











## SIMG PARTIALLY COMPARABLE – THREE MONTHLY FORMATIVE APPRAISAL



### **SIMG Trainee and SIMG Training Supervisor Instructions**

This Formative Appraisal Report (FAR) must be completed at the three-monthly (12-week) stage of every six-month period. This document replaces all previous SIMG three-monthly formative assessment and documentation and is to be used for all SIMG trainees commencing a new training period from January 2014. The appraisal document is an **important record of the Trainee's performance and progress**

**Three-monthly Formative Appraisals of a SIMG Trainee's knowledge, skills and attitudes are COMPULSORY.**

The SIMG Trainee **MUST** complete a self-assessment of their strengths and challenges on this form **BEFORE** meeting with their SIMG Training Supervisor to discuss their performance during the relevant 12-week training period.

It is the responsibility of the SIMG Trainee to ensure that their SIMG Training Supervisor is available to meet with the Trainee to discuss the FAR prior to submission.

The SIMG Training Supervisor **MUST** discuss strengths and areas for improvement with the SIMG Trainee.

The SIMG Training Supervisor is to comment in relevant domains of the FAR where the SIMG Trainee and/or they, have identified improvement is needed.

Both parties must sign and date the report after discussion.

SIMG Training Supervisors and SIMG Trainees should retain copies of FARs for their records.

### **Submission of training documents by the due date**

**It is the SIMG Trainee's responsibility to submit the current three-monthly Formative Appraisal Report to the SIMG Coordinator at College House who will submit it to the relevant Regional TA Chair and SIMG Committee Chair for review and signing. The original of the signed report is kept in the SIMG Trainee's file at College House. A copy is sent to the SIMG Trainee.**

The Formative Appraisal Report must be submitted to the SIMG Coordinator at College House within 4 weeks of the end of the relevant three-monthly (12-week) training period.

If a report is not submitted **within 4 weeks** of the relevant three-monthly (12-week) training period, the 12 week training period **WILL NOT** be credited. If this happens a second time, the SIMG Trainee may be recommended for removal from the program.

SIMG Trainees who believe they have valid grounds for **NOT** submitting their assessment documents the due date should apply via the Exceptional