**INTERNATIONAL MEDICAL GRADUATES PROGRESS REPORT**

**FORM**

ROYAL AUSTRALIAN COLLEGE OF SURGEONS

Australian Board in General Surgery

Royal Australasian College of Surgeons and General Surgeons Australia

**IMG Information**

IMG Name:

Term Dates: From _____________ To: _____________

Number of days IMG was Absent (please enter number into each category that is applicable)

Recreation _____ Sick _____ Exam _____ Study _____ CPD/Courses _____ Other _____

**Place of Assessment of Practice**

Hospital Location Position Held

**Completing the Assessment and Rating Descriptors**

The IMG is to undertake a self assessment on their performance for each listed criteria using one of the descriptors below. The IMG must then provide the form to their assessors.

Clinical assessors are to assess the IMG’s performance for each listed criteria using one of the following descriptors. The Assessors are to rate the performance based on direct observation of the IMG in clinical practice. The Assessors are to also consider observations from other persons in contact with the IMG and provide detailed information on areas for improvement. It is imperative that the Assessors discusses the report with the IMG. The Assessment is a consensus between the two Assessors.

Please refer to Instructions provided on the last page for further information.

<table>
<thead>
<tr>
<th>Rating</th>
<th>Descriptor</th>
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<tbody>
<tr>
<td>0</td>
<td>Significant improvement required to demonstrate competence and proficiency (areas for improvement are to be specified).</td>
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<tr>
<td>1</td>
<td>Some improvement required to demonstrate competence and proficiency (areas for improvement are to be specified).</td>
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<tr>
<td>2</td>
<td>Performance is competent and proficient</td>
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<tr>
<td>N</td>
<td>Not observed or not applicable and therefore not assessed</td>
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</table>

**Clinical Assessors Name and Declaration**

We have based this report on direct observation of the IMG and from information provided by others who have directly observed the IMG in practice.

We have discussed the report with the IMG on the following date: _____________

Assessor’s Name: _____________

Signature: _____________

Date: _____________

Assessor’s Name: _____________

Signature: _____________

Date: _____________

**IMG Declaration**

I have discussed the report with my clinical assessors

Yes [ ]

No [ ]

IMG Name: _____________

Signature: _____________

Date: _____________
## Performance to be Rated

### Medical Expertise

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>0</td>
<td>Cannot access and apply relevant knowledge to clinical practice</td>
</tr>
<tr>
<td>1</td>
<td>Accesses and applies relevant knowledge to clinical practice</td>
</tr>
<tr>
<td>2</td>
<td>Extensive breadth and depth of knowledge of common conditions</td>
</tr>
<tr>
<td>N</td>
<td>N/A</td>
</tr>
</tbody>
</table>

#### Has extensive breadth and depth of knowledge of common conditions
- ... (continued...)

#### Analyses information and applies medical knowledge to scope of practice
- ... (continued...)

#### Uses evidence to inform surgical practice
- ... (continued...)

#### Records, reviews and systematically evaluates clinical practice and outcomes
- ... (continued...)

#### Ensures patient safety by understanding and appropriately managing clinical risk
- ... (continued...)

### Technical Expertise

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
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<tbody>
<tr>
<td>0</td>
<td>Cannot safely and effectively perform surgical procedures</td>
</tr>
<tr>
<td>1</td>
<td>Safely and effectively performs surgical procedures</td>
</tr>
<tr>
<td>2</td>
<td>Safely and effectively performs all common and more complex procedures as primary operator</td>
</tr>
<tr>
<td>N</td>
<td>N/A</td>
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</tbody>
</table>

#### Safely and effectively performs appropriate surgical procedures
- ... (continued...)

#### Adapts skills and techniques to the context of each patient, procedure and situation
- ... (continued...)

#### Consistently demonstrates sound psycho-motor skills
- ... (continued...)

#### Safely and effectively performs all common and more complex procedures as primary operator; recognises when to exercise extraordinary caution
- ... (continued...)

#### Anticipates, recognises and effectively manages potential complications and unexpected events
- ... (continued...)

#### Undertakes surgery with an awareness of own expertise, defined scope of practice and organisational capabilities
- ... (continued...)

#### Develops and retains skills; adopts appropriate processes for learning or introducing new techniques
- ... (continued...)

#### Recognises when further assessment, observation or investigation is preferable to immediate surgery
- ... (continued...)

#### Consults with colleagues about complex and difficult situations in a timely manner
- ... (continued...)

#### Appropriately prioritises need and timing for surgery in emergency and elective situations
- ... (continued...)

### Judgement - Clinical Decision Making

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
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<tbody>
<tr>
<td>0</td>
<td>Cannot provide compassionate patient-centred care and perform a complete and appropriate assessment of a patient</td>
</tr>
<tr>
<td>1</td>
<td>Provides compassionate patient-centred care and performs a complete and appropriate assessment of a patient</td>
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<tr>
<td>2</td>
<td>Assesses a situation comprehensively, efficiently and effectively; identifies what is most important, assesses hazards and weighs up risks and benefits of options</td>
</tr>
<tr>
<td>N</td>
<td>N/A</td>
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</tbody>
</table>

#### Provides compassionate patient-centred care and performs a complete and appropriate assessment of a patient
- ... (continued...)

#### Assesses a situation comprehensively, efficiently and effectively; identifies what is most important, assesses hazards and weighs up risks and benefits of options
- ... (continued...)

#### Recognises and manages the deteriorating and critically ill patient in a timely manner
- ... (continued...)

#### Recognises atypical and exceptional situations; considers unusual and feasible alternative diagnoses; aware of what does not fit; makes decisions accordingly
- ... (continued...)

#### Uses experience, insight, careful consideration and where appropriate, creative approaches to solve problems
- ... (continued...)

#### Observes rules, protocols and guidelines
- ... (continued...)

#### Maintains control and composure and demonstrates well-reasoned judgement at all times
- ... (continued...)

#### Seeks second opinion and support of colleagues in a timely manner
- ... (continued...)

#### Considers and is sensitive to the patient’s needs when planning management
- ... (continued...)

#### Anticipates and predicts outcomes of decisions; formulates contingent approaches; monitors suitability of plans and alters plans accordingly
- ... (continued...)

### Health Advocacy

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<thead>
<tr>
<th>Rating</th>
<th>Description</th>
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<tbody>
<tr>
<td>0</td>
<td>Cannot respond appropriately to the health needs of self, peers and the community.</td>
</tr>
<tr>
<td>1</td>
<td>Responds appropriately to the health needs of self, peers and the community.</td>
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<tr>
<td>2</td>
<td>Can lead an end-of-life discussion with patient, family and carers</td>
</tr>
<tr>
<td>N</td>
<td>N/A</td>
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</tbody>
</table>

#### Responds appropriately to the health needs of self, peers and the community.
- ... (continued...)

#### Can lead an end-of-life discussion with patient, family and carers
- ... (continued...)

#### Adapts surgical care according to the culture, values, beliefs, physical and psychosocial needs of the patient
- ... (continued...)

#### Recognises and has strategies to manage conflicts and different expectations and concerns of patients and family
- ... (continued...)

### Assessors

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<tr>
<th>Rating</th>
<th>Description</th>
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<tbody>
<tr>
<td>0</td>
<td>Cannot perform as medical expert</td>
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<tr>
<td>1</td>
<td>Performs as medical expert</td>
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<tr>
<td>2</td>
<td>Performs as medical expert</td>
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<tr>
<td>N</td>
<td>N/A</td>
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</table>

#### Medical Expertise
- ... (continued...)

#### Technical Expertise
- ... (continued...)

#### Judgement - Clinical Decision Making
- ... (continued...)

#### Health Advocacy
- ... (continued...)
### Communication

**Able to communicate effectively with patients, peers and other health professionals**

Routinely discusses information with patients, relatives and carers

Always communicates in a clear, empathic, sensitive, respectful and honest manner

Organises appropriate settings to disclose confidential information

Adjusts communication to accommodate for cultural, linguistics, cognitive and emotional needs of the patient; identifies and addresses unspoken concerns

Adheres to the requirements of obtaining informed patient consent for treatment

Recognises and promptly corrects communication errors and misunderstandings

Is appropriately assertive

Maintains accurate, complete, legible and contemporaneous record of patient care

### Collaboration

**Works in collaboration with members of interdisciplinary teams and other professionals to minimise interprofessional conflict and maximise patient care**

Keeps all relevant persons informed of decisions, plans and patient's progress

Ensures effective and appropriate exchange of information to facilitate patient care

Champions open disclosure when things go wrong

Accepts responsibility for briefing and debriefing the team

Consults and collaborates with other health professionals in caring for patients; respects and values the expertise of others; encourages participation and contribution

Facilitates timely referrals, second opinions and safe transfers

Identifies and initiates strategies to manage and resolve conflict

Acknowledges the needs and is respectful and supportive of individuals and the team

### Management and Leadership

**Allocates finite healthcare resources appropriately and serves in administration and leadership roles as appropriate**

Organises and coordinates surgical teams effectively and efficiently

Prioritises activities according to urgency, needs, demands and resources

Manages resources and staff effectively and efficiently to meet goals and objectives

Supports safety and quality in surgical care by adhering to acceptable principles, guidelines, protocols and recommendations

Follows codes of good clinical practice

Maintains composure and ability to think clearly and act appropriately under pressure

Assumes leadership when the situation requires

Takes responsibility for and negotiates issues of importance; recovers challenging situations

Intercedes on behalf of others when appropriate

Supervises and manages junior medical staff effectively

Evaluates performance of self and team members and provides appropriate feedback

Helps develop and implement remedial plan where there are performance issues
### Scholar and Teacher

*Demonstrates a commitment to patients, the profession, and the community through ethical practice and recognises medico-legal issues*

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<th>Professionalism and Ethics</th>
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<td>Is honest, reliable, conscientious and committed</td>
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<td>Respects the rights, needs, confidentiality and privacy of patients and others</td>
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<td>Reflects on own surgical practice and has insight into its implications for patients and others</td>
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<td>Responds positively to feedback, complaints and incidents; knows what to do about own shortcomings</td>
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<td>Takes responsibility and is accountable for decisions and actions</td>
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<td>Maintains focus on the interest of the patient when dealing with ethical uncertainty, conflicting values and medico-legal issues</td>
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<td>Respects the rights and reputation of colleagues</td>
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<td>Recognises and assists colleagues and other staff in distress; prepared to address concerns about impairment</td>
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<td>Manages own fatigue and health; ensures optimal level of physical and psychological well-being when working</td>
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<td>Recognises the inherent risks of different personality types</td>
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*Responsible for own ongoing learning and facilitates the learning of others*

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<th>Scholar and Teacher</th>
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<td>Accurately identifies own learning needs; finds resources and learning opportunities to address these needs</td>
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<td>Maintains currency of knowledge and skills</td>
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<td>Accurately assesses risks and benefits of new treatments for individual patients</td>
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<td>Facilitates the education of students, trainees, colleagues, other health professionals, patients and the community</td>
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<td>Critically appraises information and data; presents findings to an informed audience</td>
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<td>Routinely seeks and accepts feedback on own performance</td>
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<td>Routinely participates and contributes to peer review audit of surgical practice</td>
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<tr>
<td>Changes or adapts surgical practice in response to feedback, new knowledge and skills</td>
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</table>
**Clinical Assessors to Complete this Section**

**Areas of Strength**

**Areas for Improvement**

*Details of performance requiring improvement must be fully documented and attached to this assessment form.*

**IMG to Complete this Section**

*If you do not agree with this assessment please provide reasons for the aspects you do not agree with:*
International Medical Graduates (IMGs) under oversight or supervision are required to undertake the following activities:
- participate in the College's Professional Development program
- maintain a log book of operative and non-operative activities for the duration of the assessment period
- participate in reviews of his/her surgical practice including:
  - Multi-Source Feedback (MSF)
  - Direct Observation of Procedural Skills (DOPS)
  - Mini Clinical Examinations (Mini-CEX) assessments
- provide information on professional development, exam preparation (if applicable) and sentinel events

Assessment Period
An IMG under oversight or supervision is required to have a review of their surgical practice undertaken by their approved clinical assessors. A review must be undertaken in three monthly intervals.

General Instructions
The approved Board in General Surgery IMG Progress Report must be used, ensuring all sections have been completed and signatures acquired.

Additional information relating to any matter addressed in the form can be attached. It is essential that the IMG has the opportunity to discuss and sign the report and to sight any associated documentation prior to submission to GSA.

The final decision regarding the outcome of the Assessment Period and progression of the IMG will be determined by the Board in General Surgery.

Instructions to Assessors
Clinical assessors play a crucial role in the continuing formative assessment of IMGs under supervision or oversight. It is important that care and attention be given to IMG's performance of the identified competencies throughout their period of assessment.

To assist with the review, it is anticipated that the clinical assessors, with assistance from the hospital, will seek feedback from the appropriate staff to enable them to assess the IMG's professional relationship and communication with patients, relatives and staff. The assessors undertaking the review must personally interview the appropriate staff to explore these areas.

The nominated assessors are required to complete one form as a consensus.

If a clinical assessor is concerned about an IMG they are advised to record these concerns at an early stage and to ensure that both major and minor incidents are contemporaneously recorded so that any emerging pattern may be identified.

Clinical assessors are obliged to inform an IMG at an early stage of any concerns they might have and should discuss their concerns with the IMG in a matter-of-fact and confidential manner and record the outcome of any discussions or interviews they might conduct.

Instructions to IMGs and Form Submission
The IMG must undertake a self assessment of their performance and provide the form to the clinical assessors.

The Progress Report together with the logbook, Mini-CEX, DOPS and Professional Development, Exam Preparation and Sentinel Events Form must be returned to GSA, via upload in ICAMS, no later than two weeks following the conclusion of each three month period. A period of clinical practice may not be recognised if the required forms are not submitted by the due date.

Upon receipt by GSA, the documentation will be submitted to the nominated Board in General Surgery IMG representative for assessment and follow-up as necessary. The IMG representative will then confirm progress with GSA who in turn will notify the IMG and update ICAMS.

If the IMG disagrees with any part of the Progress Report, the IMG should provide written information for the Board in General Surgery to review.