

## HVTAP REPORT FROM VISITORS

### Visit to

Name of the visited training centre in anaesthesiology

Street & n°

Postal code City

Country

### Visited by

EBA Visitor First Name & Surname, City of Hospital, Country

**&**

ESA Visitor First Name & Surname, City of Hospital, Country

**&**

National Visitor First Name & Surname, City of Hospital

### On

Dates of the visit

Please fill in all required fields (in blue) and send to [hvtap@esahq.org](mailto:hvtap@esahq.org)

Use the TAB-key to move forward to the next field – Shift-TAB to move backwards. Press F1 for field help if needed.

## STRUCTURE

### Data Accuracy

Are the data in the questionnaire in accordance with the real situation of the institution observed by visitors?

HEAD OF DEPARTMENT'S OWN DESCRIPTION OF SERVICES AND TRAINING  Yes  No

DIRECTOR OF TRAINING'S OWN DESCRIPTION OF TEACHING PROGRAM  Yes  No

If there are discrepancies, please comment below:

YES	NO		Comment
<input type="checkbox"/>	<input type="checkbox"/>	Is an appointed anaesthesiology tutor or consultant in charge of training?	
<input type="checkbox"/>	<input type="checkbox"/>	Does this person have sufficient time allocated for the assignment?	
<input type="checkbox"/>	<input type="checkbox"/>	Are there written documents describing the teaching programme?	
<input type="checkbox"/>	<input type="checkbox"/>	Are departmental guidelines for anaesthetic practice in place?	
<input type="checkbox"/>	<input type="checkbox"/>	Is there a structured and systematic approach to Medical Audit?	
<input type="checkbox"/>	<input type="checkbox"/>	Is there a program for Continuing Education and Professional Development?	
<input type="checkbox"/>	<input type="checkbox"/>	Are risk management policies in place	
<input type="checkbox"/>	<input type="checkbox"/>	Is funding appropriate for service and training	

Comments:

### Teaching staff

Is the data in the questionnaire in accordance with the real situation of the institution observed by visitors?

FACULTY & MEDICAL STAFF  Yes  No

QUALIFICATIONS  Yes  No

If there are discrepancies, please comment below:

YES	NO		Comment
<input type="checkbox"/>	<input type="checkbox"/>	Trainer / trainee ratio	
<input type="checkbox"/>	<input type="checkbox"/>	Faculty publication record, lecturing and other academic activity	
<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of training faculty (clinical, teaching and academic competence)	
<input type="checkbox"/>	<input type="checkbox"/>	Quality and availability of clinical instructions and formal teaching by consultants	

Comments:

## Range of clinical services

Is clinical activity in the visited institution sufficient for adequate training in main aspects of anaesthesiology?

ANAESTHESIA                     Yes    No  
 INTENSIVE CARE                 Yes    No  
 EMERGENCY MEDICINE         Yes    No  
 PAIN MANAGEMENT             Yes    No

If there are discrepancies, please comment below:

YES	NO		Comment
<input type="checkbox"/>	<input type="checkbox"/>	Preoperative assessment and postoperative care (incl. geriatric aspects)	
<input type="checkbox"/>	<input type="checkbox"/>	General surgery/Urology	
<input type="checkbox"/>	<input type="checkbox"/>	Orthopaedics/Hand/Plastics	
<input type="checkbox"/>	<input type="checkbox"/>	ENT/Eye/Dental/Maxillofacial surgery [Head & Neck]	
<input type="checkbox"/>	<input type="checkbox"/>	Obstetrics/ Gynaecology	
<input type="checkbox"/>	<input type="checkbox"/>	Trauma, Burns	
<input type="checkbox"/>	<input type="checkbox"/>	Paediatrics/ Neonatal	
<input type="checkbox"/>	<input type="checkbox"/>	Ambulatory surgery / ECT	
<input type="checkbox"/>	<input type="checkbox"/>	Resuscitation and emergency medicine (incl. pre-hospital care and transportation)	
<input type="checkbox"/>	<input type="checkbox"/>	Management of acute pain and cancer pain	
<input type="checkbox"/>	<input type="checkbox"/>	Management of chronic pain	
<input type="checkbox"/>	<input type="checkbox"/>	General Intensive Care (incl. aspects of Cardiology, Pulmonology, Nephrology, Endocrinology, Hepatology, Gastroenterology, Neurology, Nutrition, Oncology, Infectious disease, Coagulation)	
<input type="checkbox"/>	<input type="checkbox"/>	Subspecialty anaesthesia (Neurosurgery, Cardiothoracic, Transplantation etc.)	
<input type="checkbox"/>	<input type="checkbox"/>	Neuraxial and regional blocks	
<input type="checkbox"/>	<input type="checkbox"/>	Monitoring technologies, invasive techniques, vascular access	
<input type="checkbox"/>	<input type="checkbox"/>	Diagnostic methods (e.g. ECG, ECHO/Ultrasound, Chest X-ray, Bronchoscopy)	
<input type="checkbox"/>	<input type="checkbox"/>	Teaching/Research/Statistics	
<input type="checkbox"/>	<input type="checkbox"/>	Audit / Ethics / EBM	
<input type="checkbox"/>	<input type="checkbox"/>	Organisation / management / leadership / communication / team work	
<input type="checkbox"/>	<input type="checkbox"/>	Medico-legal, work environment and hazards	

Comments:

## Facilities, Equipment & Resources

Are operation rooms, ICU and pain clinics sufficiently well equipped, and is there office space for individual work with Internet access and library facilities?  Yes  No

If there are discrepancies, please comment below:

YES	NO		Comment
<input type="checkbox"/>	<input type="checkbox"/>	Time is available for in-depth exposure to main aspects of anaesthesia?	
<input type="checkbox"/>	<input type="checkbox"/>	Standard and availability of medical equipment is adequate?	
<input type="checkbox"/>	<input type="checkbox"/>	Library, IT and learning aid facilities are available?	
<input type="checkbox"/>	<input type="checkbox"/>	Bed-side teaching is practised both day time and during on-call?	
<input type="checkbox"/>	<input type="checkbox"/>	Research opportunities (resources, facilities, guidance and supervision)?	
<input type="checkbox"/>	<input type="checkbox"/>	Opportunities/support for attending educational courses and scientific meetings?	
<input type="checkbox"/>	<input type="checkbox"/>	Working hours and service workload adequate?	
<input type="checkbox"/>	<input type="checkbox"/>	Composition of clinical caseload suited for training?	
<input type="checkbox"/>	<input type="checkbox"/>	Subspecialty training opportunities available?	
<input type="checkbox"/>	<input type="checkbox"/>	Tutor/supervisor available both during office hours and on duty.	
<input type="checkbox"/>	<input type="checkbox"/>	Negative effect of service pressures on training?	
<input type="checkbox"/>	<input type="checkbox"/>	Impact on training of issues such as rotas, hours of work etc.?	
<input type="checkbox"/>	<input type="checkbox"/>	Fully staffed post-anaesthesia recovery facilities?	
<input type="checkbox"/>	<input type="checkbox"/>	Services available for treatment and follow-up of pain?	
<input type="checkbox"/>	<input type="checkbox"/>	Adequate standard of clinical care and patient safety?	
<input type="checkbox"/>	<input type="checkbox"/>	Organisation of emergency operating theatres?	
<input type="checkbox"/>	<input type="checkbox"/>	Is trainees' work on duty organised by consultants/senior specialists?	
<input type="checkbox"/>	<input type="checkbox"/>	Adequacy of departmental accommodation/facilities for trainees on-duty?	
<input type="checkbox"/>	<input type="checkbox"/>	Activities (anaesthetics/ICU/pain clinics/pre-hospital care) recorded in logbooks?	
<input type="checkbox"/>	<input type="checkbox"/>	A positive attitude towards training and teaching is verified and supported by both trainees and teachers within the institution?	
<input type="checkbox"/>	<input type="checkbox"/>	Is there a clear commitment to theoretical teaching and practical instruction of trainees within the full range of clinical practice?	
<input type="checkbox"/>	<input type="checkbox"/>	Is participation in the European Diploma Examination supported?	
<input type="checkbox"/>	<input type="checkbox"/>	Is there continuous assessment of trainees' progress (formative assessment), and/or is there a competency based evaluation system (e.g. training portfolio) in place?	

Comments:

# PROCESS

## Interviews

Head of Department / Director of Anaesthesia

Management (CEO) / Administration / Medical Director

Director of Training

Tutors / Instructors / Senior faculty members

Dean of Medical Faculty/Coordinator of Research/Head of Surgery or other relevant parties

Head Nurse of Anaesthesia/Theatre Manager and/or Head Nurse of Intensive Care

Trainees

## Trainees' Questionnaire

Are the data in the questionnaires in accordance with the real situation observed by visitors?  Yes  No

Please comment on general opinion below and point out any discrepancies:

YES	NO	Compilation of submitted questionnaire data	Comment
<input type="checkbox"/>	<input type="checkbox"/>	Introduction, both to the department, directorate and the hospital/trust	
<input type="checkbox"/>	<input type="checkbox"/>	Working conditions, e.g. on-call accommodation, changing rooms, secure lockers, etc.	
<input type="checkbox"/>	<input type="checkbox"/>	Rota planning and hours on-call compliant with the European Working Time Directive	
<input type="checkbox"/>	<input type="checkbox"/>	Medical equipment adequate for teaching	
<input type="checkbox"/>	<input type="checkbox"/>	Facilities (work space, IT, access to literature, etc.)	
<input type="checkbox"/>	<input type="checkbox"/>	In theatre training	
<input type="checkbox"/>	<input type="checkbox"/>	ICU, Obstetrics and Emergency/Trauma theatres involved in day time training	
<input type="checkbox"/>	<input type="checkbox"/>	Supervised time organised with tutors/consultants	
<input type="checkbox"/>	<input type="checkbox"/>	Help/advice/appropriate assistance from consultants available when requested	
<input type="checkbox"/>	<input type="checkbox"/>	Formal teaching given regularly	
<input type="checkbox"/>	<input type="checkbox"/>	Training portfolio used as part of continuous assessment	
<input type="checkbox"/>	<input type="checkbox"/>	The progression of Competency Based Training used to assess training	
<input type="checkbox"/>	<input type="checkbox"/>	Guided/supported exam preparations	
<input type="checkbox"/>	<input type="checkbox"/>	Comparisons with other places/departments	
<input type="checkbox"/>	<input type="checkbox"/>	Possible improvements suggested and constructively integrated to the training	

Comments:

## Trainees' overall opinion

List and describe the items the trainees describe as positive and valuable:

List and describe the items the trainees find not satisfactory, critical or not clear:

## Teaching concept implementation

YES	NO	Important aspects of a training programme / trainee	Comment
<input type="checkbox"/>	<input type="checkbox"/>	Does the department of anaesthesia organise and run programmes of educational activities? (Lectures on relevant topics, meetings and seminars on matters such as mortality and morbidity, critical incident reporting, clinical audit and research)	
<input type="checkbox"/>	<input type="checkbox"/>	Do trainees undergo a process of continuous assessment, appraisal and guidance (conducted by consultant staff/led by programme director/tutor) to ensure that they are making good progress, and is appropriate amount of time allocated for this?	
<input type="checkbox"/>	<input type="checkbox"/>	Do workload, experience and supervision of trainees satisfy the requirements needed to run the training programme?	
<input type="checkbox"/>	<input type="checkbox"/>	Does training enable and promote pre-, per-, and postoperative anaesthetic skills?	
<input type="checkbox"/>	<input type="checkbox"/>	Does the department ensure that the specialist can provide general intensive care for adult medical and surgical patients and general paediatric patients?	
<input type="checkbox"/>	<input type="checkbox"/>	Are trainees familiar with pain management both in acute and postoperative situations and in patients with chronic pain?	
<input type="checkbox"/>	<input type="checkbox"/>	Are trainees taught to safely handle critical situations including resuscitation?	
<input type="checkbox"/>	<input type="checkbox"/>	Are trainees able to practice and function in pre-hospital and emergency medicine?	
<input type="checkbox"/>	<input type="checkbox"/>	Do tutors and trainees demonstrate a satisfactory behavioural and professional attitude towards patients and hospital employees at large?	
<input type="checkbox"/>	<input type="checkbox"/>	Do trainees show activity in the development and science of the specialty?	
<input type="checkbox"/>	<input type="checkbox"/>	Are trainees able to function as role models and teachers for younger colleagues?	
<input type="checkbox"/>	<input type="checkbox"/>	Is a positive attitude towards practical training and theoretical teaching verified and supported by both trainees and teachers within the institution?	

**Comments:**

**General impression of learning climate:**

**List and describe other important information revealed or constructive suggestions made by the trainees:**

## Strengths and shortcomings

List and describe strengths and shortcomings of the educational programme and the facilities of the visited institution.

## Summary

Give a short description of the teaching hospital, the department of anaesthesiology and its training programme

## Recommendations

List and explain your recommendations for the visited centre and to the HVTAP joint committee