

The College of Anaesthetists of Ireland recommends the following as a standard operating procedure for completing In-Training process for trainees:

1. OVERVIEW

1.1 The In-Training Assessment (ITA) Process is an integral part of the assessments for the CAI Training Programmes. It complements other assessments, such as the Primary and Final examinations by assessing Trainee performance in the workplace. The ITA report to the CAI is the end result of a six-month long process with three well defined stages:

Start: This is the induction stage, trainees meeting with Consultants, Tutors/Trainers and set goals and objectives for the six month period they are about to commence. During this phase it will become evident what modules of training need to be accessed, what exam preparation needs to be done, and what competencies need to be achieved.

Middle: Trainees must be reviewed during the six month period on progress towards goals and objectives being met, and their performance in general. It is an opportunity to rectify any problems/issues and to give advice to trainees. Progress feedback to the trainee during this phase is very important and should help keep trainees on track to achieve their goals and to correct any misconceptions a trainee may have about their progress or lack of it. Too often trainees complain that the first they hear of an unsatisfactory ITA report is after they have completed the rotation.

End: The end is the completion of the ITA form which should reflect the complete six month process.

1.2 The ITA Process is a staged, recurring, joint means of goal setting, monitoring, feedback and assessment involving Trainees and Tutors/Trainers and the CAI Training Department. The process requires active participation by both Trainees and their tutors/trainers.

1.3 The ITA Process is a summative assessment with a formative component included (i.e. the formal feedback interview). The feedback or formative component is included to assist all Trainees to improve their performance and to provide guidance to help each Trainee plan for ongoing improvement in the Training Programme. This formative assessment is personal and aims to be supportive of Trainees. It is expected that a majority of Trainees will progress through Training performing at or above the expected level. Summative assessment determines progression of Trainees from one stage of Training to another. Trainees who do not achieve an acceptable level of performance in the ITA Process can be referred to the processes outlined in College Document *Policy for Assisting Trainees in Difficulty*

2. GOALS

The goals of the ITA Process are to:

2.1 Discuss and set appropriate clinical and educational goals for the training period.

2.2 Ensure that training department, tutor/trainer and Trainee expectations are understood and negotiated to ensure that a realistic plan for the period is generated.

2.3 Assess Trainees' progress towards obtaining the agreed clinical and educational goals.

2.4 Provide Trainees with regular, constructive feedback.

2.5 Develop any remedial activities that may be required to ensure that Trainees are performing at or above the level expected for their stage of training.

The ITA Process should take the following steps:

Start of six months:

- A departmental meeting should be held in the hospital in the first two weeks of the commencement of the six month period.
- The trainee and the Tutor/Trainer should discuss the goals, objectives and needs of the trainee for the coming six months
- Clear goals and objectives need to be set and agreed by the trainee and the Tutor/Trainer
- The Tutor should arrange for the trainee to access the appropriate training modules and teaching elements to support the agreed six-month training plan.

Middle of six months

- A departmental meeting should be held in the hospital half way through the six month period.
- The progress of the trainee should be discussed including assessment of goals and objectives
- If there are any issues at this stage it should be flagged at this meeting and a plan to rectify should be put in place

End of six months

- A departmental meeting should be held in the hospital at least two weeks prior to the end of a six month period
- At least 50% of the Consultant department should contribute to the ITA process.
- At the meeting all trainees in the department should be discussed before the ITAs are completed
- A consensus opinion of Consultants present should then be entered on to the ITA.
- After the meeting the trainee should have an opportunity to discuss their assessment with the Tutor and allow for feedback. This meeting should have 2 consultants present
- If the trainee is in agreement with the ITA it will be signed by the trainee and by the Tutor
- If the trainee does not sign the ITA the department must arrange a meeting with the trainee to discuss further. If no agreement is reached the CAI Policy for assisting trainees in difficulty must be consulted.
- The Tutor is responsible for inputting ITAs on to the CAIs online training system.
- Once submitted alterations are not possible.
- No trainee should receive an unsatisfactory ITA without advance warning that progress was unsatisfactory and without being given an opportunity and appropriate support to rectify the problem.

3. Competencies

- At the final meeting of the ITA process any competencies that the trainee has completed in this six month period should also be signed off
- The competencies achieved in the six month period should correspond with the trainee's goals and objectives as set at the start of the ITA process.

- If a competency is being signed off the Consultants responsible must have worked with the trainee in the relevant area during the period in which the competency was completed and be in a position to provide informed judgement on competency.
- The Tutor is responsible for inputting competencies achieved on to the CAI's online training record system.
- Once submitted alterations are not possible.

4. Privacy

4.1 Information collected in relation to trainees will be held, used and distributed as appropriate and as permitted by law.

4.2 To assist trainee supervision, assessment and where required, remediation of performance, ITAs will be shared with Tutors/Trainers in subsequent rotations. Tutors are able to view previous ITAs online.

4.3 ITAs will only be used by the College for the purposes of the Training programme. It is not ordinarily provided to the hospital/employer, unless it is appropriate to do so in the interests of patient safety or as required by law.