

CFPC In-training Assessment Table (ITA)

ITA Tasks/Steps	Descriptions	Learner roles	Faculty/ Staff Roles
Observe, document, and provide feedback during daily clinical activities	Field notes	Seeks opportunities to be observed, seeks feedback, participates in documentation	Program-specific
Collect and organize documentation within a framework.	Resident Portfolio (File) - a collection of evidence about performance, including field notes and other performance assessments	Organizes documented observations according to own needs and program requirements	Program-specific
Periodically review and reflect on progress based on all documents available	Guided review and assessment	Provides self-assessment, participates in a process of guided self-assessment	Program-specific
Adjust and adapt learning activities	Identify resources, modify curriculum/training plan, identify target goals Modify/customize assessment (formative and summative as needed) Determine frequency and/or type of guided review given modifications to training	Program-specific	Program-specific
Update learning plans	Plan who takes action and what is required for the next phase of training Discussion with the resident to clarify plan for daily activity and roles of clinical supervisors	Actively participates in developing the learning plan	Program-specific
Report	Progress report to appropriate program administrators (e.g. program director, postgraduate dean) Documentation for accreditation or certification requirements	Program-specific	Program-specific