



Zone Training Coordinator Progress Review Form

DESCRIPTION

This form is used during a Registrar's end of Training Period progress review with their Zone Training Coordinator (ZTC). The ZTC progress review must be conducted in a meeting between the Registrar and ZTC in person or via videoconference. Prior to the review, the Registrar must have completed their CTS progress reviews, populate the relevant sections of the form and provide to their ZTC before meeting. The Registrar's Annual Training Plan (ATP) and online portfolio should be provided to the ZTC. During the review, the ZTC completes the relevant sections and discusses the Registrar's progress during the specified Training Period.

This form must be uploaded to the Registrar's online portfolio by 30 July for Training Period 1 and 30 January for Training Period 2.

REGISTRAR DETAILS

Registrar name		Year	
Stage of training		Training period	
Full-time or part-time		Loading	
ZTC name			

PLACEMENT DETAILS

	Placement #1	Placement #2	Placement #3
Practice details			
CTS(s) at placement			
Has the ZTC seen the CTS progress review forms?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
CTI(s) (optional)			
Has the ZTC seen the CTI progress review forms?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mentor(s)			
Teams/events			



Zone Training Coordinator Progress Review Form

REFLECTION ON WORK ENVIRONMENTS

The Registrar and ZTC should discuss and list the Registrar's working environments under each category. Does the Registrar feel supported? Do they have enough patients to see? Are there any issues with their CTSs or CTIs?

Working with CTS(s)	Working with teams/events	Working with CTI(s)

REFLECTION ON TRAINING PROGRAM PROGRESS

Requirements completed this Training Period	ZTC commentary	
	Check	Commentary
Training Logbook	<input type="checkbox"/> Logbook kept and sufficient	
Logbook of Procedures	<input type="checkbox"/> Logbook of Procedures kept and progressed	
College tutorials	<input type="checkbox"/> Minimum 85% met	
EPA Progress - WBAs <i>Completing WBAs for EPAs required for the Registrar's current stage of training</i>	<input type="checkbox"/> EPA documents and WBA documents required for the Registrar's current stage of training sighted and sufficient	
EPA progress – event and team <i>Completing event and team coverage requirements for EPAs required for the Registrar's current stage of training</i>	<input type="checkbox"/> EPA documents and event and team coverage required for the Registrar's current stage of training sighted and sufficient	



Zone Training Coordinator Progress Review Form

Academic Modules	<input type="checkbox"/> Modules for Registrar's current stage of training complete or nearing completion	
Research Based Activity	<input type="checkbox"/> Research complete or progressing as expected for the Registrar's current stage of training	
Other requirements <i>E.g., Courses, education modules, conference attendance, presentations</i>		

REFLECTION ON TRAINING PROGRAM

The Registrar and ZTC should discuss and list the Registrar's strength and development areas and discuss what was mentioned in the CTS and CTI progress reviews. What has been done well this Training Period? Which requirements have been successfully completed and which requirements are outstanding or delayed? Which areas could the Registrar focus on to improve over the coming Training Period? How does the Registrar feel they are progressing?

Strengths	Development areas



Zone Training Coordinator Progress Review Form

PLANNING FOR NEXT YEAR'S TRAINING PROGRAM AND PLACEMENTS

This section must be completed by the Registrar based on their expected Training Time and placement locations for next year.

Stage of training		Year	
Full-time or part-time		Loading	
	Placement #1	Placement #2	Placement #3
Practice details			
CTS(s) at placement			
CTI(s) (optional)			
Mentor(s)			
Teams/events			

ADDITIONAL COMMENTARY (IF REQUIRED)

--

TRAINING PERIOD PROGRESS OUTCOME

Training Program progress	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Conditionally satisfactory	<input type="checkbox"/> Unsatisfactory
To be completed if conditionally satisfactory <i>Action plan to achieve satisfactory progress by next Training Period. Action plan must be reviewed at next ZTC review.</i>			



Zone Training Coordinator Progress Review Form

To be completed if
unsatisfactory

*Remediation plan to achieve
satisfactory progress by next Training
Period. Remediation plan must be
reviewed by Training Sub-Committee.*

SIGNOFF

Registrar name		Signature	
Date			
ZTC name		Signature	
Date			