



APPLICATION FOR MEETING / WORKSHOP ACCREDITATION

Please complete this application form if you wish to apply for **College accreditation** of a meeting/workshop. There is **no fee** for accreditation of your meeting/workshop with RANZCOG. Further information on accreditation is available from College House staff or on the RANZCOG website: www.ranzcog.edu.au/meetingsconferences

Please note: your application will not be processed unless all fields are completed

Meeting / Workshop information and contact details	
1. Meeting title:	
2. Date(s):	From: _____ To: _____
	Recurring: <input type="checkbox"/> (please attach a list of proposed dates and locations)
3. Venue:	
4. Aims:	
5. Intended Audience:	
6. Anticipated number of participants:	
7. Evaluation procedure:	
8. Organiser:	
9. Contact name:	
10. Contact address	
11. Contact phone:	
12. Contact fax:	
13. Contact email:	

Allocation of points

There are two categories of points in the RANZCOG Continuing Professional Development program which meetings/workshops can be approved for. These are Meeting points and Practice Review and Clinical Risk Management (PR&CRM) points.

Approval for Meetings points:

To be approved for Meetings points the session must constitute a minimum of 50% obstetrics and gynaecology in content.

Approval for PR&CRM points – risk management content:

Meetings that have a clinical risk management, quality assurance or practice review theme may be approved for PR&CRM points. The following are examples of meetings which may be approved for PR&CRM points, however this list is not exclusive and each application will be reviewed:

- Clinical risk identification / management, practice visit or audit
- Doctor / patient communication, informed consent, patient confidentiality & privacy
- Open disclosure, adverse event management, root cause analysis

Approval for PR&CRM points – use of Multiple Choice Questionnaires (MCQs):

The Continuing Professional Development Committee has approved the use of pre and post MCQs to add value to meetings which have minimum of 50% obstetrics and gynaecological content but do not directly exhibit risk management content. The pre and post MCQs must be approved as per the requirements at point 16.

Allocation of points

<p>14. I would like my meeting approved for Meetings points:</p> <p><input type="checkbox"/> Yes →</p> <p><input type="checkbox"/> No Continue to point 15</p>	<p>a) Enclose a scientific program for your meeting which must include:</p> <ul style="list-style-type: none"> ▪ Names of speakers. ▪ Session topics. ▪ Time scheduled for each session including start time, meal breaks and finishing time. <p>b) Skip to point 17.</p>
<p>15. I would like my meeting approved for PR&CRM points – risk management content:</p> <p><input type="checkbox"/> Yes →</p> <p><input type="checkbox"/> No Continue to point 16</p>	<p>a) Enclose a scientific program for your meeting which must include:</p> <ul style="list-style-type: none"> ▪ Names of speakers. ▪ Session topics. ▪ Time scheduled for each session including start time, meal breaks and finishing time. <p>b) Skip to point 17.</p>
<p>16. I would like my meeting approved for PR&CRM points – use of MCQ's</p> <p><input type="checkbox"/> Yes →</p> <p><input type="checkbox"/> No Continue to point 17</p>	<p>a) Enclose a scientific program for your meeting which must include:</p> <ul style="list-style-type: none"> ▪ Names of speakers. ▪ Session topics. ▪ Time scheduled for each session including start time, meal breaks and finishing time. <p>b) Enclose a copy of your proposed MCQs. Your MCQs must adhere to the following requirements (please tick):</p> <ul style="list-style-type: none"> <input type="checkbox"/> All MCQs must focus of the O&G content of the meeting. <input type="checkbox"/> All MCQs should be independent of each other (the ability to answer one should not be dependent on having answered another correctly.) <input type="checkbox"/> Each option should be plausible to candidates who do not possess the required knowledge to identify the correct alternative. <input type="checkbox"/> 20 MCQs are required for both the pre test and the post test. <input type="checkbox"/> All options in the MCQs should be listed in logical or alphabetical/numerical order. <input type="checkbox"/> Each MCQ should be comprised of a full sentence and at least four options. <input type="checkbox"/> If there is more than one correct answer for a MCQ, instructions must be provided to indicate whether there are multiple answers for a specific question or for all MCQs throughout the test. <p>Please note:</p> <ul style="list-style-type: none"> ▪ You may use tables, graphs and background text to support your MCQs. ▪ RANZCOG will not vet MCQs and takes no responsibility for the content or accuracy of MCQs. ▪ To ensure a comparative level of engagement a pre and post test of 80 true/false questions may be considered equivalent to 20 MCQs. Each true/false question must adhere to requirements 1-3 above. Enclose your true/false questions with this application. <p>c) Would you like the College to create and analyse scannable forms for your MCQs?</p> <ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes - This process accrues a fee. Please fill in the MCQ production application form located on the RANZCOG website at: http://www.ranzcog.edu.au/meetingsconferences/meetingaccreditation.shtml Please note that an application for assessment for an alternative to MCQs is subject to approval by the CPD Committee and/or Chair.

Checklist

17. Certificate of attendance:

If my meeting is approved by the College, I agree to supply a certificate of attendance to all RANZCOG Fellows/Subspecialists who attend.

The certificate will be signed by the meeting organiser (or representative) and will supply the attendee's name, meeting title and number of points eligible for days attended.

- Yes Continue to point 18.**
- No Your application will not be approved.**

18. Scientific program:

I have enclosed a copy of the scientific program (or draft) with this application.

- Yes Please sign below and return your application.**
- No Your application will not be approved.**

Signature of Organiser: _____

Date: _____

Please return this completed application form with required documentation as early as possible to:

Continuing Professional Development OR Fax +61 3 9419 7817
254 - 260 Albert Street
East Melbourne VIC 3002
AUSTRALIA

If you require assistance or further information regarding the meeting accreditation process, please contact:

Ms Val Spark CPD Co-ordinator (t) +61 3 9412 2921 (e) vspark@ranzcoг.edu.au	Ms May Kan CPD Officer (t) +61 3 9412 2933 (e) mkan@ranzcoг.edu.au
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Please note:

- Applications must be received before the meeting is held and **cannot be made retrospectively**.
- Applications for meeting points require a minimum 10 days processing time.
- Applications involving MCQs require more time and must be submitted 6 weeks prior to the meeting date.
- Meetings of less than 1 hour duration will not be approved.
- Meal durations will not count towards point totals.

What happens after your meeting is accredited:

If your application is successful you will receive a letter detailing the amount and type of points Fellows can claim for attending your meeting. A certificate template will also be sent to you. As detailed in point 17 of this application, you must provide a certificate of attendance to all RANZCOG participants at or following the meeting.

Advertising with RANZCOG:

We will advertise the meeting in the Meetings & Conferences list. This list is updated fortnightly and published on the Meetings & Conferences page of the RANZCOG website and also quarterly in the College O&G Magazine. The Meetings & Conferences list contains information on local and international events, including those occurring up to 2012. Entries on the Meetings & Conference list are free of charge and include basic information such as the meeting date, title, location and contact details.

- Please tick here if you do NOT wish your meeting to be included in the Meetings & Conferences list.**

A summary of your meeting can also be included free of charge in the College monthly email newsletter, 'College Connexion.' If you would like to utilise this option, please email a summary of your meeting to Rachel Corkery at rcorkery@ranzcoг.edu.au.

Opportunities are available for paid advertising in the College O&G Magazine. For more information please contact:

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(t) +61 3 9824 5241
(e) info@minniscomms.com.au