



**CoBAFOLIO:
DOCUMENTING THE EVIDENCE OF COMPETENCE
(2006)**

The CoBaTrICE Collaboration: 1st September 2006.

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THE CoBAFOLIO: DOCUMENTING THE EVIDENCE OF COMPETENCE

PREFACE

CoBAFOLIO

1. Personal profile

2. ICM training

- ◆ 2.1 Specialist ICM training
- ◆ 2.2 Other specialist training
- ◆ 2.3 Training courses and meetings
- ◆ 2.4 Academic & professional qualifications
- ◆ 2.5 Presentations, lectures and teaching activities
- ◆ 2.6 Audits
- ◆ 2.7 Research
- ◆ 2.8 Publications
- ◆ 2.9 Educational contracts & learning agreements

3. CoBaTrICE competencies: judgements of performance

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PREFACE

THE CoBAFOLIO

The CoBaFolio is a template which can be modified by national training organisations and adapted according to their own requirements. The following pages should therefore be regarded as a modifiable instrument and not as a permanent and unchanging document. (The same principle does NOT apply to the competencies which have been agreed internationally and will only be changed subject to regular formal review by the international group).

A portfolio is a collection of evidence which, taken together, demonstrates competence and expertise. In addition to the formal acquisition of the competencies which form the core of the training programme, there are many other aspects of clinical practice and professional development which can be included, such as research and audit activities, teaching received or delivered, courses attended, work-place based assessments, instructional case histories, log books, personal reflections or letters from patients and relatives.

The portfolio is the trainee's property. It is a document you should be proud of, and something which could, if you wish, accompany you throughout your career as evidence of life long learning.

1. PERSONAL PROFILE

Full Name.....

Contact Address.....

.....

Telephone.....

Mobile.....

Email.....

Nationality.....

BASIC MEDICAL REGISTRATION:

Registration Authority	Country	Registration number / ID

PRE-REGISTRATION TRAINING

Academic Institution	Qualifications	Date of completion

POST-REGISTRATION TRAINING:

Academic Institution	Speciality	Appointment to post	Date of completion (actual / anticipated)

2.1 SPECIALIST TRAINING IN ICM

ICM TRAINING APPOINTMENT:

Date of appointment	
Anticipated completion date	
Training programme name	
Country of training	
Training supervisor / director of training (Name & contact details)	

ICM TRAINING POSTS:

ICU Name:			
Hospital:	Educational supervisor details: Name Email tel. fax.	Start date	End date
Type of ICU:			
Brief description of case load & case mix:			

ICU Name:			
Hospital:	Educational supervisor details: Name Email tel. fax.	Start date	End date
Type of ICU:			
Brief description of case load & case mix:			

ICM TRAINING POSTS (CONT):

ICU Name:			
Hospital:	Educational supervisor details: Name Email tel. fax.	Start date	End date
Type of ICU:			
Brief description of case load & case mix:			

ICU Name:			
Hospital:	Educational supervisor details: Name Email tel. fax.	Start date	End date
Type of ICU:			
Brief description of case load & case mix:			

ICU Name:			
Hospital:	Educational supervisor details: Name Email tel. fax.	Start date	End date
Type of ICU:			
Brief description of case load & case mix:			

2.2 OTHER SPECIALIST TRAINING

NON-ICM POST-GRADUATE TRAINING POSTS:

Grade / Level	Speciality	Hospital	Start date	End date

NON-ICM POST-GRADUATE TRAINING POSTS (CONT.):

Grade / Level	Speciality	Hospital	Start date	End date

2.3 TRAINING, COURSES AND MEETINGS

List any theoretical ICM training, courses and meetings you have attended below:

INTERNAL TRAINING SESSIONS, COURSES & MEETINGS:

(N.B. May include theoretical modules, journal clubs, grand rounds etc.)

Description <i>(Type of training and topic)</i>	Date

INTERNAL TRAINING SESSIONS, COURSES & MEETINGS (CONT):

Description <i>(Type of training and topic)</i>	Date

EXTERNAL TRAINING, COURSES & MEETINGS (REGIONAL / NATIONAL / INTERNATIONAL):

(N.B. Attendance certificates may be filed in this section)

Description <i>(Type of training and topic)</i>	Date

2.4 ACADEMIC & PROFESSIONAL QUALIFICATIONS

List any higher degrees, diplomas or nationally recognised professional qualifications (e.g. ALS) below. Relevant certificates may be filed in this section.

HIGHER DEGREES / DIPLOMAS:

Qualification	Awarding Body / Academic Institution	Date of completion (actual / anticipated)

ADDITIONAL PROFESSIONAL QUALIFICATIONS:

Qualification	Awarding Body	Date of completion or period of validation

2.5 PRESENTATIONS, LECTURES AND TEACHING ACTIVITIES

List any presentations or formal teaching activities that you have undertaken below. Abstracts, lecture notes, feedback etc. may be filed in this section.

PRESENTATIONS, LECTURES AND TEACHING ACTIVITIES:

Date	Title / Topic	Meeting / Activity / Audience

2.6 AUDITS

List the title and provide a brief description of each audit below including any conclusions or implications for clinical practice. Copies of any audit reports or presentations may be filed in this section.

AUDIT ACTIVITIES:

Date	Description

2.7 RESEARCH

List the title and provide a brief description of your involvement in research activities. Abstracts of any completed research projects should be presented below.

RESEARCH ACTIVITIES:

Date	Description

RESEARCH ABSTRACT:

Title:

Abstract:

2.8 PUBLICATIONS

List any journal and book publications below.

PUBLICATIONS:

Authors, Title and Publication Details

2.9 EDUCATIONAL CONTRACTS AND LEARNING AGREEMENTS

List all meetings with your trainer(s) when you had an opportunity to discuss your professional development and learning needs and review your progress.

Documentation relating to meetings between the trainer and trainee when objectives / targets are set, progress is reviewed and learning needs are identified may be filed here.

SUMMARY OF MEETINGS:

Date	Trainer / Supervisor	Purpose of meeting	Date of next review

SUMMARY OF MEETINGS (CONT.):

Date	Trainer / Supervisor	Purpose of meeting	Date of next review

3. CoBaTrICE COMPETENCIES: JUDGEMENTS OF PERFORMANCE

The single most important component of the portfolio is this section which documents the acquisition of competencies.

Trainers and trainees should both be involved in the judgement of competence. Trainees should assess and monitor their own progress during training. When they believe they are competent they should ask a trainer to evaluate the evidence upon which they have made this judgement and sign off the competence or competencies. Please remember that these competencies should be acquired over the course of the entire training programme, not at one single point in time. Each must be signed both by a trainer and the trainee.

Satisfactory completion of all competencies within each single domain should be confirmed by two trainers as well as the trainee. These two trainers are not reassessing the individual competencies but are simply stating that, to their best of their knowledge, the individual competencies within a domain were obtained and documented appropriately.

Trainers will not be able to assess every aspect of each competence, and it is very likely that as busy clinicians, they will need to rely on assessments from several individuals acquired over a period of time during routine clinical work. The significance and legal status of these records of competence will need to be determined according to national requirements.

DOMAIN 1. RESUSCITATION AND INITIAL MANAGEMENT OF THE ACUTELY ILL PATIENT

By the end of specialist ICM training, the trainee...		TRAINEE		TRAINER	
		Date	Initials	Date	Initials
1.1	Adopts a structured and timely approach to the recognition, assessment and stabilisation of the acutely ill patient with disordered physiology				
1.2	Manages cardiopulmonary resuscitation				
1.3	Manages the patient post-resuscitation				
1.4	Triages and prioritises patients appropriately, including timely admission to ICU				
1.5	Assesses and provides initial management of the trauma patient				
1.6	Assesses and provides initial management of the patient with burns				
1.7	Describes the management of mass casualties				

We confirm that there is adequate evidence that the trainee has demonstrated competent performance in resuscitation and initial management of the acutely ill patient.

Trainer I signature Print Name..... Date

Trainer II signature Print Name..... Date

Trainee's signature

DOMAIN 2. DIAGNOSIS: ASSESSMENT, INVESTIGATION, MONITORING AND DATA INTERPRETATION

By the end of specialist ICM training, the trainee...

		TRAINEE		TRAINER	
		Date	Initials	Date	Initials
2.1	Obtains a history and performs an accurate clinical examination				
2.2	Undertakes timely and appropriate investigations				
2.3	Describes indications for echocardiography (transthoracic / transoesophageal)				
2.4	Performs electrocardiography (ECG / EKG) and interprets the results				
2.5	Obtains appropriate microbiological samples and interprets results				
2.6	Obtains and interprets the results from blood gas samples				
2.7	Interprets chest x-rays				
2.8	Liaises with radiologists to organise and interpret clinical imaging				
2.9	Monitors and responds to trends in physiological variables				
2.10	Integrates clinical findings with laboratory investigations to form a differential diagnosis				

We confirm that there is adequate evidence that the trainee has demonstrated competent performance in assessment, investigation, monitoring and data interpretation.

Trainer I signature Print Name..... Date

Trainer II signature Print Name..... Date

Trainee's signature

DOMAIN 3. DISEASE MANAGEMENT

By the end of specialist ICM training, the trainee...

		TRAINEE		TRAINER	
		Date	Initials	Date	Initials
ACUTE DISEASE:					
3.1	Manages the care of the critically ill patient with specific acute medical conditions				
CHRONIC DISEASE:					
3.2	Identifies the implications of chronic and co-morbid disease in the acutely ill patient				
ORGAN SYSTEM FAILURE:					
3.3	Recognises and manages the patient with circulatory failure				
3.4	Recognises and manages the patient with, or at risk of, acute renal failure				
3.5	Recognises and manages the patient with, or at risk of, acute liver failure				
3.6	Recognises and manages the patient with neurological impairment				
3.7	Recognises and manages the patient with acute gastrointestinal failure				
3.8	Recognises and manages the patient with acute lung injury syndromes (ALI / ARDS)				
3.9	Recognises and manages the septic patient				
3.10	Recognises and manages the patient following intoxication with drugs or environmental toxins				
3.11	Recognises life-threatening maternal peripartum complications and manages care under supervision				

We confirm that there is adequate evidence that the trainee has demonstrated competent performance in disease management.

Trainer I signature Print Name..... Date

Trainer II signature Print Name..... Date

Trainee's signature

DOMAIN 4. THERAPEUTIC INTERVENTIONS / ORGAN SYSTEM SUPPORT IN SINGLE OR MULTIPLE ORGAN FAILURE

By the end of specialist ICM training, the trainee...		TRAINEE		TRAINER	
		Date	Initials	Date	Initials
4.1	Prescribes drugs and therapies safely				
4.2	Manages antimicrobial drug therapy				
4.3	Administers blood and blood products safely				
4.4	Uses fluids and vasoactive / inotropic drugs to support the circulation				
4.5	Describes the use of mechanical assist devices to support the circulation				
4.6	Initiates, manages, and weans patients from invasive and non-invasive ventilatory support				
4.7	Initiates, manages and weans patients from renal replacement therapy				
4.8	Recognises and manages electrolyte, glucose and acid-base disturbances				
4.9	Co-ordinates and provides nutritional assessment and support				

We confirm that there is adequate evidence that the trainee has demonstrated competent performance in the provision of organ system support in single or multiple organ failure.

Trainer I signature Print Name..... Date

Trainer II signature Print Name..... Date

Trainee's signature

DOMAIN 5. PRACTICAL PROCEDURES

By the end of specialist ICM training, the trainee...

		TRAINEE		TRAINER	
		Date	Initials	Date	Initials
RESPIRATORY SYSTEM:					
5.1	Administers oxygen using a variety of administration devices				
5.2	Performs fiberoptic laryngoscopy under supervision				
5.3	Performs emergency airway management				
5.4	Performs difficult and failed airway management according to local protocols				
5.5	Performs endotracheal suction				
5.6	Performs fiberoptic bronchoscopy and BAL in the intubated patient under supervision				
5.7	Performs percutaneous tracheostomy under supervision				
5.8	Performs thoracocentesis via a chest drain				
CARDIOVASCULAR SYSTEM:					
5.9	Performs peripheral venous catheterisation				
5.10	Performs arterial catheterisation				
5.11	Describes a method for surgical isolation of vein / artery				
5.12	Describes ultrasound techniques for vascular localisation				
5.13	Performs central venous catheterisation				
5.14	Performs defibrillation and cardioversion				
5.15	Performs cardiac pacing (transvenous or transthoracic)				
5.16	Describes how to perform pericardiocentesis				
5.17	Demonstrates a method for measuring cardiac output and derived haemodynamic variables				
CENTRAL NERVOUS SYSTEM:					
5.18	Performs lumbar puncture (intradural / 'spinal') under supervision				
5.19	Manages the administration of analgesia via an epidural catheter				
GASTROINTESTINAL SYSTEM:					
5.20	Performs nasogastric tube placement				
5.21	Performs abdominal paracentesis				
5.22	Describes Sengstaken tube (or equivalent) placement				
5.23	Describes indications for, and safe conduct of gastroscopy				
GENITOURINARY SYSTEM:					
5.24	Performs urinary catheterisation				

We confirm that there is adequate evidence that the trainee has demonstrated competent performance in practical procedures.

Trainer I signature Print Name..... Date

Trainer II signature Print Name..... Date

Trainee's signature

DOMAIN 6. PERI-OPERATIVE CARE

By the end of specialist ICM training, the trainee...

		TRAINEE		TRAINER	
		Date	Initials	Date	Initials
6.1	Manages the pre- and post-operative care of the high risk surgical patient				
6.2	Manages the care of the patient following cardiac surgery under supervision				
6.3	Manages the care of the patient following craniotomy under supervision				
6.4	Manages the care of the patient following solid organ transplantation under supervision				
6.5	Manages the pre- and post-operative care of the trauma patient under supervision				

We confirm that there is adequate evidence that the trainee has demonstrated competent performance in peri-operative care.

Trainer I signature Print Name..... Date

Trainer II signature Print Name..... Date

Trainee's signature

DOMAIN 7. COMFORT AND RECOVERY

By the end of specialist ICM training, the trainee...		TRAINEE		TRAINER	
		Date	Initials	Date	Initials
7.1	Identifies and attempts to minimise the physical and psychosocial consequences of critical illness for patients and families				
7.2	Manages the assessment, prevention and treatment of pain and delirium				
7.3	Manages sedation and neuromuscular blockade				
7.4	Communicates the continuing care requirements of patients at ICU discharge to health care professionals, patients and relatives				
7.5	Manages the safe and timely discharge of patients from the ICU				

We confirm that there is adequate evidence that the trainee has demonstrated competent performance in the provision of care to promote comfort and aid recovery.

Trainer I signature Print Name..... Date

Trainer II signature Print Name..... Date

Trainee's signature

DOMAIN 8. END OF LIFE CARE

By the end of specialist ICM training, the trainee...		TRAINEE		TRAINER	
		Date	Initials	Date	Initials
8.1	Manages the process of withholding or withdrawing treatment with the multidisciplinary team				
8.2	Discusses end of life care with patients and their families / surrogates				
8.3	Manages palliative care of the critically ill patient				
8.4	Performs brain-stem death testing				
8.5	Manages the physiological support of the organ donor				

We confirm that there is adequate evidence that the trainee has demonstrated competent performance in end of life care.

Trainer I signature Print Name..... Date

Trainer II signature Print Name..... Date

Trainee's signature

DOMAIN 9. PAEDIATRIC CARE

By the end of specialist ICM training, the trainee...		TRAINEE		TRAINER	
		Date	Initials	Date	Initials
9.1	Describes the recognition of the acutely ill child and initial management of paediatric emergencies				
9.2	Describes national legislation and guidelines relating to child protection and their relevance to critical care				

We confirm that there is adequate evidence that the trainee has demonstrated competent performance in paediatric care.

Trainer I signature Print Name..... Date

Trainer II signature Print Name..... Date

Trainee's signature

DOMAIN 10. TRANSPORT

By the end of specialist ICM training, the trainee...		TRAINEE		TRAINER	
		Date	Initials	Date	Initials
10.1	Undertakes transport of the mechanically ventilated critically ill patient outside the ICU				

We confirm that there is adequate evidence that the trainee has demonstrated competent performance in transportation of critically ill patients.

Trainer I signature Print Name..... Date

Trainer II signature Print Name..... Date

Trainee's signature

DOMAIN 11. PATIENT SAFETY AND HEALTH SYSTEMS MANAGEMENT

By the end of specialist ICM training, the trainee...		TRAINEE		TRAINER	
		Date	Initials	Date	Initials
11.1	Leads a daily multidisciplinary ward round				
11.2	Complies with local infection control measures				
11.3	Identifies environmental hazards and promotes safety for patients & staff				
11.4	Identifies and minimises risk of critical incidents and adverse events, including complications of critical illness				
11.5	Organises a case conference				
11.6	Critically appraises and applies guidelines, protocols and care bundles				
11.7	Describes commonly used scoring systems for assessment of severity of illness, case mix and workload				
11.8	Demonstrates an understanding of the managerial & administrative responsibilities of the ICM specialist				

We confirm that there is adequate evidence that the trainee has demonstrated competent performance in patient safety and health systems management.

Trainer I signature Print Name..... Date

Trainer II signature Print Name..... Date

Trainee's signature

DOMAIN 12. PROFESSIONALISM

By the end of specialist ICM training, the trainee...		TRAINEE		TRAINER	
		Date	Initials	Date	Initials
COMMUNICATION SKILLS					
12.1	Communicates effectively with patients and relatives				
12.2	Communicates effectively with members of the health care team				
12.3	Maintains accurate and legible records / documentation				
PROFESSIONAL RELATIONSHIPS WITH PATIENTS AND RELATIVES					
12.4	Involves patients (or their surrogates if applicable) in decisions about care and treatment				
12.5	Demonstrates respect of cultural and religious beliefs and an awareness of their impact on decision making				
12.6	Respects privacy, dignity, confidentiality and legal constraints on the use of patient data				
PROFESSIONAL RELATIONSHIPS WITH MEMBERS OF THE HEALTH CARE TEAM					
12.7	Collaborates and consults; promotes team-working				
12.8	Ensures continuity of care through effective hand-over of clinical information				
12.9	Supports clinical staff outside the ICU to enable the delivery of effective care				
12.10	Appropriately supervises, and delegates to others, the delivery of patient care				
SELF GOVERNANCE					
12.11	Takes responsibility for safe patient care				
12.12	Formulates clinical decisions with respect for ethical and legal principles				
12.13	Seeks learning opportunities and integrates new knowledge into clinical practice				
12.14	Participates in multidisciplinary teaching				
12.15	Participates in research or audit under supervision				

We confirm that there is adequate evidence that the trainee has attained these standards of professionalism.

Trainer I signature Print Name..... Date

Trainer II signature Print Name..... Date

Trainee's signature