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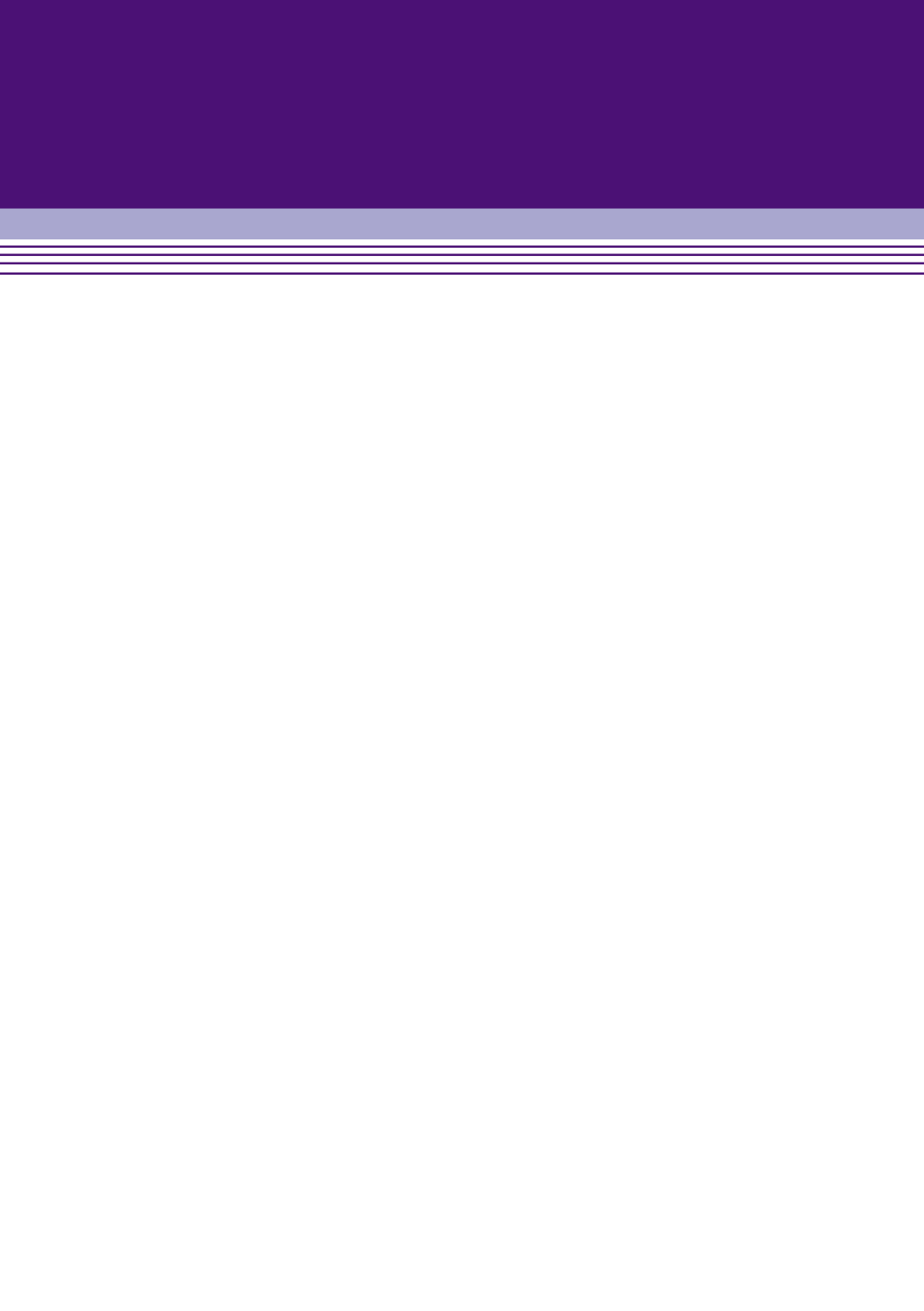
# In-hospital Clinical Assessment Modules

Information for Overseas Trained  
Specialists

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## IN-HOSPITAL CLINICAL ASSESSMENT MODULES

Module	Module Name	To be completed
1.	Consultation Skills OR Communication Skills Workshop	Prior to MRANZCOG Oral Examination
2.	Diagnostic Ultrasound	
3.	Colposcopy and Treatment of Cervical Diseases	

IHCA application forms, assessment forms and lists of approved assessors are available from the College website: [www.ranzcog.edu.au/trainees/ihca.shtml](http://www.ranzcog.edu.au/trainees/ihca.shtml)

### REPEAT ATTEMPTS

An unsatisfactory assessment may be repeated as many times as is necessary, but not within four weeks of an unsuccessful attempt. Application for approval of repeat attempts is essential.

Regulation 6.7.1 states:

In the event of a repeat attempt, the candidate must be assessed by two assessors from the official College list of authorised assessors of IHCA modules. In the event of conflict or recurrent failure, the relevant Regional/ New Zealand Training and Accreditation Committee Chairman may assist the candidate in the selection of assessors.

## **ASSESSMENT FEE**

### *IHCAs*

The assessment fee for In-hospital Clinical Assessments is \$AU280 (in 2007) and must be paid to RANZCOG each time an assessment is attempted. The application form (submitted with payment) is proof of payment when receipted by the College and returned to the candidate.

Candidates who withdraw after having made arrangements for this assessment to take place will have \$AU28 of the fee paid retained by RANZCOG.

Assessment fees and application forms must be sent to College House for processing AT LEAST ONE MONTH prior to the actual assessment.

Each application form must be approved by the College prior to assessment. Forms are stamped 'approved' and returned to the candidate, who should present the relevant form to the assessor on the day of the assessment.

### *Communication Skills Workshop*

The fee for the Communication Skills Workshop is \$AU450 (in 2007). Information relating to this workshop can be found on the College website: [www.ranzcog.edu.au/trainees/communication-skills-workshop.shtml](http://www.ranzcog.edu.au/trainees/communication-skills-workshop.shtml)

## **ASSESSORS**

IHCA modules must be assessed ONLY by College approved assessors. Lists of approved assessors are available on the website: [www.ranzcog.edu.au/trainees/ihca.shtml](http://www.ranzcog.edu.au/trainees/ihca.shtml)

## **CONTACT DETAILS**

For information relating to IHCAs and Communication Skills Workshops please contact Ms Georgina Anderson at College House: [ganderson@ranzcog.edu.au](mailto:ganderson@ranzcog.edu.au)

## COMMUNICATION SKILLS WORKSHOP

Information relating to the Communication Skills workshop is located at: [www.ranzcog.edu.au/trainees/communication-skills-workshop.shtml](http://www.ranzcog.edu.au/trainees/communication-skills-workshop.shtml)

This workshop has been developed in order to help equip RANZCOG trainees with the skills needed for effective communication in clinical practice.

In the workshop you will learn insights and techniques to:

- Improve your time management
- Reduce your risk of litigation
- Improve patient satisfaction and compliance with treatment
- Reduce your work stress
- Improve health outcomes for patients

Through lectures, videos, scenarios and exercises, you will learn and rehearse four key communication skills:

- How to engage patients at the start of the consultation
- How to empathise with patients
- How to educate and provide information
- How to empower patients to take responsibility for their healthcare

You will also learn:

- What causes difficult interactions
- How to look past words and emotion to understand peoples' real motivation and meaning
- Ways to engage others to help solve problems
- Words to communicate professional and personal boundaries
- Practical skills for handling difficult interactions and negotiations

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## MODULE 1: CONSULTATION SKILLS

### *Format*

A single assessor will observe a candidate interacting with at least six patients in a normally scheduled clinic session or, in some cases, in two normally scheduled clinic sessions. Using a standard rating form, the assessor will rate the candidate's performance in a number of defined skill areas.

The role of the assessor is that of observer and he/she should not normally need to conduct any physical examination of the patient, including vaginal and/or abdominal examination.

The In-hospital Clinical Assessment will be marked on a pass/fail basis, with a pass being awarded if the candidate performs at a satisfactory level in all skill areas.

### *Setting*

This assessment will be conducted in the hospital in which the candidate is currently employed and will take place in a normally scheduled outpatient clinic session(s) within the candidate's current hospital. As interaction between the candidate and both obstetric and gynaecological patients must be observed, it may be necessary to observe the candidate in both a gynaecological outpatient clinic and an antenatal clinic.

### *Number of Patients*

The assessor must observe the candidate interacting with at least six patients. At least three of these must be gynaecological patients and at least three must be obstetric patients. At least one patient in each category must be a new patient.

### *Duration of Observation*

The assessment should normally be completed within a single clinic session of two to three hours. However, it is accepted that in many cases it will be necessary to observe the candidate in two separate clinic sessions. Where possible, this should take place on a single day, and must take place within seven days.

The assessment includes an evaluation of AT LEAST THREE letters written by the candidate to referring doctors in relation to the patients seen in the session. The candidate MUST bring these letters to the session.

### *Assessor*

The assessor is to be selected from the official list of IHCA Approved Assessors. This list, regularly updated, is available on the College website.

The Assessor must be approached and their agreement to assess a module obtained. The Assessor must have had limited contact with the candidate.

If a candidate is required to repeat an assessment, a different assessor should be used.

**IMPORTANT:** It is an official College regulation that assessors must be given at least one month's notice that they will be required to assess a module. Candidates must therefore plan their IHCA modules well in advance.

Within Australia and New Zealand, the assessor must be a Fellow of the RANZCOG who is in active clinical practice in the specialty. An overseas assessor must be a specialist obstetrician/gynaecologist of consultant status who is in active clinical practice in the specialty and who has been approved for this purpose by the IHCA Coordinator of the Examination Committee.

### *Rating Form*

The assessor must use the standard rating form for the In-hospital Clinical Assessment module in Consultation Skills when rating the performance of the candidate. This form requires the assessor to rate the candidate on their performance in each of ten skill areas using a five-point scale. To achieve a pass in the In-hospital Clinical Assessment, the candidate must achieve a rating of at least 'C' in each of the ten skill areas.

### *Documentation*

After each attempt, the assessor must sign and date the rating form. The candidate must also sign and date the form and submit it to College House.

### *Candidates Overseas*

Assessment of candidates in registered training posts outside Australia and New Zealand must be conducted in their current hospital under conditions recognised by the College.

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## MODULE 2: DIAGNOSTIC ULTRASOUND

### *Format*

A single assessor will observe a candidate examining at least three patients in a normally scheduled clinic session. Using the standard rating form, the assessor will rate the candidate's performance in a number of defined skill areas. The role of the assessor is mainly that of an observer, but he or she may also examine the patients to check the accuracy of the candidate's assessment. The candidate is encouraged to explain what he or she is doing during the examination and to comment on findings as they occur. After each patient, the assessor may ask the candidate to summarise the results of the ultrasound assessment.

This module will be marked on a pass/fail basis, with a pass being awarded if the candidate performs at a satisfactory level in all skill areas.

### *Setting*

The In-hospital Clinical Assessment module in Diagnostic Ultrasound will be conducted in the hospital in which the candidate is currently employed. It will take place in a normally scheduled clinic session using ultrasound equipment with which the candidate is familiar.

### *Number of Patients*

The assessor must observe the candidate examining at least three patients. At least one of these must be in the first trimester of pregnancy, at least one must be in the second trimester, and at least one must be in the third trimester.

### *Duration of observation*

The assessment should normally be completed within a two-hour period during one clinic session.

### *Assessor*

The assessor is to be selected from the official list of IHCA Approved Assessors. This list, regularly updated, is available on the College website.

The Assessor must be approached and their agreement to assess a module obtained. The Assessor must have had limited contact with the candidate.

If a candidate is required to repeat an assessment, a different assessor should be used.

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**IMPORTANT:** It is an official College regulation that assessors must be given at least one month's notice that they will be required to assess a module. Candidates must therefore plan their IHCA modules well in advance.

Within Australia and New Zealand, the assessor must be a Fellow of the RANZCOG who either holds the Certificate in Obstetrical and Gynaecological Ultrasound (COGU), the Certificate in Maternal-Fetal Medicine (CMFM), or has a special interest in ultrasonology, or is a suitably qualified radiologist.

An overseas assessor must be a specialist obstetrician/gynaecologist of consultant status who is either a subspecialist in diagnostic ultrasound or has a special interest in the area and has been approved for that purpose by the IHCA Coordinator of the Examination Committee.

### *Rating Form*

The assessor must use the standard rating form for the In-hospital Clinical Assessment module in Diagnostic Ultrasound when rating the performance of the candidate. This form requires the assessor to rate the candidate on their performance in each of seven skill areas using a five-point scale. To achieve a pass in the In-hospital Clinical Assessment, the candidate must achieve a rating of at least 'B' in each of the seven skill areas.

### *Documentation*

After each attempt, the assessor must sign and date the rating form. The candidate must also sign and date the form and submit it to College House.

## MODULE 3: COLPOSCOPY AND THE TREATMENT OF CERVICAL DISEASE

### *Format*

The module consists of two components: colposcopic assessment and treatment of cervical disease. A single assessor will observe the candidate making a colposcopic assessment of at least three patients and treating another three patients. The patients who are assessed must be new cases, and will normally be seen in a scheduled clinic session.

Using the standard rating form, the assessor will rate the candidate's performance in a number of defined skill areas. The role of the assessor is mainly that of an observer, but he or she may also examine the patients to check the accuracy of the candidate's assessment. The candidate is encouraged to explain to the assessor and to the patient, when appropriate, what he or she is doing during both colposcopic assessment and treatment, and to comment on findings as they occur. After each patient, the assessor will ask the candidate to summarise the results of the colposcopic assessment and/or treatment.

This module will be marked on a pass/fail basis, with a pass being awarded if the candidate performs at a satisfactory level in all skill areas.

### *Setting*

The In-hospital Clinical Assessment module in Colposcopy and the Treatment of Cervical Disease will normally be conducted in the hospital in which the candidate is currently employed. The colposcopic assessment component will normally take place in a scheduled clinic session using colposcopy equipment with which the candidate is familiar. The treatment component will normally take place in a clinic, day surgery or operating theatre, depending on the normal practice of the hospital.

### *Number of Patients*

A single assessor must observe the candidate making a colposcopic assessment of at least three patients, all of whom must be new cases. In addition, a single assessor must observe the candidate performing ablative or excisional treatment of cervical disease in at least three patients. The treatment modality used may be diathermy, laser, loop, cryosurgery or cone biopsy. It is preferable that the same assessor carry out the entire assessment.

### *Assessor*

The assessor is to be selected from the official list of IHCA Approved Assessors. This list, regularly updated, is available on the College website.

The Assessor must be approached and their agreement to assess a module obtained. The Assessor must have had limited contact with the candidate.

If a candidate is required to repeat an assessment, a different assessor should be used.

**III**IMPORTANT: It is an official College regulation that assessors must be given at least one month's notice that they will be required to assess a module. Candidates must therefore plan their IHCA modules well in advance.

Within Australia and New Zealand, the assessor must be a Fellow of the College with expertise in colposcopy and the treatment of cervical disease. The assessor should preferably be a member of ASCCP or have similar evidence of ongoing certification in the subject.

An overseas assessor must be a specialist obstetrician/gynaecologist of consultant status with expertise in colposcopy and the treatment of cervical disease, who has been approved for the purpose by the IHCA Coordinator of the Examination Committee.

### *Rating Form*

The assessor must use the standard rating form for the In-hospital Clinical Assessment module in Colposcopy and the Treatment of Cervical Disease when rating the performance of the candidate. This form requires the assessor to rate the candidates on their performance in each of ten skill areas using a five-point scale. To achieve a pass in this module, the candidate must achieve a rating of at least 'B' in each of the ten skill areas.

### *Documentation*

After each attempt, the assessor must sign and date the rating form. The candidate must also sign and date the form and submit it to College House.



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