

Information for Registrars About the Process of Monitoring Progress During Training

Part of any supervised training is feedback and the monitoring of a trainee's progress. This is a two-way process – as a trainee you will also be able to provide feedback to the Training Facilitators and Regional Training Committee on the performance of your supervisors.

The process of learning through discussion and feedback occurs both in clinical contacts with your supervisor and in the 1:1 supervision hours. At certain points in your training this feedback is summarised and formalised. These reviews occur every three months and are recorded on a feedback form. Issues recorded on the feedback forms should be discussed with you in supervision and you should be given a photocopy of the form by your supervisor once it is completed. The form is then sent in to the Director of Training.

In addition to this monitoring of your Training progress, there is a parallel, similar process of feedback regarding your overall work performance, which is completed and discussed with you every six months, at the end of any run. This feedback is coordinated and gathered by ARRMO (which manages RMO employment issues across the 3 Auckland DHBs).

The attached guidelines are provided for your general information. They were developed to assist supervisors in managing the more difficult areas of feedback within supervision – where problems are identified and need to be addressed with a registrar. The Regional Training Committee felt that it would be both useful and fair for trainees to have a copy of these Guidelines as well. The guidelines refer generally to “problems” in training performance or in both service work and training. These are likely to be quite varied, but examples would be:

- Delays in meeting Basic Training tasks at the relevant stage of training – such as completion of case-histories, undertaking the various College examinations at about the usual stage of training, undertaking the various psychotherapy tasks, etc.
- Not attending supervision sessions as scheduled
- Poor performance of basic skills such as history-taking, mental state assessment, management planning, development of differential diagnoses and formulations (at a stage of training when these skills would be expected to be reasonable)
- Failure to complete essential clinical documentation or to liaise with referrers.

Remember that while these particular Guidelines deal with feedback on problems in training, your supervisors are expected to give balanced feedback and to focus on your strengths and skills just as much as on areas that need work.

For more information about the tasks expected during training, it is suggested that you read the RANZCP Training Regulations carefully, plus the RANZCP Training and Examinations website pages and Information Links about the various tasks, on the RANZCP Links page. Also see any Training newsletters sent out by the College.