

Board of Otolaryngology Head & Neck Surgery, RACS
Research Progress Report (RPR) - Surgeon-Scientist



Family Name:				Start Year:		
Preferred Name:				SS Year:		
RTS Region:		Clinical training start year:		SET Year:		
Training Period	From (dd/mm/yy)	To (dd/mm/yy)	Mark (x) relevant research period			
			Year 1	Year 2	Year 3	Year 4
Semester 1						
Semester 2						
Days absent:		Reason (e.g. holiday/exam):				
Research Title:						
Qualification Level (eg PhD/MSc):						
University/ Institution:						
Research Supervisor:						
Funding sources:						
Research commenced:						
Projected research completion date:						
Projected Thesis submission date:						

Assessment Procedures

Research Progress Report (RPR)

- i) Completion of the RPR must be undertaken at the end of **each six month period**. Reports may be also be completed more frequently at the request of the Board or at any time as determined by the supervisor when a **deficiency is identified**.
- ii) Each semester surgeon scientists must **download the latest version** of the RPR from the ASOHNS website. Therefore surgeon scientists must ensure they have an **active ASOHNS username and password**.
- iii) The RPR must be signed by **both surgeon scientist and supervisor** and forwarded to the RTS Chair for signing. Surgeon Scientists must send a **copy** and the **original RPR** to the RTS Chair with a Reply Paid ASOHNS envelope so that the **RTS Chair can send the forms to ASOHNS**.
- iv) Electronic or faxed copies of assessment forms are not acceptable unless specifically agreed to by your RTS Chair for this assessment only. Surgeon scientists are responsible for providing proof of this agreement to ASOHNS.
- v) Surgeon scientists must include with the RPR: (a) copy of a logbook if any operative experience was undertaken; (b) copies of certificates or invoices for courses attended; (c) an accumulate leave form; and (d) personal details form **if contact information has changed**.
- vi) **Surgeon scientists are entirely responsible** for sending the RPR to the **RTS Chair in sufficient time**, so that it can be forwarded to ASOHNS within the prescribed period.
- vii) Forms must be lodged at ASOHNS no later than **four weeks after completion of each semester**. Specific dates can be found on the ASOHNS website.
- viii) **Penalties apply** for incorrect or outstanding forms unless there are extenuating circumstances.
- ix) Surgeon scientists are responsible **for retaining copies of all training documentation** for their own personal records.
- x) ASOHNS will acknowledge **receipt or rejection** of forms within **48 hours of receipt** by SMS.

Included with submission of this assessment form (Mark (x) relevant documents.)

(a) Meeting or Course Certificates/Invoices.		(c) Personal Details form	
(b) Accumulative Leave form		(d) Logbook Summary	

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Responsibilities of Research Supervisors

- i) Supervisors play a crucial role in the continuing formative assessment of surgeon-scientist trainees. It is important that care and attention is given to trainee's performance.
- ii) If a supervisor has concerns about performance they must record these concerns at an early stage to ensure major and minor incidents are contemporaneously recorded, so emerging patterns are identified.
- iii) Supervisors must inform a trainee at an early stage of concerns that they have. Supervisors should discuss their concerns with the trainee in a matter-of-fact and confidential manner, and must record the outcome of discussions or interviews they conduct.
- iv) The outcome of discussions or interviews should be a written plan of action to remedy the identified area(s) of concern. The supervisor and trainee must sign the action plan.
- v) If the Trainee does not participate in any discussion/interview/plan of action in a timely fashion the Supervisor must write to the Chair of the Board of OHNS, RACS and convey their concern.

"N" Not Competent	"B" Borderline	"C" Competent	Rank
Analytical Skills: Critical evaluation of literature, statistical analysis and other resources.			
Limited or no critical evaluation of literature.	Some critical evaluation explored.	Critically evaluates literature thoroughly. Forms hypothesis and designs experiment to test it.	
Inappropriate choice of tests and methodology.	Demonstrates some appropriate use of tests and methodology.	Thorough methodological approach. Performs own statistical analysis.	
Needs to be directed frequently. Often over/under utilises resources	Demonstrates some effectiveness in using a range of resources.	Very effective use of resources. Liaises with other research groups and uses a diverse range of resources.	
Technical Skills: Laboratory skills.			
Too hasty or slow. Slow learner. Takes shortcuts. Shows little or no proficiency.	Demonstrates partial knowledge both theoretically and practically.	Meticulous approach with experiments. Anticipates potential problems, can troubleshoot problems during experiments.	
Academic: Research Presentations.			
Uninterested in presenting at conferences, seminars	Shows some interest in attending research seminars, group meetings.	Presents at National/International conferences. Contributes and attends research seminars and presentations.	
Personal: Communication, motivation and team work.			
Poor communicator. Fails to present ideas concisely or coherently.	Reasonable verbal and written communication skills.	Excellent verbal and written communication skills. Clear and concise. Attentive.	
Lacks enthusiasm, organization and initiative.	Displays some intuition and motivation.	Very enthusiastic, hardworking. Willing to work beyond normal hours.	
Poor relationship with peers and other researchers.	Works well with other researchers.	Always willing to help others. Encourages other with own rapport.	

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Research Progress Summary Questions (Trainee to complete)

Please summarise the original objectives of the research project.
 Please provide an outline of your general hypothesis.
 Evaluate your progression as of date in achieving your objectives and in testing your hypothesis.
 Has the direction of your research changed and if so, provide details.
 During this period have you attained any major achievements? If so, please provide details.
 During this period has the progression of your research project been hindered by any variable or have you experienced any setbacks? If so, please explain why this has occurred and how the issues are being addressed.
 Please give a brief synopsis of what you will endeavour to evaluate and achieve in your research project for the next 6 months. Include any methodological approaches you will be undertaking

Mid-term assessment (Research Supervisor to complete. Circle appropriate statement.):

Was a mid-term assessment carried out?	Yes	No
Were there any performance concerns?	Yes	No
Was remedial activity required with written plan of action?	Yes	No
Has this trainee been rated as less than competent in any areas?	Yes	No
<i>If yes it must correlate with the ratings given above.</i>		
Have each of those areas been discussed with the trainee?	Yes	No
Has the Board Chair been notified?	Yes	No

Research Progress questions (Trainee to complete)

Have you attached your answers from the Research Project Summary?	Yes	No	
If you have answered no, please list your reasons.			
Are there additional pages?	Yes	No	How many pages?
If you have answered no, please list your reasons.			

Clinical Experience question (Trainee to complete)

Have you undertaken any clinical experience during your research year/s?	Yes	No
If yes, please circle the clinical experience you have had.		
On -Call Roster	Outpatient Clinic	Operating Theatre

Authorising Signatures

a) Research Supervisor

I confirm that information contained in this form is **true record** of the performance of the trainee.

Print Name	Signature	Date

b) Research Trainee

I agree with this assessment. (Please circle appropriate statement).

Yes **No**

Print Name	Signature	Date

c) Regional Training Chair

I confirm that I have sighted the report.

Print Name	Signature	Date