### Signatures

Trainee (please PRINT name and sign)	Date
RCPA supervisor who directly supervises the trainee (please PRINT name and sign)	Date
Other senior staff member/second Supervisor (if applicable) (please PRINT name and sign)	Date
Other senior staff member (if applicable) (please PRINT name and sign)	Date
Head of Department (please PRINT name and sign)	Date

Comments by trainee

Please return this Supervisor Report by the due date to

bea@rcpa.edu.au