**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.**

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| --- | --- |
| **Trainee Name:** | **Educational Supervisor:** |
| **ST6 training year commenced:** | **Proportion of ST6 year to be assessed\*:** | **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 panel |
| **TEF** – completed on line  | Trainee to confirm completion: |
| **Curriculum Progress** – 1. Acceptable progress in achieving advanced competencies for ST6 (for training time completed)
2. Adequate progression of specialist skills for ATSMs (ES confident that two ATSMs will be complete by end of ST7) or progress in subspecialist training (as assessed by Subspecialty Training panel)

**To be confirmed by ES** | 1. Acceptable progress:ES to sign if acceptable progress in advanced logbook | Progress to be reviewed by panel:ES to indicate any deficiencies |
| 2. Acceptable progress:ES to sign if acceptable progress in ATSM logbooks | Progress to be reviewed by panel:ES to indicate any deficiencies |
| **Formative OSATS showing evidence of training** (Assessor to be ST7 or above)**ES to sign to confirm that during ST6, there are formative OSATs for:**1. Intermediate operative laparoscopy - ectopic pregnancy/ ovarian cystectomy/ salpingectomy/ oopherectomy –
* Trainee may have shown competence by 3 OSATs in previous ST years (in which case this can be disregarded)
1. In addition SST/ATSM specific OSATS showing evidence of training should be supplied

**If < 1 training year, then proportion needed (record number)** | 1. | ES to sign to confirm formative OSATs for intermediate laparoscopic surgery  |
| 2.ATSM /SST | ES to sign to confirm ATSM/ SST formative OSATs |
| **Consultant Observed Summative OSATS reaffirming CONTINUED competency since final ST5 ARCP (1 of each only required)** (Assessor to be Consultant/ GMC accredited Clinical Supervisor)**ES to sign to confirm that for the whole of ST6 , there is a minimum of:**1. Caesarean section (1)
2. Operative Vaginal Delivery (1)
3. Laparoscopy (1)

**If < 1 training year, then proportion needed (record number)** | 1 | ES to sign to confirm summative OSAT in LSCS |
| 2 | ES to sign to confirm summative OSAT in Operative Vaginal Delivery |
| 3 | ES to sign to confirm summative OSAT in laparoscopy |
| **Minicex** (8)Can be O and/or G reflecting ATSMs | **CBDs** (8) Can be O and/or G reflecting ATSMs | **Reflective Practice (8)** Including all significant events and complaints (form R) | McexES to sign | CBDES to sign | RPES to sign |
| **Regional Teaching** SWOT/Logbook/SWAT / DeaneryOr Relevant other ATSM/ specialist teaching applicable for ST6 level5 days minimum equivalent over one FTE training year ES to confirm number days attended: | Number days attended: | Trainee’s signature |
| **TO2s**ES to confirm if acceptable (or whether concerns should be raised to ARCP panel)Trainee to print T02 summaries for panel | No concerns raised:ES to sign | Concerns to be reviewed by panel:ES to indicate if concerns |
| **Clinical Governance** ES to confirm :1. 1 x completed and presented project (Patient Safety, Audit, risk management, QI project- can include supervision of junior doctors)
2. Evidence of attendance at local risk management meetings
 | 1 | ES to sign for completed project |
| 2 | ES to sign to confirm trainee’s attendance at risk management meetings |
| **Obligatory Courses**1. ATSM Courses (can be ST6/7)
2. Leadership and management Course (can be ST6/7)
 | Trainee to sign attendance: |  | Not yet attended: |
| **Teaching experience:**Trainee needs to have organised or delivered teaching as part of **regional** programme (eg.SWOT/ SWAT day) Or other **regional** event | ES to sign that trainee has organised or delivered regional teaching |
| **Leadership and Management:**1. Evidence of departmental responsibility
2. Works with consultants to deal with correspondence and clinical admin
3. Dealing with complaints
4. Involvement in departmental meeting/ forum/ review process
 | ES to sign to confirm engagement of the trainee with all 4 aspects of leadership and management |
| **Presentation/Publications** 1. ES to confirm that at least one regional/national/ international) presentation has been undertaken
2. Discussion with ES to optimise CV to ensure competitive for consultant interviews.
 | ES to sign to confirm presentation |
| ES to sign to confirm CV discussion |

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)