

ASSESSMENT AND TRAINING RECORDS

Purpose

To define the requirements, processes, and governance for assessment of trainee performance and maintenance of training records within the New Zealand College of Sexual and Reproductive Health (NZCSRH) Fellowship Training Programme.

Scope

This policy applies to all fellowship trainees, training supervisors, the Educational Advisory Committee (EAC) and NZCSRH administrative staff.

Definitions

Formative Assessment: Regular review of trainee progress for feedback and development (not graded).

Summative Assessment: Formal evaluation determining whether a training period is satisfactory for progression.

Electronic Record of Learning: The official documentation of trainee learning, clinical experience, and assessment outcomes.

Referred for Review: Assessment outcome requiring EAC review before a final decision is made.

LDP: A Learning Development Plan is a framework to be used by the training supervisor to offer remediation and additional training to a trainee who has failed to meet the requirements of a training period.

WBA: Workplace-based assessments are methods of assessment that evaluate an individual's capabilities in their own work environment.

Details

All assessments in the NZCSRH Fellowship Training Programme are competency-based and aligned with the NZCSRH Fellowship Curriculum, support trainee development and decision-making, and must be fair, evidence-based, and consistently applied.

Assessment Review Requirements

All mandatory assessments that must be completed as part of the Fellowship Training Programme are detailed in the NZCSRH Fellowship Training Curriculum, Table 4. Of these assessments, all Three-monthly Formative Appraisals and Six-monthly Summative Assessments must be submitted to the EAC for review by the required deadlines. The Six-monthly Summative Assessments must include a review of all 360° feedback collated for that training period. Late submission of these assessments is not acceptable without prior approval from the EAC. Late or incomplete submissions may result in the assessment being graded as not satisfactory and training not being credited.



Formative Performance Appraisals

These are conducted at approximately the 3-month and 9-month points of the training year. This formative assessment is focused on feedback and early identification of concerns and areas for improvement, as well as goal setting for targeted remediation to ensure that trainees can successfully complete the Six-month Summative Assessments. These three- and nine-month marks are measured by calendar year.

Summative Assessment Reports

These are conducted at approximately the 6-month and 12-month points of the training year. The purpose of these six-month summative assessments is to determine whether the training period has been completed satisfactorily. As with formative appraisals, these time blocks are measured by calendar year.

Supervisors are required to discuss all Formative Appraisals and Summative Reports with the trainee before they are submitted to the EAC. All submissions must be complete with all required documentation and be signed or verified by the training supervisor.

Electronic Record of Learning

All trainees must maintain a comprehensive electronic Record of Learning throughout their training. This Record of Learning serves as a comprehensive logbook, recording of clinical exposures and procedures, evidence of competency achievements, completed assessments and any other relevant documents or feedback. The Record of Learning will be available to the trainee, their training supervisor, NZCSRH administration and the EAC. Information from this Record of Learning will be used to inform the Six-monthly Summative Assessments.

Assessment Outcomes

All Formative Appraisals and Summative Assessments are marked by the training supervisor as either "Satisfactory" or "Referred for Review", and all are then sent to the EAC for moderation. If the EAC agrees with the supervisor's mark of "Satisfactory", then the training period is credited, and the trainee progresses in the Fellowship Training Programme.

For Summative Assessments marked as "Referred for Review", supervisors must flag concerns in the assessment and will work with the trainee to create a Learning Development Plan (LDP)—refer to the Additional Trainee Support Policy for more details. The LDP will also be submitted to the EAC for approval before being implemented. Additional documentation may be submitted and reviewed by the EAC. The EAC will review the submission and determine whether the assessment is "Satisfactory" or "Not satisfactory". If the EAC considers the assessment to be "Satisfactory" then the trainee will be credited for the training period and will progress in the training programme. For assessments considered by the EAC to be "Not Satisfactory", the training period is not credited, the LDP will be implemented, and trainees must repeat the training period. All decisions will be recorded in the EAC minutes, and a copy will be retained in the trainee's file.

For training to be credited, the minimum training duration must be reached, adequate clinical exposure must be demonstrated, and all assessment components must be completed. Failure to meet these requirements results in no credit for that training period.

If a trainee receives three (3) Six-monthly Summative Assessments assessed as "Not Satisfactory", then they will be removed from the Fellowship Training Programme, as per the *Fitness to Continue/Removal Policy*.

Supervisor Responsibilities

Supervisors must conduct all required formative and summative assessments in a timely manner and assist the trainee in submitting these to the EAC for review. Supervisors must regularly review the trainee's electronic Record of Learning. Supervisors must confirm the accuracy of submitted documentation, such as



evidence of completed trainings and workplace-based assessments (WBA). They are also responsible for identifying any concerns about the trainee's progress or wellbeing as soon as possible.

Completion Requirements

To complete the training programme, all training blocks must be satisfactorily completed, all New Fellow Competencies must be demonstrated, and all mandatory assessments must be satisfactorily completed.

Details of the passing criteria for all mandatory assessments in the NZCSRH Fellowship Training Programme are outlined in the table below.

Table 1: Passing Criteria for NZCSRH Fellowship Training Programme Assessment

Assessment Name	Passing Criteria
Mini-CEX	Must achieve at least a 2 in all mini-CEX components (unless otherwise marked as Not Observed) for each of the 8 New Fellow Competencies that are assessed using this method.
DOPS	Must perform all steps or tasks competently, and in the proper sequence, during the procedure, and achieve competency in all relevant criteria for the specific procedure(s) being trained for.
External Workshops and Online Trainings	Receives a certificate of completion, or equivalent evidence that trainee has successfully completed training
Supervisor Review of Training Competency	Performing at or above the Level of Supervision expected of a trainee at that point in the programme: • End of Core Training: Level 3 for all Core New Fellow Competencies • End of Training : Level 4 for all New Fellow Competencies
360° Feedback	No specific pass/fail criteria; supervisors will apply 360° feedback in context to inform their Formative Appraisal and Summative Assessment Reports.
Self-Reflection	Completed the self-reflection form and uploaded it to their electronic Record of Learning. Reviewed and signed off by supervisor.
Peer Review Meeting	Participated in a minimum of 10 hours/year. Attendance is recorded by NZCSRH and confirmation is sent to trainee.
Special Interest Modules	Successful completion of a minimum of four (4) modules, including the two (2) mandatory modules Complex Contraception and Medical Gynaecology.
Research project	Research project must: 1. Be published in a reputable journal or presented at a national or international conference, and



	2. Cover a completed audit cycle and lead to demonstrated change in practice. Reviewed and signed off by supervisor.
Formative Appraisal Reports	Not assessed, but SMART goals are set to help support trainee to successfully meet Summative Assessment Report criteria.
Summative Assessment Reports	Performing each Domain at or above the Level of Supervision expected of a trainee at that point in the programme: • End of Core Training: Level 3 for all Core New Fellow Competencies • End of Training: Level 4 for all New Fellow Competencies AND Trainees must be assessed as "Satisfactory" to progress to the next phase of training. Must fail no more than two (2) Summative Assessment Reports over the course of the Training Programme.
Practice Review (final assessment)	Trainees must receive a rating of "Meets expectation" or "Above expectation" for all consultation observation, clinical reasoning and records review. Review is completed by an independent fellow of NZCSRH, and final approval of result is confirmed by the Board.

General Assessment Regulations

All NZCSRH assessments must be answered by candidates in English. All assessments completed must comply with the *Academic Integrity Policy*.

Any changes to assessment while a trainee is in the training programme must be signed off by the NZSRHECT Board before being implemented. Affected trainees must be notified in writing with a minimum of six (6) months' notice prior to implementation. Where a major change occurs, existing trainees will be provided the option to adopt the new assessment requirements or complete their training under the previously established rules, ensuring no trainee is unfairly disadvantaged.

Disputes

Any dispute in this regard will be referred to the EAC or the NZSRHECT Board according to the appropriate Appeals or Complaints Policy, depending on the nature of the dispute.

Policy Owner	EAC
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