**This form is to aid the trainee and their Educational Supervisor to ensure that the RCOG Matrix requirements have been met. Trainees should ensure evidence highlighted in shaded areas is printed for the ES and ARCP panel and that their e-portfolio is up to date for the ES and ARCP Panel to view and assess.**

|  |  |
| --- | --- |
| **Trainee Name:** | **Educational Supervisor:** |
| **ST1 training year commenced:** | **Proportion of ST1 year to be assessed (FTE)\*:** | **Current Trust:** |
| **Educational Supervisor to sign bold boxes to confirm completion please:** |
| **Educational Supervisors Report** –  | To be completed on e-portfolio by ES |
| **CV** – **to include a sheet on achievements since last ARCP**Copy to be retained by panel | Trainee to print for ES advice and for ARCP panel |
| **TEF** – completed on line–  | Trainee to confirm completion: |
| **Curriculum Progress** – Progress in achieving basic competences for ST1 (in the curriculum logbook on e-portfolio)**ES also needs to countersign the logbook for authorisation of appropriate supervision for logbook entries, where the assessing signatory is a trainee (needs to be post MRCOG)** | Trainee is making acceptable progress:ES to sign to confirm | Progress to be reviewed by panel:ES to indicate any deficiencies in progress on ES report |
| MRCOG Part I – not mandatory for ST1Date: |  |
| **Formative OSATS showing evidence of training** (**Assessor to be ST3 or above**)**ES to sign to confirm that for the whole of ST1, on e-portfolio there are formative OSATS for:**1. Fetal Blood Sampling
2. Manual Removal of Placenta
3. Uncomplicated caesarean section
4. Non rotational assisted vaginal delivery (ventouse)
5. Non rotational assisted vaginal delivery (forceps)
6. Surgical management of miscarriage
* **If < 1 training year, then proportion needed (record number)**
* **Summative OSATS can be substituted for above**
 | 1 | ES to sign to confirm formative OSATS for FBS |
| 2 | ES to sign to confirm formative OSATS for MROP |
| 3 | ES to sign to confirm formative OSATS for LSCS |
| 4 | ES to sign to confirm formative OSATS for Ventouse |
| 5 | ES to sign to confirm formative OSATS Forceps |
| 6 | ES to sign to confirm formative OSATS for ERPC |
| **Summative OSATS confirming achieving competence (3 of each)****(at least 2 assessors, ST6+ at least 1 to be consultant)****ES to sign to confirm that for the whole of ST1 , on e-portfolio there is a minimum of:**1. Perineal repair (3)
2. Opening & closing abdomen (at LSCS) (3)

**If < 1 training year, then proportion needed (record number)** | 1 | ES to sign to confirm 3 summative OSATS for Perineal Repair |
| 2 | ES to sign to confirm 3 summative OSATS for Opening and Closing abdo  |
| **Minicex** (8)4 obs & 4 gynae | **CBDs** (8) 4 obs & 4 gynae | **Reflective Practice (8)** Including reflection on all significant events and complaints (form R) | Mcex**ES to sign** | CBD**ES to sign** | RP**ES to sign**  |
| **Regional Teaching Attendance** SWOT/Logbook/SWAT 5 days minimum attendance over one FTE training year requiredTrainee to confirm number attended (certificates to be uploaded into e-portfolio personal library) | Number attended: | Trainee to sign to confirm: |
| **Simulation Training** 1 formative OSAT basic laparoscopy skills (can be achieved in ST2 instead) | ST1 OSAT Basic Lap Sim | Trainee to sign to confirm: |
| **Friday Afternoon Teaching attendance form** minimum of 5 per 6 months of Bristol based training over FTE yearTrainee to confirm number attended | Number attended: | Trainee to sign to confirm: |
| **Obligatory Courses for RCOG** Trainee to confirm completion (at any point in ST1 or previously) for:1. Basic Practical Skills in O&G
2. CTG training (usually e-learning package)
3. Obstetric Simulation course (PROMPT/ ALSO/ other local obstetric emergency course)
 | 1 | BPS |
| 2 | CTG |
| 3 | Obs Sim |
| **TO2s****ES to confirm** if acceptable (or whether concerns should be raised to ARCP panel) | No concerns raised:**ES to sign** | Concerns to be reviewed by panel:ES to indicate and describe in ES report |
| **Clinical Governance** **ES to confirm**1. 1 x completed and presented project
2. Evidence of attendance at local risk management meetings
 | ES to sign |
| **Teaching experience:****ES to confirm** documented evidence of teaching (e.g. to medical students/foundation trainees/GPSTs  | ES to sign |
| **Presentation/Publications** **ES to confirm** at least one departmental (or regional/national/ international) presentation has been undertaken | ES to sign |

\*Proportion of training to be given in months e.g. 11/12 for full-time trainees for 11 months.

For LTFT @60% - full ST year training time is 20 months (so 12 months training is 12/20 ratio for achieving targets).

For LTFT@80% - full ST year training is 15 months (so 12 months training is 12/15 ratio for targets)