

ANZCA

AUSTRALIAN AND NEW ZEALAND COLLEGE OF ANAESTHETISTS

ABN 82 055 042 852

Training Assessment

Formal Project Completion Statement and Supervisor Report

FPB

Part 1: To be completed by trainee

1. PERSONAL INFORMATION

ANZCA ID: [] [] [] [] [] [] [] [] [] []

Family Name: _____

First Name: _____

2. CONTACT DETAILS

Hospital: [Country] [Local] _____

Mobile: [Country] [Local] _____

Email: _____

3. PROJECT INFORMATION

Project Title: _____

Project type (tick one):

- Case report, Literature review, Meta-analysis, Research project, Quality assurance project, Survey (see notes), Oral/Poster presentation (see notes), Instructional video (see notes), Other (please specify)

Co-authors (see notes): _____

Publication intended: Yes No

Journal: _____

Oral presentation intended: Yes No

Meeting: _____

4. CONTRIBUTION OF TRAINEE

Rate your contribution against each of the following classifications. Tick the relevant box.

See notes for information on collaborative projects and multi-centered trials

- 1. Question/Problem/Hypothesis
2. Literature search/Protocol design
3. Data collection and entry
4. Analysis of data
5. Report compilation

ANZCA ID:

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5. TRAINEE DECLARATION

Please read the statement from the College printed below and then sign the declaration.

The formal project must conform to ethical standards as outlined in the National Statement on Ethical Conduct in Human Research 2007 for research conducted in Australia <http://www.nhmrc.gov.au/guidelines/publications/e72> and the New Zealand Health and Disability Ethics Committees for research conducted in NZ <http://ethics.health.govt.nz/>.

I _____ (full name) certify that the Formal Project submitted under my name is original work and the sources of assistance and documented works or ideas of others have been appropriately acknowledged.

I authorise the Regional/National Office that my Formal Project has been submitted to, to (tick one):

- 1. Return any original work to me
- 2. Destroy/delete my Formal Project submission

Trainee's Name: _____ Signature: _____

Day	Month	Year
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Part 2: To be completed by the Formal Project Supervisor

6. SUPERVISOR'S EVALUATION

Please refer to College Professional Document TE11 *Policy on the Formal Project* for requirements.

6. SUPERVISOR'S EVALUATION

I certify that:

- 1. This Formal Project conforms to the requirements as stated in College Professional Document TE11 *Policy on the Formal Project*.
- 2. The trainee is the principal author of the Formal Project Report.
- 3. The Trainee made a major contribution to the study.

FP Supervisor's Name: _____ Signature: _____

Day	Month	Year
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When you have completed and signed this form please send it to your regional office. Trainees in Singapore, Malaysia and Hong Kong should send this form to training@anzca.edu.au.

Formal Project Completion Statement and Supervisor Report (Notes)

Instructions for Completing the Formal Project Completion Statement and Supervisor Report

3. Project Information

Project type: Please see College Professional Document TE11 Policy on the Formal Project, Section 3: <http://www.anzca.edu.au/Documents/TE11.PDF>.

Project Types include:

- Case Report
- Literature Review
- Meta-analysis
- Research Project
- Quality Assurance Project
- Instructional Video - must include submission of a 1500 word written report.
- Survey - Prior approval required <http://www.anzca.edu.au/ctn>.
- Oral/Poster Presentation - at an ANZCA ASM, ASA NSC, Regional ANZCA/ASA CME Meeting, NZSA/NZNC ASM, and ANZCA Registrars Meeting may be accepted as a Formal Project and must include submission of a 1500 word written report.
- Other

Co-authors: Please see College Professional Document TE11 Policy on the Formal Project, Subsection 4.2.4.

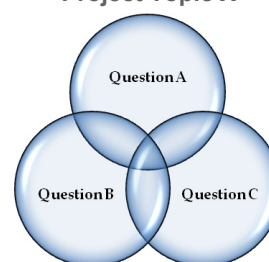
'Where the trainee has collaborated with others to complete the Formal Project, a supervisor and/or co-author must submit a signed statement that the trainee conducted a major part of the project or, in the case of a large trial, that the trainee made a significant contribution (see 3.2.4).'

4. Contribution of trainee

Irrespective of the number of participants in a project, each Trainee must clearly demonstrate how they individually met the objectives of the Formal Project as outlined in College Professional Document TE11 Policy on the Formal Project. It is possible for more than one trainee to work on a Project. For this to occur the Project would need to be of a reasonable size and the trainees involved would each be required to address individual research questions relating to the general topic.

For example (see diagram), the Project topic could be X. Trainee 1 could address Question A relating to X. Trainee 2 could address Question B relating to X, and so on. The two Projects may refer to each other but they are separate Projects in their own right with each trainee having fulfilled the requirements of the Formal Project individually and each trainee is the major contributor to their own Project.

Project Topic X



Major contribution (single trainee): The Formal Project is the submitted material of the Trainee's work. A project must include a written report of at least 1,500 words (excluding references) on the work undertaken. This will include a critical review and an evidence-based approach to the specific topic. The trainee should show that they have assessed background data relating to the project and objectively weighed up the validity of relevant information obtained from the scientific literature and other sources. The project must be conducted in major part by the trainee.

With a research project (3.2.4) this may be a self-contained project conducted mainly by the trainee or be a large trial involving multiple investigators to which the trainee contributes.

Major contribution (more than one trainee)

Multi-centered trial / large trial / collaborative effort:

Subsection 3.2.4 'When the trainee participates in a large trial, a log book of involvement should be presented which has been signed off by the trainee's supervisor.'

Subsection 4.2.4 'Where the trainee has collaborated with others to complete the Formal Project, a supervisor and/or co-author must submit a signed statement that the trainee conducted a major part of the project or, in the case of a large trial, that the trainee made a significant contribution (see 3.2.4).'

Subsection 5.5.3 'The trainee conducted a major part of the project or adequate involvement in a large trial has been documented (see 3.2.4 and 4.2.4).'

5. Formal project supervisor information

For trainees participating in a large trial: Subsection 3.2.4 'When the trainee participates in a large trial, a log book of involvement should be presented which has been signed off by the trainee's supervisor.'

For other trainees: It is strongly suggested that all trainees arrange a supervisor for the duration of their Formal Project.

Where practicable trainees should nominate a consultant in their department to take a Supervisory Role and act as a mentor. If you have indicated that you have a Supervisor on FPA please have this person also sign FPB upon completion of your Formal Project.