**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:** |
| **ST4 training year commenced:** | **Proportion of ST4 year to be assessed\*:** | **Current Trust:** |
| **Educational Supervisor to sign bold boxes 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 ST4, such that completion by end of ST5 is expected (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)/ part 2 & 3– Not mandatory for ST4 |  |
| **Formative OSATS showing evidence of training (Assessor to be ST5 or above**)**ES to sign to confirm that for the whole of ST4, on e-portfolio there are formative OSATs for:****If < FTE year, then proportion needed (record number)**1. Simple operative laparoscopy (lap steri/ simple adenexal surgery eg. Adhesiolysis/ ovarian drilling) (3)

**Summative OSATs may be substituted for above** | 1 | ES to sign to confirm formative OSATS for Simple operative laparoscopy |
| **Summative OSATS CONFIRMING achieving competence (3 of each – can have been achieved in previous ST years)**(At least 2 assessors ST6+, at least 1 to be consultant)**ES to sign to confirm that for the whole of ST1-4 , on e-portfolio there is a minimum of:**1. Hysteroscopy (3)
2. Laparoscopy (non-operative) (3)
3. Opening and closing abdomen (gynae X 3)

**If < 1 training year, then proportion needed (record number)** | 1 | ES to sign to confirm 3 summative OSATS for Hysteroscopy |
| 2 | ES to sign to confirm 3 summative OSATS for Non-operative laparoscopy |
| 3 | ES to sign to confirm 3 summative OSATS for opening and closing the abdomen (Gynae) |
| **Consultant Observed Summative OSAT - reaffirming continued competency since final ST3 ARCP** (1 only required **-**Assessor to be Consultant/ GMC accredited Clinical Supervisor or for USS- Ultrasound trainer)**ES to sign to confirm that for the whole of ST4 , on e-portfolio the trainee has obtained 1 OSAT each for:** 1. Caesarean section (1)
2. Operative vaginal delivery (1)
3. Basic USS:
	1. 8-12 week pregnancy
	2. Fetal measurement/ lie/ present
	3. Assessment of liquor volume
	4. Placental assessment

**If < training year, then proportion needed (record number)** | 1 | ES to sign to confirm 1 consultant summative OSAT confirming continued competency for LSCS |
| 2 | ES to sign to confirm 1 consultant summative OSAT confirming continued competency for operative vaginal delivery |
| 3a | ES to sign to confirm 1 consultant summative OSAT confirming continued competency for 8-12 week pregnancy (TAS) |
| 3b | ES to sign to confirm 1 consultant summative OSAT confirming continued competency for fetal measurement/ lie/ present |
| 3c | ES to sign to confirm 1 consultant OSAT confirming continued competency for AFI |
| 3d | ES to sign to confirm 1 consultant OSAT confirming continued competency for Placental assessment |
| **Minicex** (8)4 Obs and 4 Gyn | **CBDs** (8) 4 obs and 4 Gyn | **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 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’s signature |
| **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 (See RCOG matrix)
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
3. Working with consultants to deal with complaints
 | ES to sign to confirm trainee has engaged with all 3 aspects of management |
| **Presentation/Publications** ES to confirm that: 1. At least one regional/national/ international presentation (i.e. outside own department) has been undertaken
2. Discussion with ES to optimise CV to ensure competitive for ATSM/ sub spec opportunities at the end of ST5
 | 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)