



MEETING / CONFERENCE ACCREDITATION INFORMATION

Are you holding a meeting, workshop and/or conference, and would like RANZCOG Fellows to attend?

Apply for RANZCOG meeting/conference accreditation and allocation of Continuing Professional Development (CPD) and/or Practice Review and Clinical Risk Management (PR&CRM) points

General Information

What are the criteria for RANZCOG accreditation?

In order to be College-approved, scientific sessions must constitute a minimum of 50% obstetrics and gynaecology in content. Other session types (eg. risk management) must be directly relevant to RANZCOG Fellows.

What documentation do I need to supply when applying for meeting/conference accreditation?

- A completed application form
- A copy of the scientific program (or draft), which must include the names of speakers, topics and time, schedules for each session (including lunch and a finishing time for each day)

Do I have to apply for accreditation prior to the meeting/conference?

Yes.

Can I apply for accreditation after the meeting/conference has been held?

No.

How soon before the meeting/conference do I need to apply?

This will depend on your application as there are a number of factors affecting how much lead-time we need. Generally, applications that have the appropriate accompanying documentation can be processed in 10 days. However, if you have pre- and post- questionnaires that you would like us to format, or if you wish to advertise the CPD points allocated in your program and advertising material, you will need to apply much earlier. The earlier you apply, the better.

How many points will be allocated to the meeting/conference?

This will depend on the length of the meeting/conference. Generally 1 point per hour is allocated, excluding time for lunch/dinner.

What type of points will be allocated to the meeting/conference?

CPD points in the Meetings category are allocated for meeting/conference attendance. However, if the meeting/conference has a risk management theme or has pre and post questionnaires, it may be eligible for points in the PR&CRM category (please see next section for more information).

What happens after the meeting/conference is accredited by RANZCOG?

College House staff will send a letter, informing you of your successful application and the amount and type of points Fellows can claim for attending your meeting/conference. A certificate template will also be sent to you, which you must complete and distribute to all RANZCOG participants at, or following the meeting/conference. Please ensure that you send a copy of the final program to College House for our records.

Who do I contact for more information on the accreditation procedure?

Please contact Val Spark, CPD Co-ordinator on (t) +61 3 9412 2921 or (e) vspark@ranzcoг.edu.au or May Kan, CPD Officer on (t) +61 3 9412 2933 or (e) mkan@ranzcoг.edu.au.

PR&CRM Points Allocation

How do I know if the meeting/conference is eligible for allocation of Practice Review & Clinical Risk Management (PR&CRM) points?

Meetings that have a session(s) with a risk management theme can generally be allocated points in the category of PR&CRM, rather than the Meetings category. Similarly, if a session(s) encourages participants to follow the quality cycle whilst incorporating the meeting/conference content (eg. pre and post questionnaires), Fellows can claim points in the PR&CRM category.

If you are unsure if your meeting contains these types of sessions, send your completed application form with accompanying scientific program and documentation, and we will assess these for you. Alternatively, contact May Kan, CPD Officer at College House on (t) +61 3 9412 2933 or (e) mkan@ranzco.edu.au.

What are the pre and post questionnaires, and are they eligible for PR&CRM points?

One format that awards PR&CRM points and has been used for a number of meetings and workshops, including RANZCOG held events, is having a pre- and post- questionnaire based on the meeting content. This encourages Fellows to assess their knowledge of the area before the meeting, and then again after – evaluating the impact that the session content had to their learning. It is important to indicate which part of the program will have the pre and post questionnaire attached to it, or whether it will be based on the entire program.

It is suggested that the pre and post questionnaires be the same, to be able to accurately assess the Fellow's learning. Multiple choice questions (MCQs) are the recommended format and at least 20 are requested. **MCQs must focus on obstetrics and gynaecological clinical practice.** RANZCOG have developed the document "Guide to Multiple Choice Questions" to assist you in this process. This document can be downloaded from our website www.ranzco.edu.au on the Meetings and Conferences Page, or call staff at College House to request a copy to be sent to you. A copy of the proposed questions must be sent to the College with the completed meeting accreditation application form.

Can RANZCOG format the questionnaire design, perform the analysis and provide feedback?

Yes. There is also the option of RANZCOG formatting the questionnaires, analysing the results and providing feedback to individual participants and organisers. This option is subject to a charge as outlined on the application form. If you would like to pursue this option, select "yes" to Question 16 on the application form and send the list of proposed questions and answers with your application. Please note that the College is not responsible for writing the actual questions or answers – these must be provided by the organiser.

What documentation do I need to supply when applying for meeting/conference accreditation with PR&CRM points allocation?

- A completed application form
 - A copy of the scientific program (or draft), which must include the names of speakers, topics and time, schedules for each session (including lunch and a finishing time for each day)
 - A copy of the pre and post questionnaires (if applicable)
- OR
- A copy of the questions and answers for RANZCOG questionnaire formatting design, ensuring payment details are completed on the application form (if applicable)

How soon before the meeting/conference do I need to apply for accreditation with PR&CRM points allocation?

The process of accrediting meetings/conferences with PR&CRM points takes longer than meetings/conferences with Meeting points due to the greater documentation requirements. Therefore, applications for accreditation should be submitted to College House at least 6 weeks prior to the meeting date.

What happens after the meeting/conference is held?

If the organisers have administered their own questionnaire, a copy of the unidentified overall results should be sent to the College. Organisers are responsible for sending Fellows their individual results and a certificate detailing the points allocated to the meeting by RANZCOG.

If the College has formatted the questionnaires, completed questionnaires with individual Fellow's names and addresses need to be sent back to the College for analysis. Once questionnaires are analysed, the College will send the individual results to the organisers and information on how Fellows can claim points, as well as an overall result analysis. Organisers are then responsible for sending the Fellows their individual results, a certificate and reiterating how they can claim points.

Meeting/Conference Advertising

Will RANZCOG advertise details of the meeting/conference?

Yes. Unless you specifically state that you do not wish us to advertise, we will advertise the meeting/conference in the Meetings & Conference list. This list is updated fortnightly and published on the Meetings & Conferences page of the RANZCOG website and also in the quarterly College O&G magazine. Entries on the Meetings & Conference List are free of charge and include the following basic information:

- Date
- Title
- Location
- Contact details

Can my meeting/conference be advertised in the College email newsletter?

Yes. The College's monthly email newsletter is called 'College ConneXion'. Entries in this newsletter are free of charge, and more information can be included. Please send information on your meeting/conference to the Communications Co-ordinator at RANZCOG on (t) +61 3 9417 1699 or (e) ranzco@ranzco.edu.au.

Can my meeting/conference be advertised in the College O&G magazine?

Yes. The College magazine 'O&G' is published four times per year (Summer, Autumn, Winter and Spring) and is mailed to every member of the College. Your meeting/conference will be included free of charge in the Meetings & Conferences list printed in O&G however; you may wish to place a separate advertisement in the magazine. There are fees involved in advertising in O&G. For information on advertising or on publishing inserts in O&G, please contact:

Bill Minnis
Minnis Communications, Melbourne
(t) +61 3 9824 5241
(f) +61 3 9824 5247
(e) info@minniscomms.com.au

Do I need to obtain accreditation before the meeting/conference can be advertised by RANZCOG?

No. Any conference that may be of interest to obstetricians and gynaecologists can be submitted for inclusion in the Meetings & Conferences list. This list is published on the Meetings & Conferences page of the RANZCOG website and also in the quarterly College O&G magazine.

How early can I have meeting/conference details included on the Meetings & Conferences List?

As soon as you know the date, location and contact person/website, let us know and we will advertise it. This will assist in forward planning and may avoid potential clashes with other conferences. Currently we have entries on the list up to and including 2012.

Does RANZCOG list details of overseas meetings/conferences?

Yes. We encourage all Fellows and conference organisers to submit details of overseas meetings/conferences that may be of interest to obstetricians and gynaecologists for inclusion on the list.