



ANZCA

AUSTRALIAN AND NEW ZEALAND
COLLEGE OF ANAESTHETISTS

ABN 82 056 042 852

Training

Formal Project Completion Statement and Supervisor Report

FPB

Part 1: To be completed by Trainee

1. PERSONAL INFORMATION

ANZCA ID:

Trainee Name:

Trainee Email:

2. CONTACT DETAILS

Trainee Hospital:

Supervisor Name:

Supervisor Hospital:

3. PROJECT INFORMATION

Project Title:

Project Type:

Co-Authors:

Publication Intended:

YES / NO

Journal:

Oral Presentation Intended:

YES / NO

Meeting:

4. TRAINEE'S 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 (available at www.nhmrc.gov.au/health_ethics/human/trials.htm) and the New Zealand Health and Disability Ethics Committees for research conducted in NZ.

I _____ (Trainee's 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.**

Signature of Trainee:

Date:

Formal Project Supervisor Evaluation Report

Part 2: To be completed by Supervisor

5. SUPERVISOR'S EVALUATION

Please refer to College Professional Document **TE11 Policy on the Formal Project (2009)** for requirements.

6. SUPERVISOR'S DECLARATION

I certify that:

1. This Formal Project conforms to the requirements as laid out in College Professional Document *TE11 Policy on the Formal Project (2009)*.
2. The Trainee is the principal author of the Formal Project Report.
3. The Trainee made a major contribution to the study.

Signature of Supervisor: _____

Date: _____

Print Name: _____

Formal Projects will NOT be considered until this form has been completed and signed by both the Trainee and his/her Supervisor.

When you have completed and signed this form please send it to your Regional Office (See Notes).

Trainees in Singapore, Malaysia and Hong Kong should send this form to the Training & Assessments Unit at the Melbourne Head Office.

Formal Project Completion Statement and Supervisor Report (Notes)

[Instructions for Completing the Formal Project Completion Statement and Supervisor Report \(Notes\)](#)

3. [Project Information](#)

Project Type:

Please see *Professional Document TE11: Policy on the Formal Project Section 3*.

The link to TE11 is:

www.anzca.edu.au/resources/professional-documents/te11.html

Project Types include:

- Case Report
- Literature Review
- Meta-analysis
- Research Project
- Quality Assurance Project
- Instructional Video
- Other

Co-Authors:

Please see *Professional Document TE11: Policy on the Formal Project, Subsection 4.2.4*.

TE11, 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).

5. [Formal Project Supervisor Information](#)

For Trainees participating in a large trial

Section 3.2.4 of TE11 on research projects is relevant.

TE11, Subsection 3.2.4 A research project. 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. 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.

Please send in the completed form to your National/Regional Office

ANZCA National Office

New Zealand

Australian and New Zealand College
of Anaesthetists
PO Box 25506
Panama Street
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147 Davey Street
Hobart TAS 7000
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Victoria

PO Box 6095
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vic@anzca.edu.au

Western Australia

20/127 Herdsman Parade
Wembley WA 6014
wa@anzca.edu.au

Trainees from Singapore, Malaysia and Hong Kong, please send the completed form to:

Records Management Unit

ANZCA House

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St Kilda Road Central VIC 8008
Australia
assessor-requests@anzca.edu.au