

# **RITA FORMS AND THE ASSESSMENT PROCESS**

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## ***Record of In-Training Assessment (RITA)***

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## **What is RITA ?**

1. RITA the **Record of In-Training Assessment** provides a record of the annual review (see Section 11) and therefore of the Specialist Registrar's (SpR) progress through his training programme and the Grade. It should normally be completed by the trainee and the Postgraduate Dean or his staff each year. **It is not in itself a means of assessment** but has been designed to fulfil the following functions:
  - i to provide a simple and effective mechanism for recording and managing trainees' progress towards their training goal and through the SpR grade;
  - ii to provide a device which enables assessment , however it is to be carried out;
  - iii to provide a framework to link the responsibilities of the Royal Colleges and Faculties for assessment to those of the Postgraduate Deans;
  - iv to enable assessment of out-of-programme clinical work; and
  - v to provide a final statement of the trainee's successful completion of the training programme.
2. It is applicable to all specialist registrars whose progress through a training programme is assessed and can be tailored to meet the needs of those on Fixed – Term Training Appointments (FTTA) or Locum Appointments – Training (LAT).
3. There are seven forms which comprise RITA – each contained on a single page:

Form A: **Core Information on the Trainee**

Form B: **Changes to Core Information**

Form C: **Record of Satisfactory Progress within the SpR**

Form D: **Recommendation for Targeted Training - Stage 1 of  
" Required Additional Training "**

Form E: **Recommendation for Intensified Supervision/Repeated Experience - Stage 2,  
"Required Additional Training "**

Form F: **Record of Out-of-Programme Experience**

Form G: **Final Record of Satisfactory Progress**

The maximum number of forms that can be completed at any one review is two – a Form B (where required) and one of Forms C, D, E, F or G.

4. All parties to the annual review must be familiar beforehand with the procedures and the documentation involved. A parallel set of forms is used in Scotland, Wales and Northern Ireland.

### ***What is the role of the Postgraduate Dean?***

5. The Postgraduate Dean is responsible for the operation of the RITA system including the provisions for further review and appeal. Each RITA annual review is carried out by a panel under the aegis of the deanery Specialty Training Committee taking advice from the local College or Faculty specialty adviser. For smaller specialties there is provision for the annual RITA review to be coordinated nationally although it remains the responsibility of the Postgraduate Deans.
6. The Postgraduate Dean should maintain a Training Record Folder for each SpR in which completed RITA forms are stored. For security purposes a photograph of the SpR should be attached to this folder. The folder, RITA forms and support documentation must be available at each annual review. The Postgraduate Dean's staff will provide administrative support for the annual review.
7. On appointment or entry to the training programme, the Postgraduate Dean should:
  - i forward a copy of *Form A: Core Information on the Trainee* to the relevant Royal College or Faculty;
  - ii give a copy of the Form to the trainee; and
  - iii place a further copy in the Training Record Folder to enable the Dean's data base to be updated.

Likewise at the end of each annual review the Postgraduate Dean should:

- i forward copies of those RITA forms, which have been completed and confirmed, to the relevant Royal College and Faculty;
- ii provide a copy for the trainee; and
- iii place a copy in the Training Record Folder to enable the Dean's data base to be updated. Postgraduate Deans should ensure that the relevant details on each trainee are added to their databases at the time that copies of trainees' RITA forms are placed in the Training Record Folders.

8. It is clear that the information required, recorded and validated at each review will be common to some of that stored on the Dean's database. As such the review provides an easy mechanism for both updating and validating such information. Indeed *Form A: Core Information on the Trainee* may, of course, be generated by the database as part of the arrangements for calling the SpR to interview.

### ***What is required of the SpR?'***

9. All SpRs must first confirm on entering the training programme or grade that the information on *Form A: Core Information on the Trainee* is accurate. Confirmation signals that the doctor has registered with the Deanery; initiates the RITA process; and triggers the allocation of a Training Number. Core information must be kept up to date. It is the responsibility of the SpR to inform the Postgraduate Dean of any changes to the information recorded on *Form A*. Failure to do so may result in the loss of the Training Number. Accurate information is needed not only for the deanery but also to support the requirements of the Royal Colleges and the Specialist Training Authority. Core information will be checked and amended as an integral part of each annual review and SpRs will be asked to confirm the amendments listed on *Form B: Changes to Core Information*.

### ***How does the annual review process operate?***

10. The annual review will be carried out by a small specialty-based panel. Its composition should be agreed by the deanery Specialty Training Committee taking account of the views of the local College or Faculty Specialty Adviser. Where required provision should be made to include members external to the deanery. Membership of any associated appeals committee will exclude members of this committee.
11. Individual specialty assessment documentation noted or considered by the RITA review should be made available to the SpR and may be stored and handled separately from the RITA record forms. The types of document which may be listed as evidence of satisfactory progress include: log books; case books; reports from supervisors, training programme directors (TPD) and other colleagues etc; results of formal tests/examinations or certificates or courses attended; and portfolio material collected by the SpR which may include audit and research reports. Each Royal College and Faculty will identify for the Postgraduate Dean the nature of the documentation which it requires and will provide deanery Specialty Training Committees with copies of the relevant forms, logbooks etc.
12. **All SpRs must accept and move through those placements or training slots which have been designated as parts of the training programme. In placing SpRs, Postgraduate Deans should take account of College assessments of progress and of individual trainees' educational**

needs and personal preferences, including domestic arrangements. The permission of the Postgraduate Dean must be obtained before the SpR undertakes any other placement or attachment, including those outside the training programme.

13. Details of placements, training modules etc. completed must be recorded on successive *Form Cs: Record of Satisfactory Progress* or where relevant on *Forms D and E: Stages 1 or 2 of Required Additional Training* and must cover all dates from the time of allocation of the Training Number and entry to the training programme. Periods where the SpR is "out of training" but still holding his/her Training Number must also be clearly recorded see *Form F: Record of Out-of-Programme Experience* ( see also paragraphs 22 and 23 ).
  
14. **At the annual review factors which may cause a revision of the expected date of the award of the CCST should be considered, for example: change to or from flexible training; leave of absence from the programme to pursue research (unless this is accepted as counting towards the CCST); breaks in training for illness and maternity leave where this exceeds the allowable guidelines; etc. The expected date for the award of the CCST is important information, essential for effective national workforce planning, and must be considered and amended at annual review. The annual review also provides the opportunity to validate information on the trainee held by the Postgraduate Dean, for the Training Number to be confirmed and, subject to satisfactory progress, for registration to be continued.**
  
15. ***Form C: Record of Satisfactory Progress within the Specialist Registrar Grade:*** must be obtained for each year of the programme and should be forwarded to the relevant Royal College or Faculty, Higher Training Committee or College Specialist Advisory Committee (SAC) to enable progress through the Grade to be recorded. Other than for exceptional reasons the RITA *Form C* should normally be completed towards the end of each year of training. In the final year of training the same principle applies where the final RITA *Form G* must be completed.
  
16. ***Form D: Recommendation for Targeted Training - Stage 1 of Required Additional Training :*** This form should be used where the annual review has revealed general areas in which the SpR requires additional training but not in a particular specialist unit or placement. For example the SpR may require additional training in the general professional competencies of communication skills, record keeping, etc. - which may be practised in any placement / training slot or module. The supervisor for the period of targeted training must be made aware of the nature of the deficiencies and should take steps to ensure that the SpR is provided with extra guidance and supervision in these aspects of training. Progress to the next year of training is not withheld.

17. **Form E: Recommendation for Intensified Supervision/Repeated Experience - Stage 2 of Required Additional Training:** This form should be used when the SpR has failed to acquire or reach a satisfactory level of specific skills or competencies. It is essential for the SpR to return to and repeat that situation in order to acquire the necessary competencies. An SpR returning to placement, attachment etc. should be treated as a new entrant and assessed in the same way.
  
18. **Trainees undertaking training following a Form D or Form E recommendation must subsequently complete a Form C for that part of the programme (be it for example 3, 6 or 12 months) for which they have been undertaking required additional training. In the final year Form G instead of Form C will be required.**
  
19. Failure to pass a Royal College or Faculty examination should not be a bar to progression from one year of the programme to another although it will inform the RITA annual review. An exit examination, when required, should be scheduled and taken either before or in the final year but in any case in time to allow it to be re - taken if necessary.
  
20. **Form G: Final Record of Satisfactory Progress :** specifically signals the successful conclusion of a training programme leading to the award of the CCST. It is issued following a successful final annual review taken towards the end of the training programme published by the Royal College or Faculty. At the final review the provisions for Targeted Training ( Form D) or for Intensified Supervision / Repeated Experience ( Form E) may rarely require to be invoked. Form G states the date on which the formal training programme will conclude. Copies should be forwarded by the Postgraduate Dean to the relevant Royal College or Faculty to enable the eventual award of the CCST and given to the trainee. The Form also records the trainee's intention once training has concluded and specifically whether the Training Number will be required. Exceptionally, a few doctors will undertake further specialist training after their CCST has been awarded. In such cases, the doctor concerned will relinquish their existing NTN and be allocated an FTN.

### **What are the provisions for Flexible SpRs?**

21. The reviews for flexible trainees will take place at the same frequency as full time SpRs. At each review particular care should be taken in checking the estimated date for the award of the CCST. Calculation of the estimated date for award of the CCST must follow national guidelines. It is helpful to express flexible training time as a percentage of full time training.

***What happens if the SpR holding a Training Number undertakes out-of-programme activities?***

22. Where an SpR, once awarded a *Training Number*, wishes to pursue out -of-programme activities, e.g.; research, the consent of the Postgraduate Dean should be sought. Trainees should also seek the agreement of the SAC or College where they wish for out -of - programme experience such as research to count towards the CCST. At intervals of no greater than one year *Form F: Record of Out-of-Programme Experience* must be forwarded by the Postgraduate Dean to and returned by the SpR. This requests permission to retain the Training Number and seeks information about the trainee's likelihood of returning to the programme and the estimated date for the eventual award of the CCST. It is the responsibility of the SpR to make this return annually. Failure to make a return may lead to loss of the Training Number.
23. Where the trainee wishes the out-of-programme experience to count towards a CCST the consent of the Royal College or Faculty must be obtained prospectively. The Royal College or Faculty will wish to satisfy itself about the quality of the experience received. Postgraduate deans also will require to be informed of the trainee's progress.

***What happens if the SpR does not agree with the recommendations of the deanery Specialty Training Committee made on Forms D or E and wishes to appeal ?***

24. Specialist registrars will be invited to attend an annual review. At the end of the review the chairman of the review panel will ask them to sign *Form C, D, E or G* as appropriate. Their signature on the form indicates that they understand the recommendations arising from the review, made on behalf of the deanery Specialty Training Committee. It does not imply they accept or agree with them. If the conclusion is that progress has been unsatisfactory, the chairman will explain the procedures through which they can have the recommendation reviewed as well as their rights of appeal. If an SpR decides to seek a review or make an appeal, *Form D or E* will not be signed - off by the Postgraduate Dean nor entered on the records until that process is complete.
25. Where an annual review panel finds it necessary to use information from previous reviews – ie. where an SpR has failed to make satisfactory progress on more than one occasion, whether or not these occasions are concurrent , the matter must be brought to the attention of the Postgraduate Dean who will decide, with appropriate professional advice (for example, from specialty, College and employer interests) on the suitability of the SpR to continue training.

## ***The importance of maintaining accurate records***

26. **All documents which are used in the assessment procedures and at the *annual review* and any notes taken during these procedures should be clear and unambiguous. They must reflect all the issues as discussed and, where appropriate, agreed with the trainee. The records should not attract any allegation of bias.**

### ***Summary of the RITA process of annual review***

| <b><i>RITA Form</i></b> | <b><i>Description</i></b>   | <b><i>Purpose</i></b>   |
|-------------------------|---|---|
| <b><i>A</i></b>         | <b>Core Information on the trainee</b>  | must be completed before the doctor is registered as participating in a training programme within the grade .   |
| <b><i>B</i></b>         | <b>Changes to Core Information</b>  | core information ( <i>Form A</i> ) must be checked at each annual review.<br><i>Form B</i> must be completed annually at the time of the annual review if there are changes to <i>Form A</i> . It provides an invaluable and essential source of validated information for the deans' databases without which national workforce planning cannot succeed. |
| <b><i>C</i></b>         | <b>Record of Satisfactory Progress within the Specialist Registrar Grade</b>                                      | Essential to permit progress through the grade – normally required annually.  |
| <b><i>D</i></b>         | <b>Recommendation for Targeted Training – Stage 1 of “Required Additional Training”</b>                           | Allows conditional progress through the grade. A further Form C will be required to progress at the end of the stipulated period of “required additional training.  |
| <b><i>E</i></b>         | <b>Recommendation for Intensified Supervision/Repeated Experience – Stage 2 of “Required Additional Training”</b> | Requires that part or all of the period of training under review should be repeated. A further Form C will be required to progress at the end of the stipulated period of “required additional training” be it for example 3, 6 or 12 months.   |
| <b><i>F</i></b>         | <b>Record of Out-of-Programme experience</b>  | Essential to retain validity of an NTN or VTN and to inform the Postgraduate Dean of out-of-programme progress.   |
| <b><i>G</i></b>         | <b>Final Record of Satisfactory Progress</b>  | Essential for the deanery to issue in order to enable the relevant College of Faculty to recommend to the STA the award of a CCST.  |