

1. **Trainee and DEMENT Data**

2. **Instructions**

1. Trainees and DEMENTs will be alerted three (3) weeks prior to the end of the ITA period (term date) that an ITA must be completed.
2. Trainees are **strongly encouraged** to complete a self-reflection on their training, learning and performance over the current ITA period. (NB: The ITA may be completed by the DEMENT if the Trainee Self-Reflection has yet to be completed.)
3. **In order to provide a rating in any given domain, all the listed dot points must have been assessed. Additionally, the learning outcomes listed in the curriculum for the relevant training stage should be considered.** The DEMENTs rating may be based on (but not limited to):
 - direct observation of the trainee in the workplace
 - formal and informal reports from other staff working with the trainee (DEMENTs may distribute copies of this ITA to relevant staff and collate their responses)
 - results from WBAs completed by the trainee during the placement
4. **DEMENTs should provide written narrative (ideally with specific examples and/or comments) to support their ratings across the domains. This will provide constructive and informative feedback for the trainee and the progression panel.**
5. The DEMENT and trainee should, whenever possible, meet for a feedback session to discuss the trainee's self-reflection and ITA results. **Areas for improvement must be specifically discussed with the trainee.**
6. The trainee should complete the 'Trainee Acknowledgement and post-feedback meeting comments' at the end of the ITA form.

3. **Trainee Self-reflection (to be completed by trainee)**

Areas I have developed my knowledge and skills in during this ITA period:

Areas I feel I have performed well in during this ITA period:

Areas I feel I need to develop my knowledge:

Areas I feel my performance requires improvement:

4. ITA Criteria (to be completed by DEMENT)

Comments must be entered where the trainee is rated in any domain as either:

- Practice level requires significant further development to demonstrate SRMO learning outcomes, or Practice level requires further development to demonstrate SRMO learning outcomes.

Regardless of the rating, comments must be entered for at least half of the domains (i.e. 4 out of 8 comment boxes must be filled).

<p>Domain - Learning Outcomes</p>	<p><i>In your assessment, and considering the opinion of others, please rate how the trainee is performing in relation to the learning outcomes to be achieved by the end of SRMO Training. Please provide your rationale to support your rating.</i></p>				
<p><i>Overarching learning outcomes for SRMO are listed on the ITA form for your reference. The curriculum framework provides a full list of learning outcomes for each training phase/stage.</i></p> <p><i>These are the criteria expected for the end of this stage of training:</i></p>	<p>Practice level requires significant further development to demonstrate SRMO learning outcomes</p>	<p>Practice level requires further development to demonstrate SRMO learning outcomes</p>	<p>Practice level usually demonstrates SRMO learning outcomes</p>	<p>Practice level consistently demonstrates SRMO learning outcomes</p>	<p>Practice level consistently above SRMO learning outcomes</p>
<p>MEDICAL EXPERTISE</p> <ul style="list-style-type: none"> • Independently assess and manage patients with single system problems, and medium complexity patients not requiring resuscitation. • Recognise unstable and deteriorating patients and initiate resuscitation in these patients. 	○	○	○	○	○
<p>PRIORITISATION AND DECISION MAKING</p> <ul style="list-style-type: none"> • Independently prioritise decisions, tasks, and referrals for a single patient. • Seek assistance when prioritising for several patients. • Implement strategies that influence decision making. 	○	○	○	○	○
<p>Comments/examples/suggestions for improvement must be entered where the trainee is rated in any domain as either 'Practice level requires significant further development' or 'Practice level requires further development' to demonstrate learning outcomes. Please specify which criterion(a) has not been met satisfactorily or observed. Comments must be entered for 4 domains:</p>					
<p>Comments/examples/suggestions for improvement:</p>					

<p>COMMUNICATION</p> <ul style="list-style-type: none"> • Communicate clearly and accurately with patients and colleagues in uncomplicated situations. • Demonstrate accurate and concise written communication skills. 	○	○	○	○	○
Comments/examples/suggestions for improvement:					
<p>TEAMWORK AND COLLABORATION</p> <ul style="list-style-type: none"> • Participate as an effective team member to treat all emergency patients. • Co-ordinate an initial resuscitation team until a senior clinician's arrival. • Collaborate with patients, families/whānau and caregivers, and other health professionals to enact patient management plans. 	○	○	○	○	○
Comments/examples/suggestions for improvement:					
<p>LEADERSHIP AND MANAGEMENT</p> <ul style="list-style-type: none"> • Act as a positive role model to junior staff. • Obtain assistance as required when managing workload. • Contribute to operations of the department with support of senior staff. • Participate in departmental quality improvement activities. 	○	○	○	○	○
Comments/examples/suggestions for improvement:					
<p>HEALTH ADVOCACY</p> <ul style="list-style-type: none"> • Advocate for the best immediate outcome for patients in relation to accessing available health resources. • Demonstrate awareness of factors that affect patients outside of their emergency department encounter. • Demonstrate awareness of medical, social and cultural factors that may impact on patient encounters in the Emergency Department. 	○	○	○	○	○
Comments/examples/suggestions for improvement:					

SCHOLARSHIP AND TEACHING <ul style="list-style-type: none"> • Take responsibility for self-directed learning, informed by reflective practice and role model influences. • Participate in departmental teaching to further knowledge and skills. • Retrieve clinical references to guide self-education and patient care. • Actively teach junior staff skills expected of a novice clinician. • Participate as the facilitator/instructor in departmental educational activities. • Demonstrate the ability to source and apply evidence. 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Comments/examples/suggestions for improvement:				
PROFESSIONALISM <ul style="list-style-type: none"> • Maintain high standards in behaviour and ethical practice. • Appreciate mechanisms to protect self from detrimental effects of work-related stress. • Comply with professional responsibilities and obligations. 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Comments/examples/suggestions for improvement:				

5. Global Comments

<i>Previous ITA's Global Comments:</i>
This ITA's Global Comments:

My trainee has discussed their progress against the other training and assessment requirements (Examinations, Procedural Requirement (Core DOPS), Paediatric Emergency Requirement, Online Modules, EM-WBAs) for this stage of training with me.	<input type="radio"/> YES	<input type="radio"/> NO
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6. Request for Additional Support

The trainee is experiencing difficulty (as defined in the Supporting Trainees in Difficulty policy) and I have discussed this with them. I would like to discuss how I could better support this trainee	<input type="radio"/> YES	<input type="radio"/> NO
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7. Trainee Acknowledgement & Post Feedback Meeting Comments

To be completed within 14 days of completion of the ITA.

<i>Trainee reflection on meeting, action plan to improve performance based on the feedback and discussion.</i>

I have read and acknowledged the feedback provided in this ITA and have had the opportunity to discuss this with my DEMENT.	<input type="radio"/> YES	<input type="radio"/> NO
I have discussed my progress against the other training and assessment requirements (Examinations, Procedural Requirement (Core DOPS), Paediatric Emergency Requirement, Online Modules, EM-WBAs) for this stage of training with my DEMENT.	<input type="radio"/> YES	<input type="radio"/> NO