College of Intensive Care Medicine Of Australia and New Zealand

GUIDE TO COMPLETING THE IN-TRAINING EVALUATION REPORT

FOR NON-INTENSIVE CARE SUPERVISORS OF TRAINING

Version 1.1

11 December 2014

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1 Background

The College of Intensive Care Medicine In-Training Evaluation Report (ITER) is the main tool for Supervisors of Training to provide documented feedback to trainees on their progression through the training program. The ITER utilises the Can-MEDS domains of medical practice, with a number of competencies listed under each domain. There are different ITERs for each of the required components of intensive care clinical training (intensive care, anaesthetics, medicine and elective).

Each of the competencies are assessed using a sliding scale to indicate a trainee's performance during the period of training being evaluated. Performance Indicators, which will assist in gauging a trainee's performance, can be viewed by clicking on the tool tips icon ? next to each competency.

For the intensive care component of training (42 months) it is expected that a trainee's performance will gradually progress from a 'novice' rating towards that expected of a Fellow by the time they have completed training. Clearly the rate of progress in each competency will vary greatly between trainees.

For the anaesthetic and medicine components of training, it is not expected that trainees will perform to the standard expected of a Fellow in that discipline. The required standard to be achieved (i.e. the right hand end of the scale) has been set at the level of a Basic Trainee.

ITER's are generally to be submitted for each six month period of training. However, some trainees may complete a three month term in anaesthetics or medicine, in which case an ITER will be submitted at the end of that term.

It is expected that trainees will complete a self-assessment using the ITER. Following discussion and submission of the ITER to the College by the Supervisor, the trainee self-assessment and the Supervisor assessment can be viewed on the same page for comparison.

2 Accessing ITER forms

1. You would have received an email from CICM with your login details;

John Citizen

From:	assessments@cicm.org.au
Sent:	Monday, 6 January 2014 1:00PM
To:	John Citizen <johnc@cicmtest.org.au>
Subject:	College of Intensive Care Medicine – Supervisor login details

Welcome to your CICM supervisor's account!

Dear Dr Citizen,

Dr <Trainee Name> has nominated you as supervisor of training for a non-intensive care component of the CICM training program.

In order to monitor the trainee's progress throughout the term, the College requires an In-Training Evaluation Report (ITER) to be completed and submitted. Your assistance in this process is greatly appreciated.

To access the online ITER form, please log onto the CICM Education Portal. Please use the following login details to access your account.

Username: johnc@cicmtest.org.au
Password: <password>

> Your username and password are provided in the email from the College.

The above login details are to be used for all future CICM trainees you may supervise.

The Supervisors guide to completing the In-Training Evaluation Report can be found via the Resources tab of the Education Portal.

For more information about the CICM training program, please visit the CICM website.

Should you have further questions, please email the College at assessments@cicm.org.au.

Yours Sincerely,
Training Department
College of Intensive Care Medicine

Sample Email with login details

2. Click on the link contained in the Education Portal link in email you received or go to https://education.cicm.org.au/;

3. Enter your username and password then click **Login**.

CICM Education Portal login screen

4. From the Education Portal landing page, click **Manage ITER**.
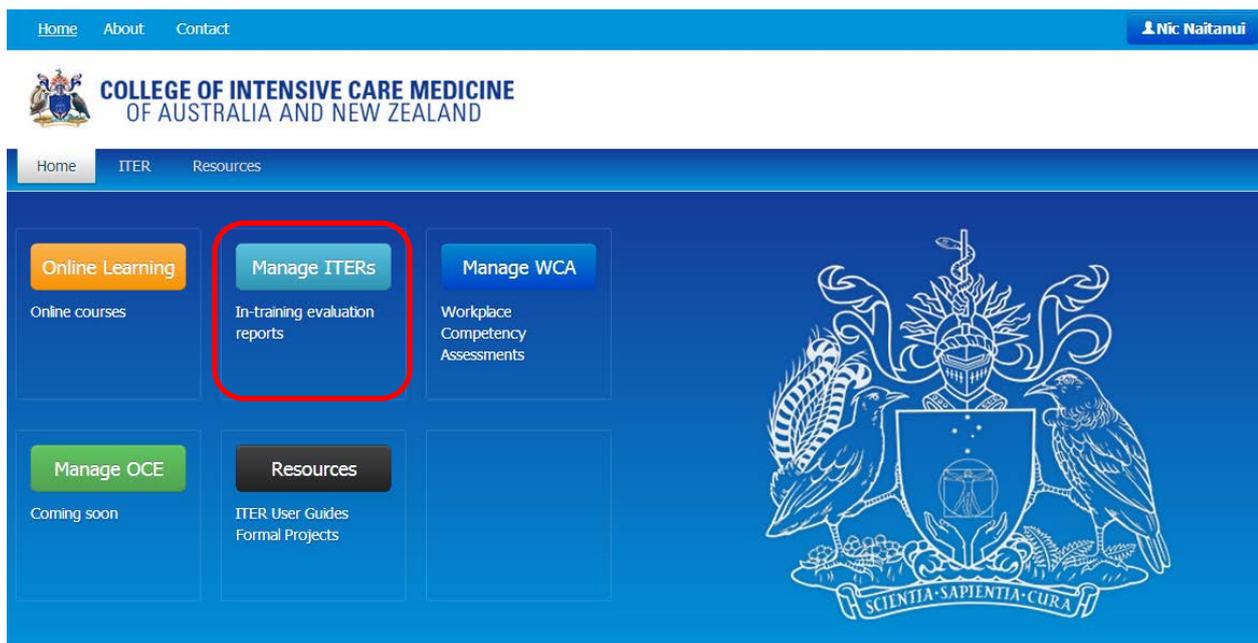
CICM Education Portal landing page

3 Supervisor View

Once logged in, a list of current ITERs (i.e. ITERs which need to be completed) will appear on your list.

Column Headings	Description
ITER Category	Values in this column include: • Medicine (General); • Medicine (Paediatrics); and • Anaesthesia.
Trainee	Name of trainee
Hospital	Name of hospital or institution
From	Start date of term/rotation
To	End date of term/rotation
Review Date	The date the ITER review/discussion should be conducted and/or submitted to the College.
Trainee Status	Status of trainee self-assessment • **Not Started**: Trainee has not commenced a self-assessment; • **In Progress**: The trainee has commenced, but has not completed/submitted the self-assessment; and • **Completed**: Trainee has completed and submitted the self-assessment.
Supervisor Status	Status of ITER (Supervisor assessment) • **Not Started**: Supervisor has not commenced a self-assessment; • **In Progress**: The supervisor has commenced, but has not completed/submitted the self-assessment; • **Ready for Discussion**: Both the trainee and supervisors assessment can be viewed/compared *(changes cannot be made to the existing values, however additional comments may be added)*; and • **Completed**: Supervisor has completed and submitted the self-assessment.
Last updated	Date the ITER record was last changed
Action	• **Start Assessment**: Start a new ITER; and • **Resume Assessment**: Edit a saved ITER.

4 Creating an ITER

1. To create a new ITER, click the **Start Assessment** button in the action column; and
2. The relevant ITER form will load based on the value in the ITER Category column.

- Click **Cancel** to return to the main ITER page;
- Click **Save & Exit** to save the form and return to the main ITER page;
- Click **Ready for discussion** once form has been finalised for discussion with your trainee.

The General Information section of the form contains generic information of the assessment

3. The General Information section is pre-populated with information based on information provided by the trainee in the AVT form.

   Only the **Days Leave taken** field needs to be completed in this section. If the **Days Leave Taken** field is:

Blank	Enter the number of days leave a trainee has taken during the term/rotation
Contains a value entered by the trainee (and value is correct)	No action required
Contains a value entered by the trainee (value is incorrect)	Override the value entered

Section 1 of the ITER

4. For each competency, use the sliders to indicate the rating from Novice to Basic Trainee/Basic Level trainee that best represents the trainee's performance.

?

Click on the tooltip icon throughout the form for additional information about the field.

Using sliders on a PC/laptop?
- Use the mouse to drag the slider handle to the desired position; or
- Use the mouse and click on the desired position of the slider handle.

Using sliders on a tablet?
- Tap on the desired position of the slider handle.

Not observed

Check "**Not Observed**" option if the competency was not observed during the term or rotation.

Does not demonstrate basic safe practice/performance

Checking the "**Does not demonstrate basic safe practice/performance**" option constitutes an automatic fail for term (i.e. the term will not be accredited towards training time).

Supervisor comments are optional; however, if you have rated a trainee as "**Does not demonstrate basic safe practice/performance"**, a reason in this comment field is required.

Section 2 of the ITER

5. Complete all the questions in the **Global Rating** section of the ITER.

Global Rating

Relative to their stage of training, the overall performance of the trainee in this rotation was

[dropdown ▼]

Has the trainee made sufficient progress during this term?

○ Yes
○ No

Should this term be accredited for training?

○ Yes
○ No

Is there a need to refer the trainee to the College for additional support?

○ Yes
○ No

This ITER contains information based on a formal consensus view expressed by the specialist staff at a meeting on

[_____]

Trainee acknowledged that he/she has opted not to complete a self-assessment

○ Yes
○ No

Cancel   Save Draft & Continue

Has the trainee been assessed as "**Does not demonstrate basic safe practice/performance**" for any of the competencies?

Yes: The value in this field will default to "No" and cannot be changed.

No: Select either "Yes" or "No" as appropriate.

This date field is

This checkbox is only visible (and therefore mandatory) where a trainee has not completed a self-assessment. That is, the Trainee Status = *"Not Started"* or *"In Progress"*.

4.1 Save a Draft ITER

An ITER can be saved as a draft and completed at a later date.

Option 1 – Save Draft & Continue

Click **Save Draft & Continue** to save a draft ITER and continue filling the remainder of the form.

Note: Clicking **Save Draft & Continue** will save the entire form.

Option 2 – Save & Exit

- Click **Save & Exit** to save a draft ITER and exit the form.
- You will return to the Manage ITER page.

4.2 Edit an existing ITER

To edit a saved ITER, click the **Resume Assessment** button in the action column.

Click **Resume Assessment** to continue filling in an existing ITER.

4.3 Submit an ITER

4.3.1 Finalise the ITER for discussion with your trainee

1. To finalise the ITER for discussion with your trainee, all mandatory fields must be completed; and
2. An ITER can only be submitted if:
   o The trainee has completed a self-assessment (i.e. the trainee Status in the General Information section is "Completed"); or
   o Where a trainee has opted not to complete a self-assessment, check the **"Trainee acknowledges that he/she has opted not to complete a self-assessment"** checkbox in the Global Rating section;
3. To finalise the ITER for discussion with your trainee, click **Ready for discussion**;

To finalise the ITER for discussion with your trainee, click **Ready for discussion**.

Not Started - Trainee has not commenced a self-assessment.

In Progress - Trainee self-assessment is in progress.

Completed - Trainee has completed and submitted their self-assessment.

4. Once an ITER has been submitted for discussion:
   - o The Supervisor Status changes from Not Started or In Progress to For Discussion;
   - o No changes can be made to the rating scales or Global Rating section; and
   - o The trainee will be unable to complete a self-assessment (if they have not already done so).

4.3.2 Submit the ITER to the College

5. Click **Resume Assessment**, to review and/or discuss the ITER with the trainee;

Click **Resume Assessment** to continue filling in an existing ITER.

6. If the trainee has completed the self-assessment, you will be able to compare the results of the both assessments.
7. Once you have had a discussion about the ITER with your trainee:
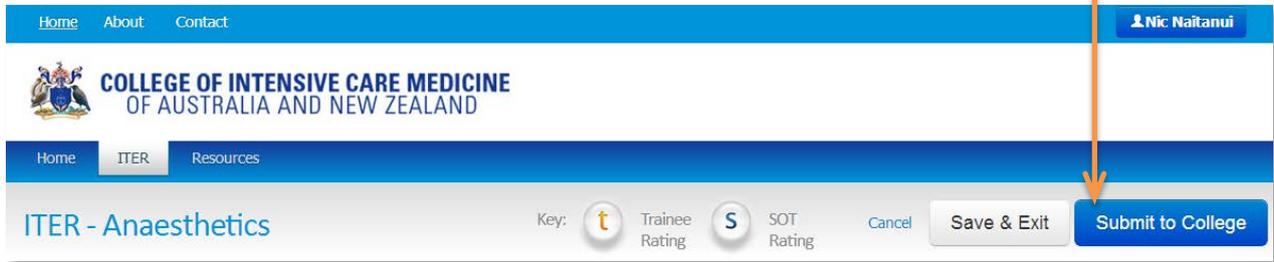   - o Enter the date of the discussion; and
   - o Any relevant comments in the Discussion comments text box.

8. Click **Submit to College**.

   Once an ITER has been submitted to the College, no further changes can be made.

Click **Submit to College** to finalise the form.

No further changes can be made once the form has been submitted.

5 View a completed ITER

To view a completed ITER:

1. Click the **Completed Reports** buttons on the Manage ITER page to view a list of completed ITERs;
2. Then click the **View Report** button in the action column.

Click **View Report** to view the completed ITER.

Column Headings	Description
Result	• **Pending:** The ITER is awaiting review by the College; • **Under Review:** The ITER is currently being reviewed by the College; • **Not Accredited:** Training time has not been accredited; and • **Accredited:** Training time has been accredited by the College.

Completed ITER with trainee and supervisor responses

6   Frequently Asked Questions

What devices can I use?	Users can access the ITER using the following devices: • Desktop computers; • Laptops; and • Tablet devices. The ITER forms will also work on smartphones, but is not recommended as viewing of content on a smartphone may not be optimal.
What browsers can I use?	Users can access the ITER using the following browsers: • Internet Explorer 8 (Click here to download) and above; • Chrome (Click here to download); • Firefox (Click here to download); and • Safari. The following browsers are not supported: • The ITER will not work on **Internet Explorer 6 and 7** – there are security risks associated with the use of these browsers. For further advice and assistance, please contact assessments@cicm.org.au.
Who has access to a trainee's record?	Only the supervisor nominated in the AVT form has access to the trainee's current ITER record. A supervisor will have access to a trainee's record for the duration of the term plus one month after the end date of term. Trainees are required to submit an application for approval of vocational training (AVT) form of their proposed training post. If the trainee has not submitted the application form and/or has an outstanding invoice for the training, they will not appear in your list.
What if the trainee's nominated supervisor has changed?	If you're not the nominated supervisor, or if you're going on leave and need to delegate the responsibilities to a different supervisor, please contact the College and we will update the record in the database. Once the record has been updated in the database, the new supervisor will have access to the trainee's ITER records.
Can I view the trainee's self-assessment before submitting the ITER?	Yes. You will be able to view your trainee's self-assessment once you have finalised your assessment and clicked on Ready for discussion. Once you have clicked on Ready for discussion, you will no longer be able to make changes. However, there will be a text box available for you to provide additional comments.
Can I print an incomplete ITER?	No. You will only be able to print a completed ITER.
Can I save an ITER to my computer/device? (I.e. to my desktop or USB).	No. Currently there is no functionality which allows you to save an ITER to your computer.

7   Who should I contact if I have further questions?

Please direct any ITER related queries to: assessments@cicm.org.au or +61 3 9514 2888.