

The New ITAR

How to use the new In Training Assessment Report (ITAR)

In July 2012 there will be a new trio of assessment forms on WebEval(One45) for all rotations: **First day of Rotation/Learning Experience Form; Mid Rotation/Learning Experience Form; and End of Rotation/Learning Experience form.**

These 3 forms make up the new ITAR, which is guided by the following principles:

- **Instructive:** Forms start with instructions and web links to facilitate quality assessment.
- **CanMEDS-FM Framework:** Links to each CanMEDS-FM role are right on the forms.
- **Narrative based:** Brief, thoughtful comments are requested for each of the roles.
- **Promotes continuity of assessment:** The ITAR is one form with three parts – First day, Mid, and End for each rotation. The last two forms are very similar.

Administrative Processes for the ITAR:

FIRST DAY OF ROTATION/LEARNING EXPERIENCE FORM:

- a. Site Coordinators send the form well in advance of need (e.g. a week before the start date).
- b. Resident and Preceptor meet and complete this form prior to the start date to:
 - i. Review the Curriculum Objectives.
 - ii. Enter your Preceptor expectations for this rotation.
 - iii. Enter Resident goals.

MID ROTATION/LEARNING EXPERIENCE FORM:

- a. Site Coordinators send the form no later than one day before the mid point of the rotation/learning experience.
- b. Halfway through a rotation of 4 weeks or more, or every 3 months during a horizontal rotation, Resident and Preceptor meet and complete this form. For each CanMEDS-FM role:
 - i. Identify and comment on strengths, weaknesses, and suggestions for improvement. Be brief.
 - ii. Choose the appropriate summative statement: "meets expectations" or "does not fully meet expectations".

END OF ROTATION/LEARNING EXPERIENCE FORM:

- a. Site Coordinators send the form no later than one week before the end date.
- b. At the end of the rotation, meet and complete this form.
- c. Provide a brief summative statement about the achievement of objectives, expectations, and goals for each role.
- d. Select either "meets expectations" or "does not fully meet expectations" and add further comments as needed.

→ TIPS

Save your preceptor expectations to the desktop, then simply copy and paste them for your next ITAR.

Encourage the Resident to have their goals thought out and written down prior to the first meeting!

Best practice: Open WebEval (One45) in 2 browsers to view the Mid Rotation/Learning Experience form as you fill in the End of Rotation/Learning Experience form and compare the goals set at mid-term with the final outcomes.

