



The Royal College
of Anaesthetists

Guidance on the completion of Workplace Based Assessments (WPBA) and the Completion of Unit of Training (CUT) forms on e-Portfolio.

Dear trainers,

We are disheartened to learn that a number of WPBA and CUT forms on e-Portfolio have been signed off by assessors / supervisors with no comments provided. The changes to the forms are in response to feedback received during the curriculum review and, as you will see on e-Portfolio, now that the satisfactory / unsatisfactory options are removed, greater emphasis is placed on the feedback section:

11. What level of supervision does the trainee require for this case <small>You cannot edit this question</small>		
12. What went well?		Possible areas of feedback <ul style="list-style-type: none">PlanningPreparationGrasp of theoretical backgroundUnderstood procedure and alternativesPlans and risks explained to patientHandling of patientTeam communicationAbility to cope with problemsAvoidance of cross-infectionAbility to evaluate own performanceMaintenance of recordsPost-procedure instructionsProfessional standards <ul style="list-style-type: none">e-LearningSimulationCoursesTargeted clinical experienceJournals
13. What could have gone better?		
14. Plan for learning and development		

Similarly, the CUT form has a comments section towards the end of the form which enables the Designated Unit Lead to provide comments. Please note that this section is mandatory and should relate to the Professionalism Attributes (Annex A in the curriculum).

CONSULTANT FEEDBACK	
14. Have the consultants with whom the trainee worked during completion of this unit given feedback? <small>Assessment guidance</small> <small>You cannot edit this question</small>	
15. Having considered the consultant feedback, does it support sign off of the unit? <small>You cannot edit this question</small>	
Comments	Points you may wish to comment on
16. Comments	<ul style="list-style-type: none">Professional attitudes (commitment, compassion, honesty, personal integrity, respect for others)Team workingLeadership and managementInnovationSafety in practiceMedical ethics and confidentialityRelationships with patientsLegal frameworkUse of information technology
SUBMIT AND SEND TO OTHER PARTY	
SAVE AS DRAFT	

Both WPBA and CUT forms rely heavily on trainer judgement and feedback, and all trainers should be aware of this. Forms with no comments will be considered invalid. Further information regarding the new assessments can be found at <http://www.rcoa.ac.uk/training-programme/wpba>. Please distribute this letter to all consultant colleagues involved in the assessment process.

Kind regards,

The Joint Assessments and e-Portfolio Committee (RCoA)