

Clinical Radiology

Curriculum 2021



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Teaching observation (TO)

The TO forms part of the programme of workplace based assessments (WPBAs) in the clinical radiology and interventional radiology curricula. WPBAs are intended to provide opportunities for reflection and feedback that will enhance and drive learning. These assessments should be seen as opportunities for identifying strengths and areas for further development; they are not tests and do not have a pass/fail component.

WPBAs should be spread throughout each clinical attachment to ensure that progress is being made and to allow trainees' development needs to be identified. Activities to be assessed should be agreed in advance and it is the responsibility of the trainee to arrange this.

WPBAs will be reviewed with the trainee's educational and clinical supervisor(s) at each appraisal meeting and will provide evidence of progress throughout the training year. As trainees progress through training, the complexity of the clinical problems addressed during WPBAs should increase.

Aim

The TO form is designed to provide structured, formative feedback to trainees about their delivery of a teaching episode. The TO can be based on any instance of formalised teaching undertaken by the trainee that has been observed by the assessor. It is intended to provide feedback from an assessor with experience of delivering teaching and education, rather than to capture feedback from those receiving the teaching (although the assessor may consider any such feedback as part of their assessment of the teaching episode).

Feedback should cover the trainee's understanding and communication of the subject matter, their teaching methods, resources and feedback to learners, and their ability to engage the group and facilitate participation.

Required number

A minimum of two TO should be completed in each year of training for both clinical and interventional radiology. This is a minimum requirement, and trainees may complete additional TOs if they feel they would benefit from the additional feedback, or if their educational supervisor feels that they need more evidence of their capabilities. All trainees are encouraged to undertake more than the minimum number of WPBAs in each calendar year on the basis that the required numbers are low and WPBAs provide useful learning opportunities.

Less than full time (LTFT) trainees will be expected to undertake a **pro rata number of assessments**, as set out in the Gold Guide, however LTFT trainees are also encouraged to undertake more than the minimum number of WPBA to maximise learning.

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Who can complete a TO?

A TO can be completed by any suitably trained assessor, with experience of delivering teaching and education. This may be a clinical radiology or interventional radiology consultant, more senior trainee, radiographer, allied health professional, or a member of the education team.

The assessor should not be one of the individuals being taught: the TO form is intended to provide feedback from an assessor with experience of delivering teaching and education, rather than to capture feedback from those receiving the teaching (although the assessor may consider any such feedback as part of their assessment of the teaching episode)

Assessors must be familiar with the principles of delivering feedback, the purpose of the TO and how to complete the TO in Kaizen. Their equality and diversity training should be up to date.

How to complete a TO

It is the responsibility of the trainee to arrange assessment. In order for trainees to maximise benefit, reflection and feedback should take place as soon as possible after the teaching episode, in a setting where discussion can take place without interruption. Feedback should be of high quality and should include an action plan for future development.

Trainees should receive feedback on their understanding and communication of the subject matter, their teaching methods, resources and feedback to learners, and their ability to engage the group and facilitate participation. Feedback should include discussion of the trainee's reflection, and identify the trainee's strengths and areas for development. An action plan for further development and review of this should be agreed.

Accessing the TO in Kaizen

The trainee will need to log in to Kaizen to create the assessment form and fill in some initial information. The form will then be sent to the supervisor to complete.

We recommend that the form should be completed with both trainee and assessor present where possible, to support discussion and optimise learning. There are additional steps that allow the form to be completed in this way.

Instructions for trainees:

- Log into Kaizen with your user name and password, then click the 'create' button and select the TO from the list of assessments that appears.
- Enter the date/date range covered by the TO using the date selector, and complete the fields to record a description of the case discussed and your own reflection.
- If the assessor is present: Enter the name of the assessor. If the assessor is not listed, enter their email address. Click on the 'Fill in on the same device' slider to move it to 'yes.' This will unpack the fields for the supervisor to complete.
- If the assessor is not present: Enter the name of the assessor. If the assessor is not listed, enter their email address. Click 'submit' to send the TO to the assessor for them to review and approve.

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Instructions for assessors:

- If the trainee is present: The trainee will create the TO form as described above and select the option to complete the form on the same device. You can complete the required fields to record your feedback from the trainee's account, without logging into your account separately.
- Click 'submit' to save the assessment as a draft. You will then receive an email from *no-reply@kaizen.com*. Clicking on the link within this email will open a stand-alone window that allows you to view the completed TO and confirm your approval. This will return the assessment to the trainee's timeline. There is no need to sign into Kaizen.
- If the trainee is not present: Once the trainee has created and submitted the TO form you will receive an email from *no-reply@kaizen.com*. Clicking on the link within this email will open the assessment in a stand-alone window. There is no need to sign into Kaizen.
- You can record your feedback by completing the required fields and click 'submit' to complete the TO and return it to the trainee's timeline.
- If completing the assessment form without the trainee present, you should ensure that you meet with the trainee as soon as possible after the assessment to provide full feedback and discussion.

Further details on using Kaizen can be found in the Kaizen user guides on the RCR website. Please note that once a form has been submitted changes/deletions can only be made by an RCR controller, at the request of the trainee's educational supervisor or training programme director.