**This form is to aid the trainee and the 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:** | | | | |
| **ST2 training year commenced:** | | **Proportion of ST2 year to be assessed\*:** | | **Current Trust:** | | | | |
| **Educational Supervisor to sign bold boxes to confirm:** | | | | |
| **Educational Supervisors Report** – completed on e-portfolio but copy printed off & to be retained by panel | | | | To be completed on E- portfolio by ES | | | | |
| **CV** – **To include a sheet on achievements since last ARCP**  Copy be retained by panel | | | | Trainee to print for ES advice and for ARCP panel | | | | |
| **TEF** – completed on line– | | | | Trainee to confirm completion: | | | | |
| **Curriculum Progress** – ES to confirm  **It is mandatory for progression that the basic logbook competencies are complete by the end of ST2.**  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) | | | | 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** –  **Mandatory for completion of ST2** | | | | Trainee to sign to confirm MRCOG part 1 obtained: | | | | |
| **Formative OSATS showing some evidence of training**  (Assessor to be ST3 or above, or training ultrasonographer for US)  **ES to sign to confirm that by the end of ST2, on e-portfolio there are formative OSATs for:**   1. Hysteroscopy 2. Laparoscopy 3. Basic Ultrasound Modules –    1. TAS early pregnancy (8-12weeks)    2. Fetal Measurement. Lie and presentation    3. Liquor volume assessment    4. Placental assessment  * **Summative OSATS can be substituted for above**   **If competency gained earlier than expected**   * **If < FTE year, then proportion needed (record number)** | | | | 1 | ES to sign to confirm 3 formative OSATS for Hysteroscopy | | | |
| 2 | ES to sign to confirm 3 formative OSATS for Laparoscopy | | | |
| 3  USS | a. ES to sign to confirm 3 formative OSATS for TAS | | | |
| b. ES to sign to confirm 3 formative OSATS for FM, lie, presentation | | | |
| c. ES to sign to confirm 3 formative OSATS for liquor volume assessment | | | |
| d. ES to sign to confirm 3 formative OSATS for placental assessment | | | |
| **Summative OSATS CONFIRMING achieving COMPETENCE**  **(3 of each – can have been achieved in previous ST year)**  at least 2 assessors ST6-7+, at least 1 to be consultant  **ES to sign to confirm that for the whole of training to-date, on e-portfolio there is a minimum of:**   1. Uncomplicated caesarean section (3) 2. Non rotational assisted vaginal delivery (ventouse) (3)   **Summative OSATS** cont….   1. Non rotational assisted vaginal delivery (forceps) (3) 2. Fetal Blood Sampling (3) 3. Surgical management of miscarriage (3) 4. Manual Removal of Placenta (3)   **If < 1 training year, then proportion needed (record number)** | | | | 1 | ES to sign to confirm 3 summative OSATS for LSCS | | | |
| 2 | ES to sign to confirm 3 summative OSATS for Ventouse | | | |
| 3 | ES to sign to confirm 3 summative OSATS for Forceps | | | |
| 4 | ES to sign to confirm 3 summative OSATS for FBS | | | |
| 5 | ES to sign to confirm 3 summative OSATS for ERPC | | | |
| 6 | ES to sign to confirm 3 summative OSATS for MROP | | | |
| **Consultant Observed Summative OSAT -reaffirming CONTINUED competency since final ST1 ARCP (1 only required)** (Assessor to be Consultant/ GMC accredited Clinical Supervisor)   1. Perineal repair (1) | | | | 1 | ES to sign to confirm 1 summative OSAT for ongoing competency in perineal repair | | | |
| **Minicex** (8)  4 obs and 4 gynae | **CBDs** (8)  4 obs and 4 gynae | | **Reflective Practice (8)**  Including all significant events and complaints (form R) | Mcex  ES to sign | | CBD  ES to sign | | RP  ES to sign |
| **Simulation Training**  1 formative OSAT basic laparoscopy skills (if not achieved in ST1) | | | |  | | ES to sign that 1 formative OSAT for Lap sim obtained: | | |
| **Regional Teaching** SWOT/Logbook/SWAT  5 days minimum attendance over one FTE training year required  Trainee to confirm number attended (certificates to be uploaded into e-portfolio personal library) | | | | Number attended: | | Trainee’s signature: | | |
| **Friday Afternoon Teaching attendance form** minimum of 5 per 6 months of Bristol based training over FTE year  Trainee to confirm number attended: | | | | Number attended: | | Trainee’s signature: | | |
| **Obligatory Courses for RCOG**  Trainee to confirm evidence (at any point in training) for:   1. Basic Ultrasound course 2. 3rd degree tear course 3. Resilience Course – e.g. “Step–up” | | | | 1 | Basic USS | | | |
| 2 | 3rd Degree Tear | | | |
| 3 | Resilience | | | |
| **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**   1. ES to confirm 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** | | | | |
| **Leadership and Management:**  Evidence of departmental responsibility eg. rota/ departmental meetings | | | | **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).