**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:** | | | |
| **ST3 training year commenced:** | | **Proportion of ST3 year to be assessed (FTE)\*:** | | **Current Trust:** | | | |
| **Educational Supervisor to sign below to confirm:** | | | |
| **Educational Supervisors Report** – completed on e-portfolio | | | | 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 produce for ES advice and ARCP panel | | | |
| **TEF** – completed on line | | | | Trainee to confirm completion: | | | |
| **Curriculum Progress** –  Progress in achieving intermediate competences for ST3 (in the curriculum logbook on e-portfolio) | | | | 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 2 (up to 2015) / 2 & 3** – Not mandatory for ST3 | | | |  | | | |
| **Formative OSATS showing some evidence of training**  (Assessor to be ST4 or above)  **ES to sign to confirm that for the whole of ST3, on e-portfolio there is a minimum of:**  **If < FTE year, then proportion needed (record number)**   1. Hysteroscopy 2. Laparoscopy 3. Simple Operative Laparoscopy (lap steri/ simple adenexal surgery eg adhesiolysis/ovarian drilling ) 4. 3rd Degree Perineal Repair  * **If < 1 training year, then proportion needed (record number)** * **Summative OSATS may be substituted for above** | | | | 1 | ES to sign to confirm formative OSATS for hysteroscopy | | |
| 2 | ES to sign to confirm formative OSATS for laparoscopy | | |
| 3 | ES to sign to confirm formative OSATS for simple operative laparoscopy | | |
| 4 | ES to sign to confirm formative OSATS for 3rd degree perineal repair | | |
| **Summative OSATS CONFIRMING achieving competence (3 of each – can have been achieved in previous ST years)**  N.B Basic US modules completion is only optional at ST3 for trainees starting ST1 before 2013  **ES to sign to confirm that for the whole of ST1-3 , on e-portfolio there is a minimum of:**  Basic Ultrasound module (3 of each)   1. TAS early pregnancy (8-12weeks) 2. Fetal Measurement, Lie & Presentation 3. Liquor volume assessment 4. Placental assessment   OSAT assessor may be ST6+, at least one to be consultant / supervising ultrasonographer  If < 1 training year, then proportion needed (record number**)**  **ES to confirm completion of basic US Modules on e-portfolio** | | | | 1 | ES to sign to confirm 3 summative OSATS for TAS early pregnancy | | |
| 2 | ES to sign to confirm 3 summative OSATS for Fetal measurement, lie and presentation | | |
| 3 | ES to sign to confirm 3 summative OSATS for Liquor volume | | |
| 4 | ES to sign to confirm 3 summative OSATS for Placental assessment | | |
|  | ES to sign to confirm Basic USS Modules are complete and signed off on e-portfolio | | |
| **Consultant Observed Summative OSAT -reaffirming CONTINUED competency since final ST2 ARCP (1 only required)** (Assessor to be Consultant/ GMC accredited Clinical Supervisor)  **ES to sign to confirm that for the whole of ST3 , on e-portfolio there is a minimum of:**   1. Caesarean section (1) 2. Operative vaginal delivery (1) 3. Surgical management of miscarriage (1)   **If < 1 training year, then proportion needed (record number)** | | | | 1 | ES to sign to confirm 1 consultant OSAT confirming continued competency for LSCS | | |
| 2 | ES to sign to confirm 1 consultant OSAT confirming continued competency for operative vaginal delivery | | |
| 3 | ES to sign to confirm 1 consultant OSAT confirming continued competency for ERCP | | |
| **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 |
| **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: | |
| **Obligatory Courses**  ROBUST or Equivalent (for those starting ST1 from Aug 2015) | | | | Trainee to sign to confirm | | | |
| **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:   1. Documented evidence of teaching 2. Organisation of departmental teaching (e.g. to medical students/foundation trainees/GPSTRs | | | | ES to sign | | | |
| **Leadership and Management:**  ES to confirm:   1. Evidence of departmental responsibility (rota/ meetings etc) 2. Working with consultants on clinical admin and dealing with correspondence | | | | 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)