IN-TRAINING ASSESSMENT REPORTS // what, why, and how to do them well...

What are they?

- In-Training Assessment Reports (ITARs) are tools to assess learner performance during a learning event and to provide developmental coaching feedback for the learner for future learning events.

Why are they important?

- Assessment is one of the most powerful tools we have at our disposal to influence learning. (Cilliers)
- Adult learners appreciate knowing where they stand; evaluation and feedback are important elements of support for learners. (Nilson)
- An ITAR is of particular value in assessing complex, non-Medical Expert competencies. (Sherbino)

3 Tips to make them effective...

<table>
<thead>
<tr>
<th>Tip</th>
<th>Details</th>
</tr>
</thead>
</table>
| 1. Set goals | - Target CanMEDS-FM competencies
- Make goals specific and measurable

  ➢ [Communicator] “Learner will demonstrate effective use of the FIFE method in eliciting and synthesizing information from patients.”
  ➢ [Collaborator] “Learner will participate in two collaborative team-based patient consultations.”
  ➢ [Scholar] “Learner will critically evaluate one source of medical information and make recommendations for its use in informing practice decisions.”

| 2. Collect data | - Observe specific situations that help you determine whether goals are being achieved
- Write field notes that capture strengths and provide concrete coaching feedback on areas that still need development
- Talk to others who have worked with the learner (physician colleagues, MOA, allied health professionals)

  ➢ Schedule learner with appropriate patients to build and demonstrate targeted competencies
  ➢ Ask learner to retrieve you to observe her/him when s/he encounters situations that relate to rotation goals
  ➢ Ask colleagues for oral or written feedback on learner performance

| 3. Combine all data sources into a well-informed decision | - Use a field note summary report as a memory aid
- Identify specific areas of strength and areas that require further development
- Discuss conclusions with learner before submitting report

  ➢ Ask learner to print you a field note summary report
  ➢ Provide concrete feedback on things the learner did particularly well and areas where the learner needs to improve
  ➢ Ask for learner input on performance towards goals and CanMEDS-FM roles, aim for agreement
References: