

HONG KONG COLLEGE OF ANÆSTHESIOLOGISTS

**IN-TRAINING ASSESSMENT FORM
FOR COMPLETION BY MEMBERS OF STAFF**

THIS FORM IS IMPORTANT. The College recognises that assessment of trainees by the senior staff of their own Departments is an important component of its assessment and examinations process. Examinations assess a trainee's knowledge. It is also important that skills and attitudes are considered as part of the College's evaluation of its trainees.

This form (and those obtained from your colleagues) will be collated on to another form (ITA-2) by the College Supervisor of Training in your Department before being sent to the Education (Training) Officer to form a part of the trainee's record. Assessments (collectively not individually) will be used as part of a decision to allow a trainee to present for the Final Examination. It is intended that these assessments be completed at six monthly intervals. Please return the completed form to the Supervisor of Training as soon as possible. This form will be destroyed after information in it has been collated.

NAME OF TRAINEE:	
YEAR OF TRAINING:	DATE FORM COMPLETED:
COMPLETED FOR PERIOD:	TO:
HOSPITAL:	
COMPLETED BY: (Senior Intensivist's name - in block letters)	

In the Assessment Categories that follow, please enter numbers according to your view of the performance of the trainee during the past six months or in the case of a shorter attachment, during the period of this attachment.

- 0 = I have insufficient knowledge of the trainee
- 1 = Excellent performance
- 2 = Good performance
- 3 = Satisfactory performance
- 4 = Unsatisfactory performance

1. ACADEMIC SKILLS AND ATTITUDES

Knowledge level [] Presentation skills [] Application to learning []

COMMENTS: _____

2. CLINICAL SKILLS AND ATTITUDES

Patient Assessment	[]	Technical skills	[]	Record Keeping	[]
Equipment Preparation	[]	Vigilance	[]	Clinical Judgement	[]
Work organisation	[]	Crisis reaction	[]	Hygienic Work Practice	[]

COMMENTS: _____

3. BEHAVIOURAL SKILLS AND ATTITUDES

Ethical Behaviour	[]	Initiative	[]	Commitment	[]
Punctuality	[]	Appropriate guidance seeking	[]	Leadership qualities	[]
Self assessment capacity	[]	Relationship with other trainees, relatives, patients, surgical staff, nursing staff, technical staff, consultant staff in anaesthesia and other areas.			

COMMENTS: _____

Signature of Senior Staff Member: _____

PLEASE FORWARD THIS FORM TO THE SUPERVISOR OF TRAINING IMMEDIATELY