



## ADVANCED TRAINING IN ADULT MEDICINE

### Trainee's Personal Report to the Training Committee

All Advanced Trainees are required before the end of each completed training programme to submit to the relevant training committee/s an account of their training for the period of 4, 6 or 12 months as appropriate to the appointed programme. This report will be forwarded with the Supervisors' Reports to the relevant training committee/s. These two reports will provide the principal basis upon which certification of the training programme will be determined.

The Trainee's report should outline the year's work under the following headings:

Clinical responsibilities	Teaching
Education programme	Research, publications, formal presentations
Diagnostic techniques	Other relevant information

**NOTE: This report should be a reflection on the learning experience and not simply a list of training activities.**

When writing the report, the Trainee should refer to the outline of requirements for training presented in your current handbook and ensure that the report includes enough details for the relevant training committee/s to determine the adequacy of the Trainee's experience. It should be noted that final certification for FRACP may be delayed unless the relevant training committee/s is/are satisfied that all the requirements for the training programme have been adequately met.

- **Your report must be read and certified by your Supervisor**
- **The report should be typewritten or word processed**
- **The usual length of a report is 2-3 pages of A4 typescript**

**It is essential that your report is received at the College office by:  
31MAY/31 OCTOBER**

You may wish to send to the College an evaluation of your attachment. This can be included in your personal report or you may wish to send it separately in confidence to the Chair of the relevant training committee via your Education Officer.