

MODULE 2	MANAGEMENT, ADMINISTRATION AND AUDIT
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M = MRCOG/MHKCOG target
E = Exit Assessment target

TARGETS REQUIRING SIGNATURE		EXPECTED COMPETENCE LEVEL					CERTIFICATION	
		Trainee ticks when achieved					Trainer to sign and date when Exit Assessment competence level achieved	
		1	2	3	4	5	Sign	Date
1	Keep appropriate medical records including legibility, dating and signing					M&E		
2	Conduct administrative tasks such as discharge letters, review of laboratory results, liaison with professional colleagues, and arrangement of patient review					M&E		
3	Impart information and education to patients effectively					M&E		
4	Perform organisational tasks such as duty rotas, organising meetings etc				M	E		
5	Design and follow through an audit project					M&E		

TRAINEE MONITORED TARGETS: SUPERVISOR TO DISCUSS TRAINEE'S COMPETENCE BEFORE SIGNING MODULE AS COMPLETE

TARGETS		Trainee to date when level is achieved	
		Observation and experience if appropriate	Independent competence
● Demonstrate proficiency in:			
6	Business planning	M&E	
7	Resource management, budgeting, rationing	M&E	
8	Clinical effectiveness, quality assurance, risk management	M&E	
9	Human resources/people management, team building, complaints procedures, professional development	M&E	
10	Procedures for recruitment and appointment of staff	M&E	

SIGNATURE TO CONFIRM COMPLETION OF MODULE 2			
Name of Supervisor	Signature of Supervisor	Date	Hospital(s) / Unit(s)
Name of Trainee	Signature of Trainee	Date	