ITA User Guide

In-training assessments

Trainees completing ANZCA training under the 2004 curriculum are required to undertake in-training assessments (ITA) for each period of accredited training completed in the course of ANZCA's 260-week program. ITAs must be conducted at least every 26 weeks.

Online ITA form

The ITA form is completed by the supervisor of training and follows this process:

- Initial interview

- Mid-term interview (optional)

- Final interview including an assessment based on the ANZCA curriculum framework and global assessment.

ITA-SF (short form)

The ITA-SF is a simplified version of the ITA form containing the components of the various roles and attributes specified in the ANZCA curriculum framework used to assess the trainee. It is to be completed by consultants and used by the supervisor of training to complete the ITA form.
The ITA-SF is available as an interactive PDF and in hard copy.

ITA statuses

ITAs will be accessible via the trainee's ITA history. This report contains a field that identifies the status of the ITA. This status changes throughout the assessment process as indicated in the table below.

ITA Status	Description
1: Future	Hospital term has not yet started.
2: Current	Current date is between the start and end dates of the hospital term and the initial interview comments have not been entered and locked.
3: In progress	Current date is between the start and end dates of the hospital term and the initial interview comments have been entered, and saved or locked.
4: Now due	If the current ITA has not been completed, this appears two weeks before the end date of the hospital term and continues for two weeks after the end date.
5: Overdue	If the ITA has not been completed, this appears two weeks after the end date and continues until the ITA has been submitted.
6: Submitted	ITA has been signed by the supervisor of training and trainee but has not yet been checked by the College. If any documentation is outstanding (e.g., outstanding fees or ITAs/AVTs) this status is not changed to Online until they have been received.
7: Online	The submitted ITA has been checked by the College and is available for viewing.
8: See previous	Appears when a hospital term has been split into two sections for the allocation of training years, for example when a hospital term spans basic training year 1 and basic training year 2. The earlier split will have the online ITA.
9: N/A	Interrupted training (which requires the College to be notified, but does not require an ITA).
OLD ITA Forms	
1: AVT overdue	Completion of training has not yet been notified to the College. A signed AVT is required before this training can be accredited.
2: On file	The AVT has been received.

Accessibility

The College strictly adheres to its policies on privacy and access to information relating to Fellows and trainees. Putting the ITA online presents new challenges for safeguarding the privacy and confidentiality of ANZCA's trainee records.

Access to online ITAs will only be available to authorised ANZCA representatives and is provided on a need-to-know basis which meets the requirements of ANZCA's Privacy Policy.
Authorised ANZCA representatives include supervisors of training, regional and national educational officers and rotational supervisors.
Module supervisors, also ANZCA representatives, will not have access to the ITA forms.

Who has access?

Trainees can access their individual record.
- Supervisors of training can access a list of trainees in accredited training at their hospital

  (and no other hospitals).

- Rotational supervisors can access the list of trainees in accredited training at hospitals within

  their rotation.

- education officers can access the list of trainee in their state or country.

- Heads of anaesthesia departments do not have access to the ITA forms.

What can be viewed?

- Only online ITAs are accessible and viewable. AVTs will not be scanned and therefore will not be viewable.

- Trainees can view their own ITAs but not those of other trainees.

- Supervisors of training can view the records of all trainees who are training at their hospital during the hospital year. For these trainees, supervisors of training will be able to view the previous year's ITAs.

- This is any ITA for which the end date of the hospital term falls within one year of the current date. For example, on July 1, 2013 the supervisor of training will be able to see any ITA with a hospital-term end date of July 1, 2012 onwards.

- Supervisors of training cannot view the ITAs of trainees at other hospitals.

- Education officers and rotational supervisors can view the last year's ITAs for all trainees in their jurisdiction, namely in their state, country and rotation.

- Authorised ANZCA staff can view all the ITAs for all ANZCA trainees.

Hospital trainee list

Supervisors of training access the online ITA form via the hospital trainee list. This lists all trainees who have paid the annual training fee and indicated that they will be at the supervisor of training's hospital for the current hospital term.

Example of a hospital trainee list

Trainee ID	◆ Trainee Name	Reg Date	◆ Reported Year	Start Date	End Date	Part Time	Rotation	▲ ITA Status	Flag
	, Trainee	30-05-07	ATY1	03-02-10	01-10-10		SA&NT-South Australian	Current	
	, Trainee	02-08-07	ATY1	07-06-10	02-09-10		SA&NT-South Australian	Current	
	, Trainee	11-12-08	BTY1	03-02-10	02-02-11		SA&NT-Independent	Current	
	, Trainee	13-07-09	ATY1	03-02-10	02-08-10		SA&NT-Independent	Current	
	, Trainee	17-02-05	ATY2	06-02-10	06-08-10		SA&NT-Independent	In Progress	

- ANZCA reps will be provided with three hospital trainee lists for each hospital:
    - Current hospital terms
    - Past hospital terms
    - Future hospital terms
- The list contains all trainees who have paid their annual training fee and indicated that they will be at a given hospital for a specific term.
- The list will not show for:
    - Trainees who have not paid their annual training fee or who have not indicated the hospital at which they will be studying, or who have not provided the dates of their hospital terms.
    - Trainees who have interrupted their training.
    - International medical graduate specialists practising anaesthesia.
    - Trainees from other medical colleges who may be undertaking anaesthesia training at the supervisor of training's hospital, for example the College of Intensive Care Medicine of Australia and New Zealand or accident and emergency.
    - Trainees completing training under the 2013 curriculum
- The list can be sorted by trainee name, reported year or ITA status.
- The hospital trainee list provides the supervisor of training with access to the trainee profile, the ITA history and the current ITA form.
- These reports and forms can be obtained by clicking specific fields on the hospital trainee list.

Trainee profile

- The trainee profile provides a list of all salient training records held by the College.
    - Qualifying degree and PMET training.
    - Module completion dates.
    - Accredited training.
    - Examinations passed, EMAC/EMST completed.
- The version available to ANZCA representatives online does not include personal information such as home address and telephone number, or payment history.
- This information is available to the trainee through the trainee profile accessed via the "My ANZCA" gateway.

ITA history

The ITA history provides a summary of the hospital terms completed by the trainee and any interruptions to training that may have occurred. It also provides the rotation and ITA statuses of the trainee. If any ITAs have received a flag that is still extant, this will be indicated on the ITA history.
Example of an ITA history

ITA History for [   ]

Training Year	Hospital	Start Date	End Date	ITA Submitted	ITA Checked	Rotation Status	Flag	ITA STATUS	Notes
ATY2		03-02-10	01-08-10	28-05-10	01-06-10	ROTATION		Online	
BTY2E		07-10-09	02-02-10		19-04-10	ROTATION		On File	
BTY2E		06-05-09	06-10-09		19-04-10	ROTATION		On File	
BTY2		05-02-09	05-05-09		19-04-10	ROTATION		On File	Prospectively Approved
BTY2		05-08-08	04-02-09	05-02-09	05-02-09	ROTATION		On File	
BTY2		05-02-08	04-08-08	26-08-08	05-02-09	ROTATION		On File	Prospectively Approved
BTY1		31-01-07	04-02-08	07-04-09	15-02-08	ROTATION		On File	

- The ITA history is the gateway to viewing individual ITA forms.

- Authorised ANZCA representatives and trainees will only be able to view ITAs with the status "submitted" or "online".
  - Trainees will be able to view all their own ITAs.
  - Authorised ANZCA representatives will only be able to view the last year's ITAs that are online.

- Trainees will also be able to access and view sections one to six of ITA forms with the status "in progress". This allows them access to the content of the initial and mid-term interviews.

Assessments

The ITA process assesses trainee performance in the workplace. The goals of the ITA process are to:
- Discuss and set appropriate clinical and educational goals for the training term.

- Assess the trainee's progress towards obtaining these goals and assist the trainee in achieving these objectives.

- Provide the trainee with regular constructive feedback.

- Develop any remedial activities that may be required.

The ANZCA Curriculum Framework

The ANZCA Curriculum Framework has been developed collaboratively by the College working with a wide range of ANZCA Fellows, anaesthesia practitioners and other interested parties. The framework provides learning outcomes that define the scope of content to be learned and what needs to be taught and assessed.

The ANZCA Curriculum Framework has been adapted from the CanMEDS framework.

It aims to explicitly define all aspects of contemporary practice for Fellows and will be used to plan

and deliver all aspects of the ANZCA training program including its content, teaching, learning and assessment tools.

The ITA form has been developed using the ANZCA Curriculum Framework.

End-of-term assessments

The supervisor of training must seek the input of at least three consultants who have worked with the trainee, and obtain their feedback via the ITA-SF or through a consensus meeting. This information must be collated and entered in section eight (end-of-term assessment) of the ITA form.

- Assessments are based on various roles (such as medical expert, communicator) and attributes (such as clinical knowledge, time management) specified in the new ANZCA curriculum framework.

- Trainees are ranked on a five-point scale with comments required for certain rankings.

- The supervisor of training collates comments received from consultants who have worked with the trainee.

Interviews

The online ITA process requires that the supervisor of training meet formally with the trainee at least twice during the hospital term.

- In hospitals with more than one supervisor of training, each supervisor of training can conduct interviews with any trainee at that hospital.

- Topics discussed in the interview should be written in the comments field of the appropriate section and should be "locked" by pressing the "lock data" button.

- When locked, the field displays a date and supervisor of training name stamp that can be referred to by other supervisors of training.

- Locked data cannot be changed.

Initial interview: Conducted within two or three weeks of the start of the hospital term. Topics discussed should include:

- Previous hospital experience, modules completed, examinations passed, etc. The supervisor of training can obtain this information from the trainee profile.

- Proposed goals for the current hospital term.

- Modules and examinations, if any, to be completed during the term.

- Trainee's assessment of level of clinical independence and procedural skills.

- Expectations.

A summary of this discussion should be included in the comments field of section six of the ITA form (initial interview).

Mid-term interview (optional): Conducted in the course of the hospital term, but only if requested by the trainee or if the trainee is experiencing difficulties. The supervisor of training must document any issues discussed and agreed objectives for the remainder of the term.

End-of-term interview: Conducted in the period beginning two weeks before (and continuing two weeks after) the end of the hospital term.

- Once the supervisor of training has completed section eight of the ITA form (end-of-term assessment), the trainee will be asked to arrange a meeting with their supervisor of training to discuss assessment results.

- At the meeting, a number of issues should be covered:
    - Assessment rankings and comments received from consultants.
    - Achievement of the objectives identified in the initial interview.
    - Level of clinical independence and procedural skills.
    - Other matters.

- The trainee is then required to attest to having discussed the information.
    - The trainee is required to indicate whether he or she agrees with the assessment on the form.
    - The trainee may add any comments. If the trainee indicates that he or she disagrees with the assessment, he or she will be required to add a comment.

- The trainee verifies this process by entering his or her ANZCA password in the appropriate field. NOTE: The trainee must have paid the annual training fee and know his or her password for the ITA form to be signed off.

- At the end of the interview the supervisor of training makes a final verification and submits the form to the College.

- Once submitted, no further changes are possible. (Pop-up warnings are provided to avoid this accidentally happening).

- He or she may print the completed ITA form.

Global assessments

The ITA introduces a global assessment that evaluates whether a trainee has met the expectations of an anaesthetist at his or her level of training. There are three possible responses: yes, borderline or no.

In the event of a trainee receiving an assessment beneath that of someone with his or her expected level of training, the College will provide support to supervisors of training and education officers to assist the trainee.

This will follow the process outlined in the ANZCA Handbook for Training and Accreditation. The ANZCA Training and Assessment Unit will monitor the global assessment of trainees and provide any needed support.

Flags

The ITA record of trainees who receive a global assessment that is "borderline" or "no" will be flagged.

- The flag is removed once a favourable assessment has been received, AND

- A year has elapsed since the end date of the hospital term in which the flagged ITA occurred.

Flagged ITAs will be viewable by supervisor of training education officers and the trainee for at least one year. This will be longer if the trainee has not received an assessment that indicates the he or she has performed at a level consistent with his or her training in subsequent hospital terms.

Security

The addition of online facilities and the ability for external parties (in this case, supervisors of training) to add, delete and modify records on the ANZCA database has occupied a great deal of attention from the point of view of security. To minimise the inadvertent entry of erroneous information, the interface between the public web view and College database (the logic layer) has been constructed to identify and minimise any such errors. There has been repeated testing to reduce the probability of errors occurring. The system has also been tested to ensure that it is safe from hacking.

Adding, deleting or modifying data

- For active ITAs (that is, those that have not yet been submitted to the College), only supervisors of training can add, delete or modify data.

  - Submitted ITAs have been verified and signed off by both the supervisor of training and the trainee.

  - ITAs that have been submitted to the College cannot be changed.

- Supervisors of training must be identified as such on the ANZCA database to access the records of trainees at their hospital.

  - Supervisors of training cannot access records of trainees at other hospitals.

  - For hospitals with multiple supervisors of training, all supervisors of training at that hospital will be able to view and change ITAs that have not yet been submitted.

- Critical fields, namely the initial, mid-term and final interviews have both "save" and "lock data" options.

  - Data cannot be changed once these fields have been locked.

  - When a field is locked, the date and name of the supervisor of training who locked the field is displayed.

- Once an ITA has been submitted no additional changes can be made by supervisors of training.

Technical matters

- Supervisors of training using public-access computers are asked to exercise the same precautions as they would with their own personal accounts, That is, log off after use and do not allow screens to be viewed by non-authorised individuals.

- The system does not allow a computer to remember the supervisor of training's password.

- Information entered during a session will be temporarily stored in a session variable, that is, the objects of data will be held as temporary files on the server. This data will be available for 15 minutes from the end of the last activity before being erased (or timed out).

- The entire session will be run in SSL (secure socket layer) to ensure the confidentiality of all information.

- Session data is transferred to the College database whenever a "save" or "lock data" button has been activated.

- If the data has been saved it will be viewable in subsequent sessions. If the data has not been saved, it will be lost. This is similar to what occurs with other applications.

- A supervisor of training who interrupts the process for any reason will be able to obtain temporary data stored as session data provided he or she resumes the process within the "time-out" period and has not closed the browser.

For further information or if you have difficulty accessing them these records or wish to report an error, please contact the Records Management Unit at email: records@anzca.edu.au.

Notes

Approved Vocational Training form

The use of the Approved Vocational Training (AVT) form was discontinued by 2011.
For hospital terms starting after July 1, 2010, the online ITA was to be used - no AVT was required.
The AVT is required for training undertaken prior to July 1, 2010
Trainees with outstanding AVTs were contacted in early 2012 and were given the submission deadline of 31 May. Any that were not submitted by this deadline have been marked as interrupted training.
Trainees completing their training under the 2013 curriculum do not have access to the Online ITA system. These trainees use the Training Portfolio System to record their training.
SOTs requiring previous ITAs from a trainee who has transitioned to the 2013 curriculum. should contact the Records Management department who can provide these.

Old ITA forms

The old ITA forms were accepted until the end of 2010. They cannot be accessed or viewed online.