

EVDC Minimum Required Procedures (MRP) : Supervisor's assessment

(MRCL form replacement)

Document version: Supervisor_MRP_Assessment_form-201207010.doc. Please check the college web site for a newer version before using this form..

Applicants to the EVDC must have completed a range of procedure types a minimum number of times during their training programme. These procedures must be sufficiently well documented that an assessor can answer yes to the questions set out on the MRP assessment form. Before a MRP can be included in a trainee's category log as an MRP it must have a documented positive assessment from the trainee's supervisor (or a deputy if the supervisor is unavailable).

Logs of MRP's are submitted, along with evidence of the supervisor's positive assessments for each case, as part of the trainee's annual training review. The full MRP log and MRP assessment forms for the required numbers of cases in all MRP categories will be submitted as part of the credentials package.

Assessment of MRP's by supervisors

Trainees must provide their supervisor with copies of all the necessary documentation for assessment of the suitability of each MRP. This is easily accomplished in the situation of a full time formal residency training programme as the trainee, documents and supervisor are normally in the same location and the supervisor will have been present during a significant number of the procedures and have been able to perform the assessments at convenient times. For other training programmes, all the necessary data must be sent to the supervisor in a single document for each procedure.

MRP assessment forms are designed to have copies of the necessary documentation inserted or linked (scanned documents, screen shots of computerised clinical records, digital/digitised radiographs and photographs etc.). As the forms are NOT intended for printing, the resolution of included/linked files only needs to be satisfactory for on-screen viewing.

When using off-line (e.g. file.docx) MRP forms, they are submitted to supervisors as EDITABLE documents containing everything relating to that procedure. If assessed as OK (a positive assessment) by the supervisor, only the form itself (not the supporting information) should be returned as a PDF (i.e. non-editable) document following completion of the appropriate sections. If using an on-line TMS form (not yet available at the time of writing), trainees must notify supervisors when MRP's are ready for assessment which will then be done on-line.

Off-line MRP forms/notifications of on-line forms awaiting assessment should be sent to supervisors in small batches at frequent intervals, for example at least once a month (or as otherwise agreed directly with the supervisor). Trainees must not expect a supervisor to assess large batches of MRP cases in one go. Trainees are advised to keep copies of the forms and all related supporting information readily available so that it can be submitted should the Credentials Committee wish to see it at any stage, e.g. as one of the cases selected for full review during credentials assessment.

Supervisors are expected to perform MRP assessments before the next batch are due. If the documentation does not fully support the inclusion of the procedure, the trainee must be informed. Trainees must collate and combine returned forms before uploading into TMS.

Submission of MRP forms to EVDC

Submission of MRP forms is done using the EVDC TMS as part of either an annual training review or as part of an applicant's credentials. All submitted documents have to be "OK'ed" by the supervisor after submission before they are made accessible to the Training Support or Credentials Committees.

Multiple MRP forms should be grouped and combined into a single, indexed, PDF file for uploading. Within this file the forms should be ordered by discipline and subcategory.

- - - - - SUPERVISOR: Please delete this page before returning a POSITIVELY ASSESSED form PDF file to the trainee - - - - -

<i>Trainee Name</i>	<i>MRP Diagnosis</i>	<i>MRP category</i>	<i>Where was the procedure performed?</i>
		Eg. PE2	AHP

TRAINEE – enter relevant details above and

Copy all relevant lines from case log here to provide details of consecutive case log no. Species: Breed: Age: Sex: diagnoses: treatments: etc. for each visit/treatment/post-op assessment of the patient.

Do the case log entries and patient records show sufficient supporting evidence?

The statements below are intended as guidance as to factors that may need to be taken into consideration, depending on the type of case.

<p>Appropriate patient assessment? Use of problem-oriented medical records Attention to the patient as a whole Use of indicated pre-operative/pre-anaesthetic diagnostics Management of general health problems if present</p> <p>Appropriate anaesthesia and pain management where indicated? Use of pre-emptive analgesia Use of appropriate anaesthetic protocol for medical status Homeostasis management if indicated (i/v fluids etc.) Satisfactory anaesthetic monitoring and recording Post-anaesthesia pain management</p> <p>Appropriate oral diagnostics? Suitable range of diagnostic modalities used Appropriate interpretation of findings Appropriate detailed recording of findings, including Appropriate dental/oral charting</p>	<p>Appropriate use of radiography when indicated? Satisfactory radiographic positioning (diagnostic) Satisfactory processing of images (diagnostic) Appropriate interpretation of findings</p> <p>Appropriate treatment planning? Evidence of a logical decision-making process Appropriate choice of treatment or recommendations</p> <p>Satisfactory oral-dental procedures (if performed/if assessment possible)? Skilful performance of procedures Addressing complications where they are identified Clinical success of performed procedures Satisfactory recording of procedures performed Use of dental materials recorded</p> <p>Appropriate post-op treatment and re-examination? Appropriate instructions having been given Adequate follow-up</p>
---	---

Supervisor's Comments:

Eg. Specific comments for improvement of procedure, or details of deficiencies relating to this procedure

Yes: This case is acceptable for inclusion in the MRCL/MRP log?

Supervisor's initials :

Date :

SUPERVISOR: If your assessment is that the procedure and documentation are OK, then insert your signature/initials and the date above, delete all coloured text from this box and create a PDF of the completed form (just this page). Send the PDF to the trainee.

No: This procedure is not suitable Supervisor – Inform the trainee of deficiencies that need remedying

----- SUPERVISOR: Please delete this page and everything below it before creating a POSITIVELY ASSESSED form PDF file for the trainee -----

TRAINEE

Insert digital copies of all documents relevant to assessment of this MRP using suitable headings to group them.

Note that you may obscure the client address in records to satisfy client confidentiality requirements providing that the patient remains clearly identifiable.

The supporting items required will vary from case to case. The list below is only provided as a guide to what may be needed.

Clinical Records

Patient record printout or screenshot for each line of case log included above

Laboratory report

Other documentation

Anaesthetic chart (one for each anaesthesia)

Dental chart – diagnostic

Photographs – pre-operative

Dental radiographs – pre-operative

Other diagnostic imaging

Dental chart – treatment

Photographs – post-operative

Dental radiographs – post-operative

Additional anaesthetic charts if multiple anaesthesias

Photographs – Follow-up

Dental radiographs – Follow-up

Comments