

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

### **Information for SpRs**

The RITA process is integral to progress through SpR training. It is an annual meeting with representatives of the anaesthesia STC, held at the deanery in Barlow House. The purpose of the RITA is to ensure that SpRs are progressing satisfactorily in all areas of training. This requires a certain amount of documentary evidence to be presented. The purpose of this information is to clarify what is required in this regard. Much of the required documentation will be found in the workplace assessment areas of the CD and website. Some is produced by the SpR, and the remaining documents are included with this advice.

#### **Summary of Documentation Required**

Year summary

Logbook summary

Workplace assessments (clinical and behaviour/attitudes)

Audit summaries

Research summary

Up-to-date CV

Any additional documentation felt appropriate by the trainee or requested by the STC

#### **Year Summary**

This includes dates of each placement, modules undertaken, titles of audit and research, all internal and external CPD, teaching experience (higher training only), and proposed educational and CPD plans for the coming year.

Year summaries are attached.

#### **Workplace Assessments**

All necessary documentation and guidance can be found elsewhere on the CD/website. Any queries should initially be directed towards your College Tutor.

#### **Audit Summary**

A one page summary of each complete audit should be submitted. This should include names of co-workers, level of involvement, when and where presented, and changes that resulted. A minimum of one audit per year should be completed. Year 1 SpRs may defer their first audit, in which case two should be completed in year 2.

The **logbook summary** should be presented in college format. If you have more than one hospital placement in any given year then one summary per placement should be provided.

When you attend you will be asked to complete a form to **evaluate** the training placements you have had during the year. These are used by the Regional Adviser and the STC as an important tool in maintaining training standards in the North West.

The **Programme Director** will be in attendance at RITA sessions. It is essential to your training that you meet with them. Intensive Care Medicine officers are usually present also to give advice to any trainee with an interest in the specialty.

**The CCT in Anaesthesia** documents produced by the Royal College are in effect a curriculum of training, Part III for year 1-2 SpRs and Part IV for years 3-5 SpRs. It is important that you are thoroughly familiar with them.