

THE ROYAL AUSTRALIAN  
AND NEW ZEALAND  
COLLEGE OF OBSTETRICIANS  
AND GYNAECOLOGISTS

# OTS Training Portfolio

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The Royal Australian and New Zealand College of Obstetricians and Gynaecologists  
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This material is available on the RANZCOG website: [www.ranzcog.edu.au](http://www.ranzcog.edu.au)

## UPDATES

Please note that every effort is made to ensure that the information and regulations in this portfolio are correct.

As such, it is regularly updated and trainees and Fellows are strongly advised to consult the latest version, available on the College website ([www.ranzcog.edu.au](http://www.ranzcog.edu.au)). Reference should also be made to the Training and Assessment Bulletins which are circulated by email each month and are available on the College website.

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- Section 6 - Trainee Participation in other Professional Activities
- Section 7 - Assessment of Competence in Key O&G Surgical Procedures
- Section 8 - Mid Semester Formative Reports
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## INTRODUCTION

Training for RANZCOG Fellowship prepares the Overseas Trained Specialist for effective integration into the Australian medical workforce. This requires the OTS Trainee to meet the high clinical standards set by the College and to develop behaviours that promote a patient-centered approach to healthcare and independent lifelong learning.

The College recognizes that Overseas Trained Specialists enter the RANZCOG OTS training program with highly developed skills and considerable professional experience in their field.

The College also recognizes that individual OTSs have specific training needs and that not all OTS trainees learn in the same way. The College values a learner-centered approach to training that encourages on-going guided self-evaluation and caters for different learning styles.

Prospectively approved OTS training and assessment is competency based. OTSs identified as being 'partially comparable' to an Australian-trained specialist are required to achieve and demonstrate competence across a range of competencies drawn from the RANZCOG curriculum.

The *RANZCOG Curriculum: A Framework to Guide the Training and Practice of Specialist Obstetricians and Gynaecologists* is available on the College website at: [www.ranzcog.edu.au/publications/pdfs/education/Curriculum.pdf](http://www.ranzcog.edu.au/publications/pdfs/education/Curriculum.pdf)

A breakdown of the competency standards follows in this document and is also available on the College website at: <http://www.ranzcog.edu.au/overseas/pdfs/ots-competency-standards.pdf>

### How to use this Portfolio

This Training Portfolio provides a succinct overview of all OTS training requirements, key OTS training documentation and formative assessment tools. It operates as a cumulative record of the OTS trainees' entire training. The portfolio comprises four sections:

- Section 1: College Information; Training and Assessment Overview; Policies and Regulations.
- Section 2: Competency Maps - Formative Assessment Tools
- Section 3: OTS Training and Assessment Record (TAR).
- Section 4: Training Logbook.

### For OTS Training Supervisors

The Training Portfolio should be used at your first and all subsequent meetings with the OTS trainee to identify the specific skills and training required and to map their progress towards competency. It should at all times contain a current record of their training experiences.

The portfolio should provide the focus of all regular formal meetings and discussions about the trainee's progress. It should also be a useful trigger for informal meetings and discussions and should facilitate constructive feedback.

The portfolio should be used as the key formative assessment tool to help you determine the degree of competency a trainee has achieved across the key competency areas.

Use the competency maps to determine whether the trainee has achieved competency and to direct them to resources and training experiences that will address their needs. In this way, the portfolio should help you develop a personalised learning plan for the OTS trainee and help you complete the summative RANZCOG Competency Assessment Form.

### For OTS Trainees

The Training Portfolio should be used as an ongoing, cumulative record of your training needs and experiences. It identifies the skills you need to acquire and the measures available to acquire them. It is essential that you keep accurate records of all your training experiences in the appropriate sections.

The portfolio should be the key point of reference for all formal discussions with your OTS Training Supervisor. It provides the basis for developing a personalised training plan that will expedite your movement towards Fellowship and ensure that all of your training needs are met.

The portfolio should also help you to develop patterns of critical, reflective and self-directed learning. You are encouraged to make reflective notes on your training and clinical experiences in the sections provided and to use this reflective process to determine future training pathways.

As an OTS trainee you will be issued with a RANZCOG trainee email address. If you have not received details of your RANZCOG email please contact the OTS Co ordinator at College House. This address will be used for communication by the College.

## COLLEGE INFORMATION

### OTS DATES FOR 2009

1 June	Final date to request applications for Membership/Fellowship for July Council meeting
1 July	Final date for return of applications for Membership/Fellowship for July Council meeting
14-18 July	Council and committee meetings
11 August	MRANZCOG Written Examination
1 October	Final date to request applications for Membership/Fellowship for November Council meeting
25 October	MRANZCOG Oral Examination
30 October	Closing date for applications for February/May 2010 MRANZCOG, DRANZCOG Written and Oral Examinations
1 November	Final date for return of applications for Membership/Fellowship for the November Council meeting
17-21 November	Council and committee meetings

### OTS DATES FOR 2010

1 February	Final date to request applications for Membership/Fellowship for the March Council meeting
9 February	MRANZCOG Written Examination
2nd week in February	Final date for return of applications for Membership/Fellowship for the March Council meeting
2-5 March	Council and committee meetings
31 May	Closing date for applications to sit the August/October MRANZCOG, DRANZCOG and Subspecialty Written and Oral Examinations
23 May	MRANZCOG Oral Examination
1 June	Final date to request applications for Membership/Fellowship for July Council meeting
1 July	Final date for return of applications for Membership/Fellowship for July Council meeting
13-16 July	Council and committee meetings
10 August	MRANZCOG Written Examination
1 October	Final date to request applications for Membership/Fellowship for November Council meeting
24 October	MRANZCOG Oral Examination
30 October	Closing date for applications for February/May 2010 MRANZCOG, DRANZCOG Written and Oral Examinations
1 November	Final date for return of applications for Membership/Fellowship for the November Council meeting
9-12 November	Council and committee meetings

**\* NOTE: LATE APPLICATIONS FOR RANZCOG EXAMINATIONS AND MEMBERSHIP/FELLOWSHIP ELEVATION WILL NOT BE ACCEPTED - Please refer to the relevant College Regulations.**

## OTS FEES FOR 2009

### Assessment & Training

Overseas Trained Specialist/Area of Need Practitioner Initial Assessment Fee (including GST)	\$ 1,947
Overseas Trained Specialist/Area of Need Practitioner Interview Fee (including GST)	\$ 3,894
Overseas Trained Subspecialist Assessment Fee (including GST)	\$ 2,684
Training Register Fee (due on commencement of approved training)	\$1,220
MRANZCOG Written Examination	\$ 810
MRANZCOG Oral Examination	\$ 1,500
In-hospital Clinical Assessment Modules	\$ 300 each
Basic Surgical Skills Training Registration	\$ 620
Communication Skills Workshop	\$ 500

### Certification and Elevation

Membership Elevation Fee	\$ 565
Fellowship Exemption Fee	\$ 565

### Subscription (July 1st 2009 – 30th June 2010)

Fellowship (In Australia)	\$1,804
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## OTS FEES FOR 2010

### Assessment & Training

Overseas Trained Specialist/Area of Need Practitioner Initial Assessment Fee (including GST)	\$ 2046
Overseas Trained Specialist/Area of Need Practitioner Interview Fee (including GST)	\$ 4092
Overseas Trained Subspecialist Assessment Fee (including GST)	\$ 2,816
Training Register Fee (due on commencement of approved training)	\$ 1280
MRANZCOG Written Examination	\$ 850
MRANZCOG Oral Examination	\$ 1,575
In-hospital Clinical Assessment Modules	\$ 315 each
Basic Surgical Skills Training Registration	\$ 650
Communication Skills Workshop	\$ 525

### Certification and Elevation

Membership Elevation Fee	\$ 590
Fellowship Exemption Fee	\$ 590

### Subscription (July 1st 2010 – 30th June 2011)

Fellowship (In Australia)	\$1892
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\* All fees are quoted in Australian dollars and are GST-exempt, unless otherwise indicated  
All fees are reviewed annually and subject to change

## OTS TRAINING AND ASSESSMENT STAFF CONTACT DETAILS

NAME AND POSITION	AREA OF RESPONSIBILITY	CONTACT DETAILS
Director of Education Mr Julian Cross	OTS Assessment	tel +61 3 9412 2928 fax +61 3 9419 0672 <a href="mailto:jcross@ranzcog.edu.au">jcross@ranzcog.edu.au</a>
OTS Coordinator	OTS Assessment and Registration	RANZCOG 254-260 Albert Street EAST MELBOURNE VIC3002 AUSTRALIA tel +61 3 9412 2970 fax +61 3 9412 2953 <a href="mailto:ots@ranzcog.edu.au">ots@ranzcog.edu.au</a>
OTS Administrative Officer	OTS Assessment and Registration	tel +61 3 9412 2937 fax +61 3 9412 2953 <a href="mailto:ots@ranzcog.edu.au">ots@ranzcog.edu.au</a>

## REGIONAL AND NEW ZEALAND COMMITTEES OF THE RANZCOG

These committees are administrative bodies which represent the College in Australian States and Territories. Trainees should send their training documentation to OTS Coordinator at College House who will forward them to the relevant Executive Officer.

New South Wales	Queensland
<p>Ms Lee Dawson Executive Officer Suite 4, Level 5 69 Christie Street St Leonards NSW 2065</p> <p>tel: +61 2 9436 1688 fax: +61 2 9436 4166 <a href="mailto:admin@ranzcoг.nsw.edu.au">admin@ranzcoг.nsw.edu.au</a></p>	<p>Ms Lee-Anne Harris Executive Officer Unit 22, Level 3 17 Bowen Bridge Road Herston QLD 4006</p> <p>tel +61 7 3252 3073 fax +61 7 3257 2370 <a href="mailto:ranzcoгqld@ranzcoг.edu.au">ranzcoгqld@ranzcoг.edu.au</a></p>
South Australia/ Northern Territory	Victoria
<p>Ms Tania Back Executive Officer 51-54 Palmer Place North Adelaide SA 5006</p> <p>Postal address: PO Box 767 North Adelaide, SA 5006</p> <p>tel: +61 8 8267 4377 fax: +61 8 8267 5700 <a href="mailto:sa.nt@ranzcoг.edu.au">sa.nt@ranzcoг.edu.au</a></p>	<p>Ms Fran Watson Executive Officer 8 La Trobe Street Melbourne VIC 3000</p> <p>tel: +61 3 9663 5606 fax: +61 3 9662 3908 <a href="mailto:vsc@ranzcoг.edu.au">vsc@ranzcoг.edu.au</a></p>
Western Australia	
<p>Ms Janet Davidson Executive Officer Level 1, 44 Kings Park Road West Perth WA 6005</p> <p>Postal address: PO Box 6258 East Perth WA 6892</p> <p>tel: +61 8 9322 1051 fax: +61 8 6263 4432 <a href="mailto:ranzcoгwa@westnet.com.au">ranzcoгwa@westnet.com.au</a></p>	

# COLLEGE INFORMATION

## REGIONAL/NEW ZEALAND TRAINING ACCREDITATION (TA) COMMITTEES

These RANZCOG Committees, covering Australian states and territories and New Zealand, are responsible for the appointment of Program Co-ordinators and OTS Training Supervisors.

The TA Committees also review applications made by prospective MRANZCOG/FRANZCOG trainees in the relevant state, territory or country.

The Chairs of these committees are also responsible for reviewing and signing the Mid-semester and Six-monthly training documentation of trainees in the relevant state, territory or country, and overseeing their progress.

New South Wales & ACT	Queensland
<p>Dr Jason Abbott Chair, NSW TA Committee C/- RANZCOG NSW Regional Committee Office Suite 4, Level 5 69 Christie Street St Leonards NSW 2065 fax: +61 2 9436 4166 <a href="mailto:vjroach@bigpond.net.au">vjroach@bigpond.net.au</a></p>	<p>Dr Deryck Charters Chair, QLD TA Committee C/- RANZCOG QLD Regional Committee Office Unit 22, Level 3 17 Bowen Bridge Road Herston QLD 4006 fax 07 3257 2370 <a href="mailto:deryck_charters@health.qld.gov.au">deryck_charters@health.qld.gov.au</a></p>
South Australia & Northern Territory	Tasmania
<p>Dr Martin Ritossa Chair, SA/NT TA Committee C/- RANZCOG SA/NT Regional Committee Office PO Box 767 North Adelaide SA 5006 fax: +61 8 8267 5700 <a href="mailto:martin.ritossa@nwahs.sa.gov.au">martin.ritossa@nwahs.sa.gov.au</a></p>	<p>Dr Frank Clark Chair, TAS TA Committee C/- RANZCOG Vic Regional Committee Office 8 Latrobe Street Melbourne VIC 3000 fax: +61 3 662 3908 <a href="mailto:frank.clark@tasgynae.com">frank.clark@tasgynae.com</a></p>
Victoria	Western Australia
<p>Dr Bernadette White Chair, VIC TA Committee C/- RANZCOG VIC Regional Committee Office 8 La Trobe Street Melbourne VIC 3000 fax: +61 3 9662 3908 <a href="mailto:bwhite2@mercy.com.au">bwhite2@mercy.com.au</a></p>	<p>Dr Krish Karthigasu Chair, WA TA Committee C/- RANZCOG WA Regional Committee Office Level 1, 44 Kings Park Road PO Box 6258 East Perth WA 6892 fax: +61 8 6263 4432 <a href="mailto:krishkar@bigpond.net.au">krishkar@bigpond.net.au</a></p>

## MRANZCOG EXAMINATIONS

The MRANZCOG Written and Oral Examinations are part of OTS assessment. OTS trainees do not however formally apply for the MRANZCOG qualification. Rather it is incorporated in their application for elevation to Fellowship.

### MRANZCOG Written Examination

The MRANZCOG Written Examination is based on knowledge that underpins the educational objectives and outcomes listed in the RANZCOG Curriculum. Candidates are therefore not to attempt the written examination until they are confident that they have assimilated the necessary knowledge.

Whilst the FLP modules are a resource to aid trainees in this, their content does not define completely the boundaries of knowledge examinable. Candidates should familiarise themselves with the educational objectives and outcomes listed in the RANZCOG Curriculum.

### Applying to Undertake the Written Examination

Candidates must complete the relevant application form which is available on the College website: [www.ranzcog.edu.au/trainees/exams-application-forms.shtml](http://www.ranzcog.edu.au/trainees/exams-application-forms.shtml)

### Closing Dates for Applications to Undertake the Written Examination

Applications for the February MRANZCOG Written Examination close on the 30th October of the year preceding the examination. Applications for the August MRANZCOG Written Examination close on the 31st May of the same year.

**Late applications will not be accepted.**

### Format of the Written Examination

The MRANZCOG Written Examination currently consists of two papers:

- A multiple choice question (MCQ) paper of 120 questions. Marks are not deducted for incorrect responses.
- A short answer question paper consisting of 12 questions, all of equal value. Answers to these questions should preferably be in 'dot-point form', although continuous prose is also acceptable.

The time allowed for each paper is three hours and both papers are completed on the same day.

Sample Multiple Choice and Short Answer questions used in previous Written Examinations are available on the College website: [www.ranzcog.edu.au/trainees/exams-main.shtml](http://www.ranzcog.edu.au/trainees/exams-main.shtml)

### Legible English in Written Examinations

All RANZCOG written examinations must be answered by candidates in legible, handwritten English. Any answer (or portion of an answer) that cannot be read by examiners will not be marked. See Regulation 4.5.

### MRANZCOG Oral Examination

The MRANZCOG Oral Examination is based on the knowledge, skills, and attitudes described by the educational objectives and outcomes listed in the RANZCOG Curriculum.

### Applying to Undertake the Oral Examination

Candidates must complete the relevant application form which is available on the College website: [www.ranzcog.edu.au/trainees/exams-application-forms.shtml](http://www.ranzcog.edu.au/trainees/exams-application-forms.shtml)

### Payment of the Oral Examination Fee

Payment of the oral examination fee is NOT made at the time of application. Applicants who are eligible to sit the examination and have had their place in the examination confirmed, will be contacted by Assessment Services and asked to submit payment of the fee by a prescribed deadline (see regulation 4.1.4).

- For an oral examination held in the first half of the year, the fee must be received at College House by close of business on 30th April.
- For an oral examination held in the second half of the year, the fee must be received at College House by close of business on 30th September.

### Closing Dates for Applications to Undertake the Oral Examination

Applications for the April/May MRANZCOG Oral Examination close on the 30th October of the year preceding the examination. Applications for the October MRANZCOG Oral Examination close on the 31st May of the same year.

**Late applications will not be accepted.**

### Venue for the Oral Examinations

All MRANZCOG Oral Examinations are held in Melbourne.

### Format of the Oral Examination

The MRANZCOG Oral Examination is a carefully planned and highly structured examination. It is designed to assess the clinical competence (including reasoning and judgment) of a candidate in the examination, diagnosis and management of specific clinical problems.

Candidates are examined at eight 20-minute stations, each involving a single examiner. Each station involves a simulated clinical encounter with a patient and sometimes with other people (midwife, registrar, patient's partner, etc). These roles may be played by the examiner or in certain circumstances by trained actors.

Of the 20 minutes set aside for each station, 15 minutes are actual testing time, with the remaining time being used by the candidate to move to the next station and to read the initial document(s) for that station.

In some examinations, one or two rest stations of 20 minutes duration may also be incorporated.

## Language and the MRANZCOG Oral Examination

Candidates for the MRANZCOG Oral Examination are advised of the following as guidelines for the type of language that should be used when interacting with examiners and standardised patients (SPs) during stations.

- Where a candidate is interacting with a standardised patient, that patient should be treated as a lay person and lay language used; i.e. the standardised patient should be treated as if they were a patient in an everyday practice situation and appropriate language used.
- Where a candidate is interacting with an examiner, be it directly or in a scenario involving a telephone conversation with a doctor or other health professional (e.g. midwife), candidates may use technical medical language.

## Articles Drawn on for Examination Questions

Candidates should be aware that research published less than three months prior to an examination will not be required knowledge for the purpose of any College examination.

## Special Consideration Guidelines

Special consideration is available to candidates who believe their examination preparation and/or performance has been hampered by illness or other causes to such a substantial degree.

These Guidelines are set out in the Governance I section of this publication. The Guidelines and the application form are also available on the College website: [www.ranzcog.edu.au/trainees/pdfs/assessment/special-consideration.pdf](http://www.ranzcog.edu.au/trainees/pdfs/assessment/special-consideration.pdf)

**Please refer to the Governance I: Policies, Standards, and Guidelines Relating to Trainees section of this handbook for details relating to special consideration.**

## Examination Feedback

Candidates who pass any College examination are not eligible to receive feedback.

## Examination Counselling Guidelines

At the March 2004 meeting of the RANZCOG Examination Committee, it was decided that the College would offer a counselling process to examination candidates who have been unsuccessful in passing the MRANZCOG Written or Oral Examination on two or more occasions. This counselling will attempt to identify and give advice in relation to areas that may be affecting the ability of the candidates concerned to pass the examinations in question.

**Please refer to the Governance I: Policies, Standards, and Guidelines Relating to Trainees section of this handbook for details relating to examination counselling.**

## ASSESSMENT DOCUMENTATION OVERVIEW

All OTS training documentation is available on the College website:

<http://www.ranzcog.edu.au/overseas/ots-trainees-documentation.shtml>

### OTS Training Assessment Record (OTS TAR)

The TAR is a collection of documents issued by the College to enable the trainee (including OTS trainees) to consecutively record all the training and assessment experiences required for MRANZCOG/FRANZCOG training.

Program Co-ordinators and Training Supervisors can and will request to see a trainee's OTS TAR at any time, particularly when commencing or prior to commencing a new training post, so it is vital that trainees retain an updated copy of their entire OTS TAR at all times.

### OTS Logbook (Daily Training Record)

The Logbook is used by each trainee as a personal record of all required procedural and other training experiences in every year of MRANZCOG/FRANZCOG or Subspecialty training.

It is an essential proof of training, which the OTS trainee must submit to the College when applying for Fellowship or Subspecialty certification.

Trainees should keep their Logbooks at hand at all times and always up-to-date.

The Logbook must be reviewed and signed by the OTS Training Supervisor every three months.

The Logbook also provides the OTS trainee with the basis for the six-monthly summary of his/her experience which is recorded in the Training Assessment Record and is also relevant to the Six-Monthly Report.

**IMPORTANT: OTS Trainees should download extra logbook pages from the College website as needed.**

The TAR contains:

- The trainee's training history – his/her summary of completed training (updated each year)
- The trainee's average weekly timetable – to be entered on the TAR for each six-month training period
- Workshops attended
- In-hospital Clinical Assessment modules
- MRANZCOG Written and Oral Examinations
- Participation in other professional activities
- Annual leave and special leave details
- 3 and 6 monthly assessment reports (including Clinical Training Summaries (CTS) )

The TAR also contains the Certificate of Satisfactory Completion of Training (CSCT), which is signed by the OTS Chair and relevant Regional TA Chair AFTER application for Fellowship has been approved.

### Clinical Training Summaries (CTS)

At the end of each six-month training period, the trainee must tally the clinical experiences recorded in the Logbook and record the results on the CTS sheet that is part of the 6 monthly Assessment Report. Results should be recorded under two headings – Primary Operator Procedures and Assists. The report and CTS are submitted to the OTS Coordinator who forwards them to the OTS Chair and relevant Regional TA Chair for signing.

### Mid-Semester (Three-Monthly) Formative Assessment Report

This is a compulsory mid-semester assessment which all Training Supervisors are required to complete with each trainee. The OTS Training Supervisor meets with the trainee to discuss his/her progress and performance and the details are recorded on the form.

The main features of the form are:

- Brief summary by the Training Supervisor of the trainee's progress and performance
- Self-assessment of progress and performance by the trainee
- The OTS Training Supervisor indicates if assessment is satisfactory OR that improvement is expected
- If the latter, a warning is given that failure to improve may result in an unsatisfactory six-monthly report (VITAL: If no formal warning is given at this stage, it effectively invalidates an unsatisfactory 6-monthly report)
- The OTS Training Supervisor and trainee both sign and date the form

Trainees are responsible for submitting the form to the OTS Coordinator who will forward it to the relevant Regional TA Chair and OTS/AoN Chair for checking and signing.

# OTS ASSESSMENT DOCUMENTATION

## Six-Monthly Summative Assessment Report

After each six-month period in each year of training, a formal summative assessment is made by the OTS Training Supervisor of the trainee's performance and progress.

The Six-Monthly Summative Assessment Report is vital. It is both a means of giving feedback to the trainee and an essential assessment tool for OTS Training Supervisors and Regional/NZ TA Committees and Subspecialty Committees.

The OTS Training Supervisor bases the report on ratings and comments collected from individual consultants who have worked with the trainee.

To do this, the OTS Training Supervisor or the trainee (with the supervisor's permission) distributes copies of the official Consultant Assessment of Trainee Form to the consultants. These forms should be distributed to the relevant consultants two-three weeks before the end of the training period.

The OTS Training Supervisor must discuss the report with the trainee in person before they both sign and date it. The trainee is then responsible for submitting the form to the OTS Coordinator who will forward it to the OTS Chair and relevant Regional TA Committee Chair for approval. The Six-Monthly Summative Assessment Report includes the Clinical Training Summary for the period.

### Procedure with a Satisfactory Six-Monthly Summative Assessment Report

Once the trainee and supervisor have signed and dated the report, the trainee is responsible for immediately submitting the report to the OTS Coordinator for checking and signing by the relevant Regional TA Chair and OTS/AoN Committee Chair.

For instructions on how to submit satisfactory reports, see the guidelines accompanying the Six-Monthly Summative Assessment Report.

### Procedure with an other than Satisfactory Six-Monthly Summative Assessment Report

A Report is other than satisfactory if:

- a fail is recorded in any attribute category

If a Report is other than satisfactory, the Training Supervisor **MUST** refer the Report, together with the TAR, to the OTS Coordinator who will forward it to the OTS/AoN Committee Chair and relevant Regional TA Committee Chair for review.

The supervisor may also refer a Report to the Committee if he/she believes any aspect of the trainee's performance needs reviewing.

The OTS/AoN Chair and the relevant Regional TA Chair confer to determine whether the report will be assessed as **SATISFACTORY, BORDERLINE** or **FAIL**. If the assessment is deemed **FAIL**, the result is referred to the OTS/AoN Committee for ratification.

The OTS/AoN Chair will inform the trainee and the supervisor, by letter, of the Committee's decision and (where applicable) make recommendations for improvements in performance and progress, including appropriate supervision and mentoring.

The Chair will indicate his/her decision on the Report, sign and date it, and send it to College House. College House will then send a copy of the report back to the trainee.

## Competency Assessment Form

The RANZCOG Competency Assessment Form identifies the key competencies against which OTS Trainees are assessed. OTS Training Supervisors are required to sign off on this form once they are satisfied that the OTS trainee has achieved competency in each of the required areas.

The competency maps included in this training portfolio are important tools for determining competency in these areas.

## Submission of Training Documents

All OTS Training documentation must be submitted to the OTS Coordinator who will forward them to the relevant regional TA Chair and OTS/AoN Chair for signing and verification. It is the trainee's responsibility to ensure that this happens in a timely manner. There are instructions on the forms regarding timeframes.

# OTS ASSESSMENT DOCUMENTATION

## RANZCOG OTS COORDINATOR

RANZCOG  
254-260 Albert Street  
EAST MELBOURNE  
VIC3002  
AUSTRALIA  
tel +61 3 9412 2970  
fax +61 3 9412 2953  
[ots@ranzcoг.edu.au](mailto:ots@ranzcoг.edu.au)

## REGIONAL TRAINING & ASSESSMENT CHAIRS

<b>NSW/ACT</b>	<b>QLD</b>	<b>SA</b>
<b>Dr Jason Abbott</b>	<b>Dr Deryck Charters</b>	<b>Dr Martin Ritossa</b>
Lee Dawson NSW Regional TA Committee Suite 4, Level 5 69 Christie St St Leonards NSW 2065	Lee-Anne Harris QLD Regional TA Committee Unit 22, Level 3 17 Bowen Bridge Rd Herston QLD 4006	Tania Black SA/NT Regional TA Committee PO Box 767 North Adelaide SA 5006
<b>TAS</b>	<b>VIC</b>	<b>WA</b>
<b>Dr Frank Clark</b>	<b>Dr Bernadette White</b>	<b>Dr Krish Karthigasu</b>
TAS Regional TA Committee C/- Fran Watson 8 La Trobe St Melbourne VIC 3000	Fran Watson VIC Regional TA Committee 8 La Trobe St Melbourne VIC 3000	Janet Davidson WA Regional TA Committee PO Box 6258 East Perth WA 6892

## FELLOWSHIP ELEVATION

It is the Trainee's responsibility to apply for Fellowship.  
An OTS Trainee is eligible to apply for Fellowship when he/she:

- has completed a minimum of 12 months of prospectively approved training,
- has satisfactorily completed the MRANZCOG Written and Oral Examinations,
- has satisfactorily completed the two required IHCA's and the Communications Skills Workshop,
- has satisfactorily completed the basic and advanced surgical skills assessments,
- has been deemed competent across the range of competencies identified on the RANZCOG OTS Competency Assessment Document,
- has presented all Logbooks, Mid-Semester Assessment Reports, Six-monthly Summative Assessment Reports (including Clinical Training Summaries), Training Assessment Record (TAR) and Certificates of Satisfactory Completion of Training (CSCT) to the OTS Coordinator for signing.

## FELLOWSHIP ELEVATION PROCESS

The OTS Trainee contacts the OTS Coordinator at College House to request an application for elevation to Fellowship

Non-negotiable deadlines for requesting an application are:

- 1 February (March Council)
- 1 June (July Council)
- 1 October (November Council)

**OTS Coordinator prepares Fellowship application**



**Application is sent to trainee for verification and signing**



**Trainee signs form and returns it to College House**

Non-negotiable deadlines for returning an application are:

- 1 March (March Council)
- 1 July (July Council)
- 1 November (November Council)

**After College OTS Committee and Council approval, applicant is advised by letter of the decision.**



**OTS Trainee is then required to:**

- Present certified copies of current medical registration and evidence of Australian or New Zealand residency
- Sign College Fellowship declaration
- Pay elevation and subscription fees

**All requirements completed**

- OTS Trainee is sent letter confirming Fellowship and certificate of Fellowship
- A fax is sent to the Health Insurance Commission (HIC) notifying them of the trainee's date of elevation to Fellowship and contact details. HIC then contacts trainee to confirm Fellowship status.



## RANZCOG REGULATIONS FOR OVERSEAS TRAINED SPECIALISTS

(Full ITP/EP and Subspecialty Regulations are available in the ITP/EP Training Handbook)

OTS REGULATION CONTENTS	
4.1 - 4.5	RANZCOG Examinations - General Regulations
6.1 - 6.7	In-hospital Clinical Assessment Modules
8.1 - 8.8	MRANZCOG Written Examination
9.1 - 9.8	MRANZCOG Oral Examination
11.1 - 11.9	Training Assessment Documentation
16.1-16.11	Elevation to Fellowship
17.1-17.2	Continuing Certification
18.8-18.13	Assessment of Overseas Trained Specialists applying for recognition as a Specialist in Obstetrics & Gynaecology in Australia
19.1-19.8	Appeals Procedures
20.1-20.13	Plagiarism
21.1-21.7	Trainees' Leave Arrangements in Relations to Training

### IMPORTANT NOTE:

The College regulations are always subject to change.

All changes will be published on the College website:  
[www.ranzcog.edu.au](http://www.ranzcog.edu.au)

Changes to the regulations will apply from the date of ratification by Council unless otherwise stated.

These regulations prevail to the extent of any inconsistency with any College document or publication, excluding the Articles of Association. The regulations also prevail except where, in the judgement of the relevant committee and/or Council, exceptional circumstances apply.

## 4. MRANZCOG EXAMINATIONS – GENERAL REGULATIONS

### 4.1 Applications

4.1.1 Applications for all RANZCOG assessments must be made on the prescribed application forms.

4.1.2 Applications for the written examination will be accepted after candidates have met all requirements for eligibility. However, the application form, examination fee and supporting documents must be received by the closing date for receipt of applications. Late applications will not be accepted.

*[Ratified by Council, July 2007]*

4.1.3 Closing dates for applications to sit MRANZCOG written and oral examinations to be held in the first half of a year will be 30 October of the preceding year. For those to be held in the second half of a year the closing date will be 31 May of that year.

*[Ratified by Council, July 2009]*

4.1.4 Once candidates have had their place in the oral examination confirmed, they will be asked to pay the fee for that examination by a prescribed deadline. Fees for the oral examination must be received by College House by close of business on 30 April for examinations to be held in the first half of a year and by College House by close of business on 30 September for those examinations to be held in the second half of the year. Failure to submit the required fee will result in removal from the oral examination. Late payment of fees will not be accepted.

*[Ratified by Council, July 2007]*

### 4.2 Examination Fees

Examination fees may not be credited against future applications unless the candidate can show cause to the satisfaction of the Examination Committee that exceptional circumstances prevail.

### 4.3 Withdrawal

Unless the candidate can show cause to the satisfaction of the Examination Committee that exceptional circumstances prevail:

4.3.1 Formal written withdrawal received within four weeks of the closing date for applications will result in 10 per cent of the examination fee being retained. Written notification received after that time but before the starting time of the examination will result in 25 per cent of the examination fee being retained.

4.3.2 Failure to give written notice of withdrawal before the starting time of the examination will result in forfeiture of the whole examination fee.

4.3.3 Failure to present for any section of an examination will constitute a failure in the whole examination.

### 4.4 Results

4.4.1 Candidates are not permitted to communicate directly with individual examiners regarding their results. All enquires must be directed in writing to the Chairman of the Examination Committee at College House.

4.4.2 Results will not be released to any person other than the candidate, unless proof can be provided that the candidate's express permission has been given.

4.4.3 If, in the opinion of the Examination Committee, a candidate has made an attempt to obtain, or has obtained, an unfair advantage before or during any part of the examination, the candidate will be withdrawn from the examination. Subsequent to this, the candidate's eligibility for further examination by the College will be considered by Council.

- 4.5 **Legible English**  
All RANZCOG written examinations must be answered by candidates in legible, handwritten English. Any answer (or portion of an answer) that cannot be read by examiners will not be marked.  
[Ratified by Council, November 2005]
6. **IN-HOSPITAL CLINICAL ASSESSMENT MODULES**
- 6.1 Regulation removed.  
[Ratified by Council, November 2006]
- 6.2 **Fees**  
Candidates for an In-hospital Clinical Assessment module must pay the necessary assessment fee for each module and for each attempt at the assessment.
- 6.3 **Deadline**  
All trainees must satisfactorily complete In-hospital Clinical Assessment Module 1 Consultation Skills before the end of year 2 of training.
- 6.4 **Timeframe**  
Each In-Hospital Clinical Assessment
- 6.4.1 with the exception of Module 1 (see 6.3), may be attempted at any time during training, and candidates are encouraged to attempt them as early as possible. Application forms and payments for In-hospital Clinical Assessment modules should be received at College House at least one month prior to the assessment.  
[Ratified by Council, February 2002]  
  
[The current In-hospital Clinical Assessment modules are:  
Module 1: Consultation Skills (All trainees must satisfactorily complete this assessment prior to commencing Year 3 of training)  
Module 2: Diagnostic Ultrasound  
Module 3: Colposcopy and the Treatment of Cervical Disease]
- 6.4.2 may be repeated as many times as is necessary but not within four weeks of an unsuccessful attempt.
- 6.5 Regulation removed.  
[Ratified by Council, November 2006]
- 6.6 **Assessors**
- 6.6.1 In Australia and New Zealand, assessors must be selected from the relevant Panel of Assessors. All assessors must be approved by the IHCA Coordinator on the Examinations Committee.
- 6.6.2 Outside Australia and New Zealand, an assessor must be a specialist obstetrician/gynaecologist of consultant status who is in active clinical practice in the specialty and has been approved for this purpose by the Chairman of the Examination Committee.  
  
The choice of an assessor to assess an IHCA module should be made by the ITP Co-ordinator/Training Supervisor, using the official College list of authorised assessors of IHCA modules. Assessors must be given at least one month's notice that their services are required.
- 6.7 **Repeat Attempts**
- 6.7.1 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 & Accreditation Committee Chairman may assist the candidate in the selection of assessors.

## 8. MRANZCOG WRITTEN EXAMINATION

### 8.1 Required Training

A candidate for the MRANZCOG Written Examination who commenced training before 1 January 1996 must have been credited with at least 30 months of training on the basis of the Six-monthly Trainee Reports and assessed by the Training Accreditation Committee.

### 8.2 Eligibility

RANZCOG trainees must complete at least 30 months of prospectively approved and satisfactory training in the Integrated Training Program in order to sit the MRANZCOG Written Examination.

Applications from trainees to sit the MRANZCOG Written Examination will be accepted where trainees, at a minimum, meet the following training requirements:

- be credited with at least 24 months of prospectively approved and satisfactory ITP training; and
- be currently undertaking a further six month period of prospectively approved training which, if satisfactorily completed, will result in a total of 30 months satisfactory training being completed prior to the date of the examination.

Following the examination, all candidates will be notified of their results; however, a pass in the examination will only be formally awarded by the College Council to trainees once they have satisfactorily completed and been credited with at least 30 months of ITP training.

*[Ratified by Council, July 2005]*

### 8.3 Distance Education Program

A candidate must have passed or obtained exemption from the MRANZCOG Distance Education Program.

### 8.4 Prerequisite for Subspecialty Training

Completion of all requirements for attainment of the MRANZCOG is a prerequisite for the commencement of subspecialty training.

*[Ratified by Council, July 2004]*

### 8.5 Regulation Removed

*[Ratified by Council, July 2004]*

### 8.6 Regulation Removed

*[Ratified by Council, July 2004]*

### 8.7 Frequency

The MRANZCOG Written Examination will be held twice yearly in venues approved by Council.

### 8.8 Attempts

The maximum number of attempts at the MRANZCOG Written Examination will be four.

## 9. MRANZCOG ORAL EXAMINATION

### 9.1 Eligibility

Candidates for the MRANZCOG Oral Examination must have:

#### 9.1.1 Regulation removed.

*[Ratified by Council, November 2006]*

#### 9.1.2 passed the MRANZCOG Written Examination.

### 9.2 Regulation Removed

*[Ratified by Council, July 2004]*

### 9.3 Frequency

The MRANZCOG Oral Examination will be held twice yearly in Australia or New Zealand in a venue approved by the Examination Committee.

*[Revised and ratified by Council, July 2004]*

### 9.4 Attempts

The maximum number of attempts at the MRANZCOG Oral is four.

### 9.5 Required Training

In order to sit the MRANZCOG Oral Examination, trainees must have completed 36 months of prospectively approved and satisfactory training.

Applications from trainees to sit the MRANZCOG Oral Examination will be accepted where trainees, at a minimum, meet the following training requirements:

- be credited with at least 30 months of prospectively approved and satisfactory ITP training; and
- be currently undertaking a further six month period of prospectively

approved training which, if satisfactorily completed, will result in a total of 36 months satisfactory training being completed prior to the date of the examination.

Following the examination, all candidates will be notified of their result; however, a pass in the examination will only be formally awarded by the College Council to trainees once they have satisfactorily completed and been credited with at least 36 months of ITP training.

*[Revised and ratified by Council, November 2006]*

## 9.6 Availability of Places

The College may limit the number of candidates accepted for the MRANZCOG Oral Examination on any occasion, acceptances being based on the order in which:

- (i) applications are received by the Examinations Officer at College House; and
- (ii) applications meet all eligibility requirements for the examination.

*[Ratified by Council, July 2004]*

## 9.7 Extension of Application Deadline

For candidates who are unsuccessful at a MRANZCOG Oral Examination, and where publication of results occurs after the closing date for applications for the next such examination, applications to sit that MRANZCOG Oral Examination will be allowed for a period of up to fourteen days from the date of publication of results.

*[Ratified by Council, July 2004]*

## 9.8 Priority of Applications

Where the College decides to limit candidate numbers for a particular MRANZCOG Oral Examination, applications from candidates applying under 9.7 above will be given priority over other applications.

*[Ratified by Council, July 2004]*

## 11. TRAINING ASSESSMENT DOCUMENTATION

### 11.1 Training Assessment Record

MRANZCOG/FRANZCOG candidates are required to submit their Training Assessment Record containing Clinical Training Summaries and Six-monthly Trainee Reports, which outline the training they have received. (ITP and Elective trainees must also include their Mid-semester Formative Assessment sheets.)

*[Revised and ratified by Council, November 2003]*

### 11.2 Logbook (Daily Training Record)

The contents of the Logbook (Daily Training Record) must be reviewed, initialled and dated by the Training Supervisor at least every three calendar months.

### 11.3 Submission of Training Assessment Record

On commencing a new training post, every trainee must submit an updated Training Assessment Record to his or her new training supervisor. Training Supervisors must contact College House if any documentation is not provided.

### 11.4 Review and Approval of Logbook and Training Assessment Record

The Chairman of the relevant Regional/New Zealand Training and Accreditation Committee must review and approve the Logbook and the Training Assessment Record when a candidate submits an application to take the MRANZCOG Oral Examination or submits an application for elevation to Fellowship.

### 11.5 Certificate of Logbook Accuracy and Completion - Membership

The Certificate of Logbook Accuracy and the Certificate of Satisfactory Completion of the Membership Logbook (contained in the Logbook) must be completed and signed by the Chairman of the relevant Regional/New Zealand Training & Accreditation Committee before certification for Membership can occur (*not applicable to OTS Trainees*).

# OTS REGULATIONS

## 11.6 Certificate of Logbook Accuracy and Completion - Fellowship

The Certificate of Logbook Accuracy and the Certificate of Satisfactory Completion of the Fellowship Logbook (contained in the Logbook) must be completed and signed by the Chairman of the relevant Regional/New Zealand Training & Accreditation Committee before Elevation to Fellowship can occur.

## 11.7 Mid-Semester Formative Assessments and Six-Monthly Trainee Reports

**11.7.1** A Six-monthly Trainee Report (based on Trainee Assessment Forms completed by consultants) and a Mid-semester Formative Assessment for each ITP and Elective trainee must be completed by the Training Supervisor, discussed with the trainee and signed by the relevant Regional/New Zealand Training Accreditation Committee Chair. This documentation must be forwarded to College House within eight weeks of the end of the relevant training period.

In the event that there are concerns about a trainee's performance and progress it is essential that a formal warning is given to the trainee by the Training Supervisor at least three months prior to the six-monthly summative assessment. The trainee must be advised that improvement in performance and progress will be expected over the next three months in the specified areas or an unsatisfactory six-monthly report may result. This formal warning must be indicated on the mid-semester assessment report form in the section provided, and initialled and dated by both the supervisor and the trainee. Failure to follow this process will invalidate a 'Fail' six-monthly summative assessment.

*[Revised and ratified by Council, November 2007]*

**11.7.2** Any six-monthly assessment which is Other than Satisfactory must be referred to the Chairman of the relevant Regional/New Zealand Training & Accreditation Committee for further consideration and action by that committee

**11.7.3** All six-monthly summative assessment reports assessed as 'Other than satisfactory' will be considered by the relevant Regional/NZ Training & Accreditation Committee at the next meeting following the conclusion of the relevant six-month training period. The Committee, after discussion, will decide if the trainee's assessment is to be deemed 'Satisfactory', 'Borderline' or 'Fail'. In making their decision, the Committee will discuss the trainee's report with the relevant Training Supervisor and/or the ITP Co-ordinator. Previous reports and progress should also be reviewed and specific areas of concern identified and noted.

*[Ratified by Council, March 2007]*

**11.7.4** If the six-monthly report is assessed by the local TA Committee as "Satisfactory", the Chair will write to the trainee informing him/her of the Committee's decision.

If the Committee's view is that there are still areas of concern in relation to the trainee's performance and progress, this must be communicated to the trainee in the same letter. Copies of the letter should be sent to the relevant Training Supervisor and ITP Co-ordinator (where applicable), and to the Training Services Department at College House.

The Chair must also indicate the Committee's decision on the report, sign and date it, and send it (via the relevant Regional/NZ Committee Office) to the Training Services Department. A copy of the report will then be sent by Training Services to the trainee.

*[Ratified by Council, March 2007]*

**11.7.5** If the six-monthly report is assessed by the local TA Committee as "Borderline", the Chair will write to the trainee informing him/her of the Committee's decision. The letter should advise the trainee of the reasons for the Committee's decisions and make recommendations for improvements in performance and progress, including appropriate supervision and mentoring. The letter must also inform the trainee of the consequences of the assessment of their next six months of training (see Regulation 11.7.6 below).

All other procedures with the report and the letter are as per Regulation 11.7.4 above.

A (written) remedial plan for the trainee, developed in consultation with him/her by the relevant Training Supervisor, must be implemented as soon as possible. A copy of this plan should be sent to the Training Services Department for retention in the trainee's file.

*[Ratified by Council, March 2007]*

**11.7.6** If the next six-monthly assessment report following the 'Borderline' report is 'Satisfactory', then the 'Borderline' report will be deemed 'Satisfactory'. If the next six-monthly assessment report following the 'Borderline' report is also 'Borderline', then the previous 'Borderline' report will be deemed 'Fail' and the relevant six months will not be credited.

If the next six-monthly assessment following the initial 'Borderline' report is 'Fail', then that 'Borderline' report will be downgraded to 'Fail' and the entire 12 months will not be credited.

Whatever the decisions, the Chair of the relevant T&A Committee is responsible for notifying the trainee in writing.

In the event of a 'Borderline' or 'Fail' assessment, the trainee should also be advised in the same letter that the Training Supervisor at their next rotation (if applicable) will also be notified of the decision. In addition, the letter should inform the trainee of the reasons for the 'Borderline' or 'Fail' assessment and make recommendations for improvements in performance and progress, including appropriate supervision and mentoring.

In the event of a 'Fail' assessment, the letter to the trainee should also remind him/her that three 'Fail' six-monthly reports in the course of the training program will result in removal from the program. Copies of the letter should be sent to the relevant Training Supervisor/s and to the Training Services Department at College House.

In the case of either a 'Borderline' or 'Fail' report, a (written) remedial plan for the trainee, developed in consultation with him/her by the relevant Training

Supervisor, must be implemented as soon as possible. A copy of this plan should be sent to the Training Services Department for retention in the trainee's file.

*[Ratified by Council, March 2007]*

**11.7.7** If the six-monthly assessment report assessed as 'Other than satisfactory' and referred to the local TA Committee is deemed by the Committee to be 'Fail', the Chair will write to the trainee notifying him/her of the decision and of the fact that the relevant six-month period will not be credited. The letter should advise the trainee of the reasons for the Committee's decision and make recommendations for improvements in performance and progress, including appropriate supervision and mentoring. The letter should also remind the trainee that three 'Fail' six-monthly reports in the course of the training program will result in removal from the program. Copies of the letter should be sent to the relevant Training Supervisor and ITP Co-ordinator (where applicable), and also to the Training Services Department at College House.

A (written) remedial plan for the trainee, developed in consultation with him/her by the relevant Training Supervisor, must be implemented as soon as possible. A copy of this plan should be sent to the Training Services Department for retention in the trainee's file.

*[Ratified by Council, March 2007]*

**11.8** Failure to Submit Training Documentation

Trainees' mid-semester formative assessment reports and six-monthly summative assessment reports/Clinical Training Summaries must be received by the Executive Officer at the relevant Regional Office within 12 weeks of the end of the relevant six-month training period. These 12 weeks include the current standard eight weeks within which trainees are required to submit this documentation. The first time a trainee fails to submit the mid-semester report and/or the six-monthly report/Clinical Training Summary within the stipulated 12 weeks as above the relevant training period will not be credited. At this time, the trainee will receive a letter from the Chair of

the RANZCOG Training Accreditation Committee advising them that the relevant training period has not been credited. The letter will also warn the trainee of the consequences of a second failure to submit the above documents on time. These consequences are as follows:

If, on a second occasion in the course of the training program, the three-monthly formative assessment report and/or the six-monthly summative report/Clinical Training Summary are not received by the Executive Officer at the relevant Regional Office within 12 weeks of the end of the relevant training period, the trainee will be removed from the training program. No further warnings will be provided.

*[Revised and ratified by Council, November 2008]*

## 11.9 Consultant Assessment of Trainee Forms

**11.9.1** Distribution of the Consultant Assessment of Trainee Forms, which are used to compile the six-monthly summative assessment reports, should be carried out by either the Training Supervisor or an appropriate administrative staff member at the direction of the Training Supervisor. This function should not be delegated to a trainee.

*[Ratified by Council, March 2007]*

**11.9.2** All completed Consultant Assessment of Trainee Forms should be sent to the Training Services Department at College House after the completion of each trainee's six-monthly summative assessment. This requirement is the responsibility of the Training Supervisor. The forms will be retained in the trainee's confidential file.

*[Ratified by Council, March 2007]*

## 16. ELEVATION TO FELLOWSHIP

Criteria for elevation for trainees completing the Integrated Training Program/Elective Program

The FRANZCOG will be awarded to trainees who have met the following training and assessment requirements:

- 16.1 Satisfactory completion of the MRANZCOG Training Program;
- 16.2 Satisfactory completion of the Elective Program;
- 16.3 Satisfactory completion of the three designated pre-Fellowship DEP units (i.e. Behavioural Medicine, Medico-Legal Issues and Ethics)

For all RANZCOG Trainees

**16.4** It is the responsibility of the trainee to contact the Training Services Department at College House to request an application for Fellowship. This can be done six months prior to completion of the stipulated 72 months of satisfactory training. However, application forms will only be prepared by College staff once all Distance Education Program units, including the three mandatory post-Membership units, have been submitted and assessed as satisfactory. This regulation applies irrespective of the date when the request for an application is made.

The non-negotiable deadlines for requesting a Fellowship application form are 1 February (for March Council), 1 June (for July Council) and 1 October (for November Council). Signed and dated Fellowship application forms must be received at College House absolutely no later than 1 March (for March Council), 1 July (for July Council) and 1 November (for November Council).

*[Ratified by Council, February 2005]*

- 16.5 A Member (MRANZCOG) may be elevated to the Fellowship (FRANZCOG) only after all six years of training have been credited to the Member by the College Training Accreditation Committee.
- 16.6 The Fellowship is awarded only to Members of The Royal Australian and New Zealand College of Obstetricians and Gynaecologists in good standing, who have satisfied the Council that they have completed training in obstetrics and gynaecology.
- 16.7 The Fellowship Elevation fee must be paid.
- 16.8 Applicants approved by Council for Fellowship under subclause 3.2.1(b) and 3.3.1 of the College's Constitution must pay all the MRANZCOG assessment exemption fees in addition to the Fellowship Elevation fee.

*[Revised and ratified by Council, May 2008]*

16.9 Fellowship of The Royal Australian and New Zealand College of Obstetricians and Gynaecologists will be awarded for a period of three years in the first instance and thereafter for periods of three years.

16.10 The conditions for the award of Fellowship shall not be varied without prior approval of the Council.

*[Ratified by Council, March 2008]*

16.11 Elevation to Fellowship is not complete until all remaining administrative requirements for Fellowship have been met. This includes payment of elevation fees, and submission of the following: logbooks, final six-monthly summative assessment report (if not yet submitted), signed Certificate of Satisfactory Completion of Training, proof of current Medical Board registration and proof of Australian or New Zealand residency (as applicable).

Candidates must complete these requirements within six months of the Fellowship elevation date. If this requirement is not met by that time, the offer of Fellowship will lapse and the candidate must re-apply for Fellowship (including paying the full elevation fees again), unless exceptional circumstances apply.

*[Revised and ratified by Council, July 2007]*

## 17. CONTINUING CERTIFICATION

17.1 Pursuant to Clause 3.3.3 of the College Constitution, in order to qualify to renew the Fellowship, it will be mandatory for the holder to have participated within the three-year period in a continuing professional development (CPD) program approved by Council and thereafter during each subsequent three-year period, and to have met the requirements of that program as approved by Council, including satisfactory completion of a Verification Check if applicable.

Fellows who have attained certification as a subspecialist must complete the CPD requirements outlined in Regulation 15.20 in order to qualify for recertification as a subspecialist.

*[Revised and ratified by Council, June 2008]*

17.2 Continuing Professional Development Program

### 17.2.1 CPD requirements

Fellows are required to accrue 150 points in RANZCOG approved CPD activities every three years. A minimum of 25 points must be in the category of Practice Review and Clinical Risk Management (PR&CRM).

In summary, the CPD requirements across a three-year period are:

- Practice Review & Clinical Risk Management (PR&CRM) - minimum of 25 points, with no maximum;
- Educator activities - maximum of 75 points;
- Meeting attendances - maximum of 75 points;
- Self-education activities - maximum of 75 points in 3 years; or
- such requirements as Council may from time to time approve.

### 17.2.2 Verification Check

Each year 5% of Fellows completing their CPD period will be randomly selected for Verification Check. Fellows who successfully complete the Verification Check will be transferred to a new three-year CPD period and be issued with a new fellowship certificate.

Fellows who fail to provide verification of their CPD activities within a nominated timeframe, will be referred to the Fellowship Review Committee.

*[Revised and ratified by Council, July 2008]*

### 17.2.3 Failure to comply

The CPD program will be administered by the College Continuing Professional Development Committee under Terms of Reference approved by Council.

The progress of Fellows completing the program shall be reviewed and the position of those in default shall be determined by the Fellowship Review Committee in accordance with its terms of reference. If, after due process, a Fellow is deemed not to have satisfied the program requirements, the Fellow shall be relegated to Member status. Such Member may then seek re-elevation to Fellowship and, on the satisfactory completion of an appropriate program, will be readmitted to Fellowship on payment of the prescribed fees.

*[Revised and ratified by Council, November 2007]*

<p>17.3 Fellowship Review Committee</p> <p>17.3.1 Functions</p> <p>The Fellowship Review Committee (FRC) shall support the RANZCOG Council by:</p> <ul style="list-style-type: none"> <li>- reviewing and making recommendations in regard to the progress of Fellows who fail to complete the requirements of the College's Continuing Professional Development (CPD) Programs.</li> </ul> <p>considering applications from:</p> <ul style="list-style-type: none"> <li>- Resigned/Retired Fellows; and</li> <li>- Members whose Fellowship was removed as a result of a recommendation from this Committee</li> </ul> <p>for reinstatement to active Fellowship of RANZCOG.</p> <p>17.3.2 Procedures Relating to College CPD Requirements</p> <p>17.3.2.1 Failure of Fellows to meet College CPD requirements</p> <p>17.3.2.1.1 Prior to the end of a Fellow's CPD period College staff will endeavour to assist the member to understand and meet the RANZCOG CPD requirements without recourse to the FRC process.</p> <p>17.3.2.1.2 Fellows may request, within a period of six months prior to the expiry date of their current CPD period, an extension of their current period of Fellowship in order to accumulate the requisite number of CPD points.</p> <p>The Chairman of the FRC may grant a single extension to the period of Fellowship of up to three (3) calendar months to Fellows who make such application.</p>	<p>17.3.2.1.3 Fellows, who, after the expiry date of their current CPD period, including those who have been granted any extension pursuant to 17.3.2.1.2 above, have failed to accumulate the requisite number of CPD points, or any other CPD requirement, shall be automatically referred to the Committee for consideration.</p> <p>17.3.2.1.4 Upon referral of a Fellow to the Committee, a member of the FRC or another member from the relevant Regional Committee will also be asked to approach any member(s) who have not met their CPD requirement to clarify or assist with their individual situation.</p> <p>17.3.2.1.5 Having reviewed the standing of a Fellow, the Committee may grant an extension to the CPD period (in addition to any already granted under 17.3.2.1.2), as long as the aggregate extension to a CPD period given to any Fellow does NOT exceed 12 months.</p> <p>17.3.2.2 Notification process</p> <p>17.3.2.2.1 The Committee shall endeavour to ensure that the procedures for the prior notification of Fellows of their progress towards the completion or otherwise of the CPD program as set out in the program requirements are strictly followed.</p> <p>17.3.2.2.2 At least 21 days prior to the meeting date of the Committee the Fellow concerned shall be:</p> <ul style="list-style-type: none"> <li>• given written notice, by registered mail of the time and date of the meeting,</li> </ul>
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- invited to present his or her case to the Committee either in writing or in person,
  - provided with details of the procedure to be followed by the Committee,
  - informed of the action that can be taken in the determination of his/her case,
  - advised of their right to have a personal advocate, colleague or mentor present at the meeting in an observer capacity, but who may, with the consent of the Committee, act as an advocate.
- 17.3.2.3 Fellowship Review Proceedings**
- 17.3.2.3.1** Fellows wishing to make a submission must do so in writing addressed to the FRC Chairman through College House no later than 14 days prior to a Committee meeting.
- 17.3.2.3.2** The Fellow may join the Committee (in person or by teleconference as appropriate) at the appropriate time on the agenda, accompanied by a personal advocate, colleague or mentor.
- 17.3.2.3.3** As far as possible, all proceedings of the Committee leading to a Committee decision shall remain confidential, with the outcome of the proceedings communicated through recommendation to Council and/or Executive.
- 17.3.2.3.4** The Committee may make one of the following recommendations to Council:
- To grant an extension to the CPD period of a Fellow of up to, but not exceeding 12 months from the current CPD Period original due date.
  - That the Fellow, having failed to satisfy the requirements of the program, NOT have his/her Fellowship renewed and, in line with sub-clause 3.3.4 of the College Constitution his/her membership status shall revert to Membership.
- 17.3.2.3.5** The College Chief Executive Officer will notify the Fellow in writing of the decision, and reasons for the decision, within three weeks of the meeting of the FRC. Such notification will include information on the applicant's right of appeal according to the College Appeals Processes.
- 17.3.3 Reinstatement to Active Fellowship**
- 17.3.3.1 Resigned or Retired Fellows**
- 17.3.3.1.1** A Fellow requesting reinstatement following a period of retirement must apply in writing addressed to the FRC Chairman through College House.
- 17.3.3.1.2** The FRC Co-ordinator will acknowledge receipt of the application and:
- advise the Fellow of the date of the next FRC meeting;
  - request payment of the Administration Fee; and
  - provide the Fellow with a copy of the College Statement *WPI 13: Re-entry Guidelines Following*

		<p><i>a Prolonged Period of Absence from Practice and Retraining Programs for Fellows.</i>  <a href="http://www.ranzcog.edu.au/publications/statements/wpi13.pdf">www.ranzcog.edu.au/publications/statements/wpi13.pdf</a></p>	
17.3.3.2	Members Seeking Reinstatement		17.3.3.3.2 As far as possible, all proceedings of the Committee leading to a Committee decision shall remain confidential, with the outcome of the proceedings communicated through recommendation to Council and/or Executive.
17.3.3.2.1	A Member requesting reinstatement to Fellowship following a decision or recommendation from this Committee must apply in writing addressed to the FRC Chairman through College House.		17.3.3.3.3 The Committee may make a decision as follows: <ul style="list-style-type: none"> <li>• request that the applicant provide further information on further education or retraining planned or already undertaken, with a view to further consideration of the application at a subsequent meeting of the Committee;</li> <li>• request that the applicant participate in an approved education or retraining program prior to their reinstatement as a Fellow;</li> <li>• the application be granted;</li> <li>• the application be denied.</li> </ul>
17.3.3.2.2	The FRC Co-ordinator will acknowledge receipt of the application and: <ul style="list-style-type: none"> <li>• advise the Member of the date of the FRC meeting at which the application will be considered;</li> <li>• request payment of the Administration Fee; and</li> <li>• provide the Member with a copy of the College Statement <i>WPI 13: Re-entry Guidelines Following a Prolonged Period of Absence from Practice and Retraining Programs for Fellows.</i>  <a href="http://www.ranzcog.edu.au/publications/statements/wpi13.pdf">www.ranzcog.edu.au/publications/statements/wpi13.pdf</a></li> </ul>		17.3.3.3.4 Subsequent to 17.3.3.3.3, the Committee may make recommendations to Council as follows: <ul style="list-style-type: none"> <li>• that, following the receipt of evidence by the College of successful completion of a specified retraining program, the applicant be reinstated to active Fellowship.</li> <li>• that the applicant be reinstated to active Fellowship.</li> <li>• that the applicant not be reinstated to active Fellowship.</li> </ul>
17.3.3.3	Fellowship Reinstatement Proceedings		
17.3.3.3.1	Applicants wishing to make a submission to the Chairman must do so in writing at least 14 days prior to a Committee meeting, through correspondence addressed to the Chairman through College House.		

17.3.3.3.5 The CEO will notify the member in writing of the decision, and reasons for the decision, within three weeks of the meeting. Such notification will include information on the applicant's right of appeal [www.ranzcog.edu.au/about/pdfs/appealsprocedures.pdf](http://www.ranzcog.edu.au/about/pdfs/appealsprocedures.pdf)

17.3.3.3.6 In relation to any decision of Council arising from recommendations of the FRC pursuant to these regulations, the Council may, in its absolute discretion, give notice of, publish or communicate the decision to:

- all or any of the members of the College;
- any Authority or professional body or organisation in or connected with the field of medicine;
- the public generally.

#### 17.3.4 Administration Fee

An administration fee, determined by Council will be charged for processing of applications for reinstatement and this fee is payable prior to the commencement of the meeting.

*[Ratified by Council, March 2008]*

## 18. ASSESSMENT OF OVERSEAS TRAINED SPECIALISTS APPLYING FOR RECOGNITION AS A SPECIALIST IN OBSTETRICS AND GYNAECOLOGY IN AUSTRALIA

***The following subsections (18.8 - 18.12) relate to applicants whose applications are assessed at interview from July 2006.***

*[All regulations in subsections 18.8 - 18.12 revised and ratified by Executive, June 2006 unless specified otherwise]*

### 18.8 The Application Process

18.8.1 Applicants who have passed the Australian Medical Council (AMC) Examination and Australian graduates:

Applicants who have passed the AMC Examination and have been awarded the AMC Certificate, and Australian graduates who have undertaken post-graduate specialist training in obstetrics and gynaecology overseas, may apply for unconditional registration in Australia. These doctors may apply directly to the RANZCOG for assessment as an Overseas Trained Specialist according to the following requirements.

18.8.2 Applicants who do not comply with 18.8.1:

Applicants must apply in the first instance to the Australian Medical Council for assessment as a specialist. The AMC will process these applications, ensuring that all documentation required by the College has been submitted. The application, with its supporting documentation, will then be forwarded to the College.

The requirements for this category of application are such that the applicant must:

18.8.2.1 hold a primary degree in medicine and surgery issued by a medical school listed in the WHO publication World Dictionary of Medical Schools, or other publications approved by the AMC;

AND

18.8.2.2 have completed formal post-graduate training

in obstetrics and gynaecology and have obtained specialist recognition from a recognised college or equivalent body;

AND

18.8.2.3 have participated in a continuing professional development program since obtaining a specialist qualification.

## 18.9 Initial Assessment

18.9.1 The OTS assessment fee must be processed and three written referee reports received at the College before assessment can commence. If, within 3 months of receiving an application for initial assessment, written referee reports have not been received at the College from three referees nominated by the applicant, then the applicant shall adopt responsibility for encouraging his/her nominated referees to supply the required referee reports. The application for assessment will lapse if all three of the required referee reports are not received within six months from the date of receipt of the application for initial assessment and a refund of 50% of the Initial Assessment Fee will be forwarded to the applicant.

*[Revised and ratified by Council, July 2009]*

18.9.2 Each application will be assessed against the requirements of the FRANZCOG for substantial comparability to an Australian-trained specialist in obstetrics and gynaecology.

18.9.3 The initial assessment will be conducted by a member of the assessment panel, appointed by the College Overseas Trained Specialists (OTS)/Area of Need (AoN) Committee (hereafter referred to as the OTS/AoN Committee). This initial paper-based assessment is an assessment for comparability of training and experience to the RANZCOG training program. In order to be considered for interview, it is generally expected that applicants will have completed a specialist training program in obstetrics and gynaecology which meets the following criteria:

- The program was a structured post-graduate course of at least five years duration with published standards that are comparable to that of the RANZCOG Training Program.
- There has been a documented and systematic in-training assessment system incorporating regular, on-going formative and summative performance-based assessments, examinations and other assessments comparable to those undertaken by RANZCOG trainees.
- Entry into the program was via a competitive process.
- The program was accredited against published standards by an external body and was subjected to assessment for reaccreditation at regular intervals.

Applicants who completed the training programs leading to the qualifications specifically listed on the RANZCOG website, as approved by Council for this purpose, will be deemed eligible for interview without the need to demonstrate that their specific training program met the above criteria.

*[Revised and Ratified by Executive, May 2009]*

18.9.4 The outcome of the initial assessment will be either 'not comparable to an Australian Trained Specialist in Obstetrics and Gynaecology' OR 'potentially comparable to an Australian Trained Specialist in Obstetrics and Gynaecology', hence, suitable for interview. Applicants assessed as 'potentially comparable to an Australian Trained Specialist in Obstetrics and Gynaecology' will be assessed in accordance with regulation 18.10.

*[Revised and ratified by Council, July 2009]*

18.9.5 Applicants assessed as 'not comparable to an Australian Trained Specialist in Obstetrics and Gynaecology' will be advised that if they wish to proceed to FRANZCOG they must apply to enter the College training program at Year 1, having met the necessary entry requirements (refer Regulation 1.1).

*[Revised and ratified by Council, July 2009]*

## 18.10 The Interview

The interview will be conducted by a panel of OTS/AoN Assessors, appointed by the RANZCOG OTS/AoN Committee, in line with that Committee's Terms of Reference.

*[Revised and ratified by Executive, February 2007]*

## 18.11 Outcome of the Interview

As described in the Terms of Reference for the Committee, the College Council and/or Executive as appropriate will consider the report from the Committee and will make one of the following recommendations:

- 18.11.1** That the applicant's training and experience is such that they should be granted **Advanced Standing** towards substantial comparability to an Australian-trained specialist in obstetrics and gynaecology.

- 18.11.1.1** **Advanced Standing**
- OTS applicants granted **Advanced Standing** towards substantial comparability to an Australian-trained specialist in obstetrics and gynaecology will be eligible for Fellowship following satisfactory completion of up to 12 months of supervised specialist work in the field of obstetrics and gynaecology in a post prospectively approved by the OTS/AoN Committee in Australia, together with the completion of the equivalent number of months of CPD activities as an Educational Affiliate of the RANZCOG. The duration of the period of supervised specialist work shall be stipulated by the OTS/AoN Committee.

Applicants will have two years from the time of notification of assessment of **Advanced Standing** in which to provide evidence of satisfactory completion of the required supervised

specialist work and to apply for Fellowship. For the purposes of this regulation, 12 months work is defined as a minimum of 44 weeks completed full-time work, with the definition of shorter periods of work being determined on a pro rata basis. Appointments of less than three months will not be considered in assessing duration of supervised work.

An annual fee will be payable to the RANZCOG as an Educational Affiliate during the period of **Advanced Standing**.

If the requirements for the awarding of Fellowship have not been completed within two years of notification of assessment, a new application for OTS assessment must be submitted.

### 18.11.1.2 Supervision

Each applicant must have a local supervisor who must be a Fellow of RANZCOG and who is in a position to directly observe his/ her work on a regular basis, and to seek the views of health care colleagues when compiling supervisor reports. All supervisors must be approved by the RANZCOG OTS/AoN Committee Chair, prior to commencement of supervised employment.

### 18.11.1.3 Reporting

For periods of supervised work greater than 3 months, formal formative assessment reports, in the format specified by the College, must be submitted 3 monthly to the OTS/AoN Committee.

Failure to submit any 3-monthly report within 8 weeks of completion of that period of work will invalidate that 3 month period of supervision.

Management of other than satisfactory formative assessments will be the responsibility of the OTS/AoN Committee.

- 18.11.1.4 Satisfactory Completion**
- The required period of supervised specialist work in the field of obstetrics and gynaecology in an approved post in Australia shall be deemed to have been successfully completed upon receipt of a satisfactory Final Performance-based Assessment.

- 18.11.1.5 Application for Fellowship**
- Following a satisfactory Final Performance-based Assessment, and participation in CPD activities as an Educational Affiliate of the RANZCOG, the applicant will be deemed substantially comparable to an Australian-trained specialist in obstetrics and gynaecology and will be eligible to apply for Fellowship under subclause 3.2.1(b) and 3.3.1 of the College's Constitution, subject to meeting Australian residency requirements. Fellowship will be awarded once all administrative requirements have been met.

*[Revised and Ratified by Executive, May 2009]*

- 18.11.1.6 Unsatisfactory Assessment**
- Where the Final Performance-based Assessment indicates an applicant's inability to

work at specialist level in Australia without further training, the applicant may be reclassified, at the discretion of the OTS/AoN Committee. The relevant statutory authority will be notified of any change in status of the applicant

*[Revised and Ratified by Council, February 2009]*

- 18.11.2** That the applicant's training and experience, while not such that they are considered eligible for Advanced Standing towards substantial comparability to an Australian-trained specialist in obstetrics and gynaecology, is such that they may be considered to be partially comparable, at least at the level of a Year 5 RANZCOG trainee. It is expected that applicants assessed into this category should be able to meet the OTS requirements for FRANZCOG following satisfactory completion of the following requirements:

*[Ratified by Council, June 2008]*

- 18.11.2.1** A minimum period of twelve months and a maximum of 24 months of prospectively approved, supervised training whereby the applicant is certified as possessing the competencies expected of an Australian-trained specialist in obstetrics and gynaecology, including specified surgical procedures, as outlined on the College documentation that specifies this information (the Competency Assessment Form).

*[Revised and ratified by Council, July 2008]*

- 18.11.2.2** The two MRANZCOG In-hospital Clinical Assessment (IHCA) modules 'Diagnostic Ultrasound' and 'Colposcopy and the Treatment of Cervical Disease', as well as the IHCA module 'Consultation Skills' or

- the Communication Skills Workshop approved as part of the requirements of the RANZCOG curriculum.
- [Revised and ratified by Council, November 2006]*
- 18.11.2.3** The MRANZCOG Written Examination (maximum of four attempts).
- This must be completed before attempting the MRANZCOG Oral Examination (see Regulation 18.12.2).
- 18.11.2.4** The MRANZCOG Oral Examination (maximum of four attempts). The first attempt at this examination cannot be made until at least six months after passing the MRANZCOG Written Examination.
- [Revised and ratified by Council, November 2008]*
- 18.11.3** The requirements listed in 18.4.2 may be completed concurrently; however, all requirements must be completed within four (4) years of the date of the initial assessment.
- [Revised and ratified by Council, November 2006]*
- OTS Trainees must continue to occupy a prospectively approved post under supervision until all assessments requirements, including the MRANZCOG Written and Oral Examinations, are complete
- [Revised and ratified by Council, March 2008]*
- 18.11.4** The training undertaken under 18.11.2.1 will be overseen by the relevant OTS/AON Committee. The OTS supervisor to be responsible for supervising the training will be approved by the Chairman of the relevant Regional/ New Zealand Training & Accreditation Committee in consultation with the Chairman of the OTS/AoN Assessment Committee. The supervision must include regular assessment of performance and progress by means of the College's mid-semester formative assessment report and six-monthly summative assessment report utilising the input from a range of consultants and other health professionals with whom the applicant has worked, until such time (up to the time limit specified in 18.11.3) as the applicant is certified as possessing the competencies expected of an Australian trained specialist as defined by the Competency Assessment Form.
- [Revised and Ratified by Executive, May 2009]*
- 18.11.5** Unless the OTS/AON Committee accepts that exceptional circumstances exist, applicants required to undertake further training with the College under 18.11.2 will be removed from the program if the Committee assesses two six Monthly summative assessment reports as 'Fail' during the course of that training.
- [Revised and Ratified by Executive, May 2009]*
- 18.11.5.1** If a six-monthly report is assessed by the OTS/AON Committee as "Borderline", the Chair will write to the OTS trainee informing him/her of the Committee's decision. The letter should advise the OTS trainee of the reasons for the Committee's decisions and make recommendations for improvements in performance and progress, including appropriate supervision and mentoring. A (written) remedial plan for the trainee, developed in consultation with him/her by the relevant Training Supervisor, must be implemented as soon as possible. A copy of this plan should be sent to the OTS Coordinator for retention in the trainee's file.
- [Revised and Ratified by Executive, May 2009]*
- 18.11.6** Applicants assessed as being not

near the standard where they may be considered eligible for Advanced Standing towards substantial comparability nor be considered partially comparable to an Australian-trained specialist in obstetrics and gynaecology will be advised that, if they wish to proceed to FRANZCOG, they must apply to enter the College training program at Year 1, having met the necessary entry requirements (refer Regulation 1.1).

*[Ratified by Council, June 2008]*

## 18.12 MRANZCOG Oral Examination

**18.12.1** The dates for close of applications for the first attempt at the MRANZCOG Oral Examination may be different for the OTS applicants assessed by the OTS/AoN Assessment Committee at the discretion of the Chairman of the Education & Assessment Committee.

**18.12.2** Candidates for the MRANZCOG Oral Examination applying under the requirements of Regulation 18.11.2 must have satisfactorily completed the MRANZCOG Written Examination (18.11.2.3).

*[Revised by Council, November 2006]*

*From 1 July 2009 this regulation will read:*

Candidates for the MRANZCOG Oral Examination applying under the requirements of Regulation 18.11.2 must have satisfactorily completed the MRANZCOG Written Examination (18.11.2.3). The first attempt at this examination cannot be made until at least six months after passing the MRANZCOG Written Examination.

*[Revised and ratified by Council, November 2008]*

## 18.13 OTS Training Supervision

**18.13.1** OTS Training Supervisors are appointed by the relevant Regional Training Accreditation Committee in consultation with the Chair of the OTS/AoN Committee and after consultation with the appropriate hospital authorities. Council may direct the Training Accreditation Committee to discontinue any appointment.

**18.13.2** OTS Training Supervisors must be Fellows of the RANZCOG.

**18.13.3** OTS Training Supervisors will fulfill their duties in accordance with the roles and responsibilities outlined in the RANZCOG Position Description for OTS Training Supervisors.

*[Revised and ratified by Council, July 2007]*

## 19. APPEALS PROCEDURES

*[All regulations in subsection 19 ratified by Council, November 2004. Reviewed by Council, November 2006 and November 2007.]*

### 19.1 Policy

**19.1.1** The Appeals Committee shall hear appeals in relation to decisions made by or on behalf of the RANZCOG.

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### 19.2 Informal Procedures

**19.2.1** Questions of disputed decisions or assessment can frequently be resolved without recourse to formal appeal. It is advised that any disputed decision or assessment be discussed with the Chief Executive Officer of the College prior to employing the appeals procedure.

**19.2.2** The Chief Executive Officer must be satisfied that all other avenues to resolve the issues of concern to the potential appellant have been exhausted before the Appeals Committee will be constituted.

## 19.3 Grounds for Appeal

**19.3.1** A person who is aggrieved by a College decision may request an appeal in respect of the decision on one or more of the following grounds:

- (a) that an error in law or in due process occurred in the formulation of the original decision;
- (b) that relevant and significant information, whether available at the time of the original decision or which became available subsequently, was not considered or not properly considered in the making of the original decision;
- (c) that irrelevant information was considered in the making of the original decision;;
- (d) that procedures that were required by College policies to be observed in connection with the making of the decision were not observed;
- (e) that the original decision was made for an improper purpose;
- (f) that the original decision was made in accordance with a rule or policy without regard to the merits of the particular case;
- (g) that the original decision was clearly inconsistent with the evidence and arguments put before the body making the original decision.

## 19.4 Time Restrictions for Appeals

**19.4.1** Appeals must be lodged in writing to the Chief Executive Officer within six months of the decision being made.

**19.4.2** The letter of appeal must:

- State the decision which is being appealed against
- Clearly state the grounds for the appeal
- Provide a brief outline of the aggrieved situation
- State the remedy sought

## 19.5 Appeal Proceedings

**19.5.1** After determining that the appeal will proceed, the Chief Executive Officer or nominee shall:

- (a) Acknowledge receipt of the appeal
- (b) Convene the Appeals Committee
- (c) Determine the date of the meeting, which shall be held within three months of the lodging of an appeal
- (d) At least 21 days prior to the hearing date:
  - Advise the appellant of the date, time and location of the appeal
  - Advise the appellant of the membership of the Appeals Committee
  - Invite the appellant to present his or her case to the Appeals Committee in person
  - Advise the appellant of their right to have a personal advocate, colleague or mentor present at the hearing in an observer capacity, but who may, with the consent of the Appeals Committee, act as advocate in accordance with Clause 19.5.4.

**19.5.2** The Appeals Committee will comprise:

- Three members (one of whom shall be the Chairman) who are not College members;
- Two College Fellows who were not party to any decision to which the appeal relates (in the event of an appeal involving a subspecialist, one of the Fellows should be a subspecialist from that particular subspecialty);
- The Chief Executive of the College shall be in attendance at the hearing of the appeal

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- but shall not be part of the Appeals Committee.
- 19.5.3 Appellants are required to lodge all written submissions to the Appeals Committee 14 days prior to an appeal hearing. Additional information provided after the submission will only be considered if the Chair of the Appeals Committee considers that the material is of significance to the matter.
- 19.5.4 A personal advocate, colleague or mentor may represent the Appellant in those cases where the Appeals Committee considers that an appellant could not present, or would be disadvantaged in his/her appeal if required to present in person. Such a request for an appellant to be so represented must be made in writing to the Chairman of the Appeals Committee no later than seven (7) working days prior to the date of the appeal hearing. In those cases where the appellant is granted leave to be so represented by an advocate, the Appeals Committee may appoint a person to act as counsel assisting in the hearing of the appeal.
- 19.5.5 Sponsoring hospitals may appeal on behalf of overseas-trained specialists they are seeking to employ.
- 19.5.6 The Appeals Committee shall be entitled to consider all relevant information which it thinks fit, and may invite any person to appear before it or to provide information.
- 19.5.7 All proceedings shall remain confidential, save for information relating to decisions distributed as outlined in 19.5.12 below.
- 19.5.8 The Appeals Committee may:
- (a) Confirm the decision which is the subject of the appeal
  - (b) Revoke the decision which is the subject of the appeal and refer it back to the originating committee for a fresh decision
  - (c) Revoke the decision which is the subject of the appeal and make an alternative decision for notification to Council
- 19.5.9 In all cases the Appeals Committee's decision is final.
- 19.5.10 Decisions of the Appeals Committee must be notified to Council.
- 19.5.11 The Chief Executive Officer, on behalf of the Appeals Committee, will notify the appellant in writing of the decision, and reasons for the decision, within three weeks of the appeal hearing.
- 19.5.12 Decisions of the Appeals Committee will be disseminated as follows:
- 19.5.12.1 Following communication of the decision and reasons to the Appellant(s) and any personal advocate, colleague or mentor in respect of whom leave was granted under 19.5.4, the College Chief Executive Officer shall make available to the College President a document outlining the decision and a summary only of reason(s) for the decision (essentially the grounds of Appeal and those which were or were not found to be upheld).
  - 19.5.12.2 The decision of the Committee, together with the summary of the reason(s) for the decision, will be conveyed to the College Executive members (by e-mail in the first instance, followed by distribution in papers at the next scheduled meeting of this group). (19.5.7, 19.5.10)
  - 19.5.12.3 The decision of the Committee, along with the summary of the reason(s) for the decision will be conveyed to the Chairman of the Committee or other body that was responsible for the original decision that was the subject of the Appeal, as well as the manager of the College department responsible for the coordination of that Committee or other body. This enables

	<p>facilitation of any further processes required as a result of the decision, as well as review of processes surrounding the original decision. The Chairman of the Committee may choose to share the decision and summary reasons for the decision with members of the body.</p> <p>There are occasions where a decision may be felt by the College President or Chief Executive Officer to have direct relevance and ramifications beyond the committee from which the decision that was the subject of the appeal originated. In such cases, where it is considered necessary in order for College process to be altered as a result of the decision of an appeal, and with the agreement of the Chairman of the Appeals Committee, the decision of the Appeals Committee, along with information relating to the summary of the reason(s) for the decision that is considered to be of direct relevance, may be conveyed to such other bodies or staff as is considered necessary, provided that the information conveyed is first de-identified to protect the confidentiality of the Appeal proceedings.</p>		<p>group. (19.5.7, 19.5.10)</p> <p>19.5.12.5 A de-identified notice of the outcome of the appeal may appear on the College website or in a suitable College newsletter should the President and Executive wish it to be publicised.</p>
19.5.12.4	<p>The decision of the Committee, along with the summary of the reason(s) for the decision (essentially the grounds of Appeal and those which were or were not found to be upheld) will be conveyed to the College Council by distribution in papers at the next scheduled meeting of this</p>	19.6	<p>Fees</p> <p>19.6.1 The CEO will advise the appellant of the applicable fee at the time of initial discussions prior to lodgement of the appeal.</p> <p>19.6.2 The Appellant shall submit the fee with the letter of appeal.</p> <p>19.6.3 The College will refund the fee paid to the appellant in the case that the appeal is upheld.</p> <p>19.6.4 The Chief Executive Officer of the College has the power to waive the application fee in appropriate circumstances, and the Chair of the Appeals Committee shall have the power to review decisions of the Chief Executive Officer on application of the appellant.</p> <p>19.6.5 An appellant requiring a face-to-face hearing will meet all costs that they incur including, but not limited to, travel and accommodation regardless of the result of the appeal.</p>
		19.7	<p>Approval Authority</p> <p>19.7.1 Amendments to this policy and the Guidelines shall be approved by the College Executive Committee.</p>
		19.8	<p>Implementation and Monitoring</p> <p>19.8.1 The Chief Executive Officer shall be responsible for the implementation of this policy and for monitoring its effectiveness.</p>
		20.	<p><b>PLAGIARISM</b></p> <p><i>[All regulations in subsection 20 ratified by Council, July 2004]</i></p>
		20.1	<p>Definition</p> <p>Plagiarism is defined as follows:</p>

Plagiarism is the use of another person's work without acknowledgment, i.e. presenting as one's own someone else's ideas and/or the manner of expressing them.

Where any part of another's work, whether published or otherwise, is copied directly or paraphrased, it must be acknowledged. Failure to reference work appropriately, whether through carelessness or by deliberate intent, is considered plagiarism.

The following are also considered plagiarism:

- Presenting for assessment, in cases where independent work is required, work that is the product of collusion with others.
- Presenting for assessment work that has already been presented for assessment for any other purpose (including the FRANZCOG training program or any other course of study), unless prospective approval is granted for the presentation.

## 20.2 Provision of One's Own Work

The College considers the provision of one's own work to another person, for the purposes of plagiarism, as a serious form of academic misconduct. Assisting, or attempting to assist, another person to plagiarise work will render the trainee concerned liable to the same disciplinary procedure that would be imposed on a trainee who plagiarises.

## 20.3 Specific Forms of Assessment

With regard to specific forms of assessment required of trainees, the following must be noted:

- The College requires that DEP assessment tasks be the independent work of the trainee submitting the assessment task.
- Collaboration is permitted in research.

## 20.4 Investigation

Allegations of plagiarism are to be investigated and dealt with, following the principles and procedures set out in Regulations 20.5 – 20.13, by the College committee that is responsible for overseeing the assessment task in question. Where the committee deems it appropriate, the task may be delegated to a subcommittee.

## 20.5 Allegation(s)

Allegations of plagiarism must be notified as soon as practicable. Where an assessor determines that reasonable grounds for suspecting plagiarism exist, the assessor must notify College House staff

(either the Manager, Assessment Services, or the Assessment Co-ordinator) in writing and provide all available evidence, including a copy of the trainee's work that is being assessed.

## 20.6 Determination by the Relevant Chairman

In cases where the chairman of the relevant committee or designated subcommittee has not been involved in the initial assessment of the trainee's work, the information supplied by the assessor is to be passed on to the chairman of the relevant committee or designated subcommittee, who will decide whether or not to proceed with the matter. If the decision is indeed made to proceed with the matter, the procedure stated in Regulations 20.7 - 20.10 will be followed.

## 20.7 Documentation

College House staff will provide copies of the relevant documentation to the other members of the relevant subcommittee.

## 20.8 Informing the Trainee

College House staff will inform the trainee, via email sent to the trainee's currently recorded email address, that he/she will be required to appear before the relevant committee or designated subcommittee at its next scheduled meeting in order to answer allegations of plagiarism. The trainee will receive by post the same information regarding the allegations that is available to members of the relevant committee or designated subcommittee. The trainee's Training Supervisor shall be informed by College House staff that the trainee is facing allegations of plagiarism, but shall receive no further information on the matter.

## 20.9 Procedure

The procedure to be followed at the hearing may be any that the relevant committee or designated subcommittee considers appropriate. Both the committee or designated subcommittee and the trainee must, however, act in such a way that natural justice is done. They must each see to it that the other party has been provided, in ample time, with copies of any documents that are to be presented at the hearing. Each party must also allow the other party every opportunity to state their case and correct or contradict any relevant statement that, in their opinion, may prejudice their case. The trainee may invite a friend to attend the meeting. This friend, however, may not act as a legal advocate.

20.10 Requirements Following the Hearing  
If, after the hearing, the relevant committee or designated subcommittee determines that a trainee is guilty of plagiarism, then it must

- require the trainee to resubmit the assessment task;
- arrange for the trainee to receive a letter from the Chairman of the Examinations Committee, reprimanding the trainee for committing plagiarism; and
- provide the trainee with written warning of the potential consequences of any future acts of plagiarism.

A copy of the letter from the Chairman of the Examination Committee, and the written warning, is to be placed in the trainee's file.

In addition, the relevant committee or designated subcommittee may, at its discretion, require the trainee to undertake a designated course, at the trainee's expense, on appropriate methods of avoiding plagiarism and/or on professional ethics.

20.11 Appeal

Any trainee found guilty of plagiarism will have the opportunity to appeal the decision. Appeals are to follow the normal College appeals process.

20.12 Subsequent Offence(s)

Where a trainee is found guilty of a second or further act of plagiarism, the matter and all related documents shall be referred to the Examination Committee. The trainee may submit further documents in support of his/her case. This documentation must be received at College House no later than four weeks prior to the meeting of the Examination Committee. The Examination Committee shall consider the matter and, at its discretion, impose such penalty as it determines appropriate. This may include, but is not limited to: withdrawing credit for a period of training or suspension or expulsion from the training program.

20.13 Elevation to Fellowship

No trainee shall be eligible for elevation to Fellowship while a formal accusation of plagiarism or assisting to plagiarise is under consideration or pending consideration by a subcommittee or the Examination Committee.

## 21. TRAINEES' LEAVE ARRANGMENTS IN RELATION TO TRAINING

*[All regulations in subsection 21 ratified by Council, November 2004]*

21.1 Minimum Training Requirements

In any one training year all trainees (i.e. ITP, Elective and Subspecialties trainees) must do a minimum of 44 weeks of active clinical service and formal training or 22 weeks of part-time training. (All part-time training must be not less than half of the full-time training requirement for the relevant training period at the relevant training site – refer to Regulation 10.7)

Any leave arrangements made by trainees – i.e. annual leave, maternity leave, extended sick leave, family leave, research leave or leave without pay - must not reduce this stipulated minimum of service/training per year. If a trainee takes any leave which reduces this stipulated minimum, the relevant six-month block of training will not be credited.

This regulation applies irrespective of any government or hospital leave entitlements which may operate in a particular state or region.

21.2 Study/Conference Leave

In addition to the eight weeks' leave per year permitted under Regulation 21.1, trainees are permitted up to two weeks of study/conference leave per year, which is recognised as part of active clinical service. This study/conference leave must be prospectively approved.

21.3 The Six-Monthly Assessment Form

At each summative six-monthly assessment the trainee and his/her supervisor must sign off on the number of weeks of leave taken during that six-month training period. The nature of the leave must also be indicated. This signing off process is done using the leave box which appears on the six-monthly assessment form. Trainees must also maintain, in their Training Assessment Record, an accurate record of all leave taken during the six-year training program.

21.4 Completion of Training Time

If a trainee is obliged to leave a rotation because the new incumbent is due to arrive and he/she still has training time to complete in that rotation, then this additional time must be made up at another site, even if this is a matter of only two or three weeks.

## 21.5 Leave in Excess of Normal Entitlements

Any leave in excess of normal leave entitlements must be prospectively approved by the relevant Regional/New Zealand Training & Accreditation Committee Chair. This approval must be obtained by submitting a letter or e-mail to the Chair explaining the reasons for the leave and the amount of leave sought. If necessary, the Chair may discuss the leave application with his/her Committee. The application for leave approval must also be made with the knowledge and agreement of the relevant Program Co-ordinator and Training Supervisor. The trainee must notify the Training Services Department at College House when such approval has been obtained, including providing details of the nature of leave approved and the precise dates involved.

## 21.6 Consideration by the College Training Accreditation Committee

In the event of disputes about leave entitlements or if a trainee wishes to apply for special consideration in exceptional circumstances, the matter should be referred to the College Training Accreditation Committee for a final decision. The Chair of the College Training Accreditation Committee may consult the local Training & Accreditation Committee if additional advice is needed to resolve the matter.

## 21.7 Parental or Special Leave

If a trainee (ITP or Elective) is taking parental (or special) leave as approved by the relevant Regional/New Zealand Training & Accreditation Committee Chair, blocks of greater than six months of satisfactory training can be credited provided that such training has been continuous, assessed as satisfactory, and was either undertaken in one ITP or was supervised by one Training Supervisor as the primary supervisor for the entire period of time).

Application for parental (or special) leave will be prospectively approved by the relevant Regional/New Zealand Training & Accreditation Committee Chair (this approval to be confirmed by that committee).

Normal formative and summative assessments will be done at the usual times in the period of training prior to or after returning from parental (or special) leave. In addition, a summative assessment will be completed at the commencement of leave. If this summative assessment is unsatisfactory, the additional period of training will not be credited.

*[Revised and ratified by Council, November 2005]*

## TRAINEE CONNECT

### Trainee Connect

Trainee Connect provides you with ready access to RANZCOG's integrated suite of online learning resources. A direct link connects you via secure login to an extensive range of programs, downloadable files, lectures and interactive learning resources to assist you with your training. It also connects you with fellow trainees and RANZCOG facilitators via topic-focused chat sessions and discussion forums for the open sharing of information and ideas.

### How to Connect

Access to Trainee Connect is available to all registered RANZCOG Trainees of the College via the following link: <http://online.ranzcog.edu.au>

A link is also available from the College website. You will be asked to login and agree to the terms and conditions of the site prior to accessing the resources.

In most instances, your login details will be the same as those issued for access to your trainee email account. If you are unsure of your login details or have not yet been issued with a username and password, please contact Mr Liam Davison: [ldavison@ranzcog.edu.au](mailto:ldavison@ranzcog.edu.au)

Trainee Connect links to:

### The Online Orientation Program (OOP)

The Online Orientation Program provides resources to help overseas trained obstetricians and gynaecologists integrate into the Australian medical workforce. It helps develop a strong understanding of the core values and generally accepted practices in O&G that are taken for granted by medical practitioners who have been raised and trained in Australia.

### The Flexible Learning Program (FLP)

The Flexible Learning Program (FLP) is a key learning resource for all RANZCOG trainees. OTS trainees are encouraged to make use of it. It consists of a number of topics which target relevant segments of the curriculum and contains specified learning objectives. The FLP is designed to assist Trainees in preparation for their examinations. Updated FLP modules include multimedia presentations and interactive activities.

FLP topics are small and manageable and consist primarily of references to up-to-date resources, along with a brief guide to their use. Topics are readily and regularly updated - resources will be added or removed and advice for their use will be reviewed and modified in order to maintain or enhance the educational value of the topic.

Trainees are able to provide feedback directly to facilitators, and receive advice from facilitators, through e-mail. Knowledge and skills that trainees achieve in working through the FLP will be assessed in the examinations. There is no other formal assessment of the FLP.

The FLP is designed as an aid to learning. Trainees are not assessed on completion of each individual topic. Instead, it is expected that, in utilising the FLP, trainees will exercise sufficient responsibility, self motivation and initiative to plan and carry out a suitable multi-year study program that will leave them well prepared for the examinations and a career in obstetrics and gynaecology.

### Assessment

Knowledge acquired by working through the FLP is assessed in the examinations. Remember, also, that the "F" in FLP means "flexible" - the FLP is designed to be easily revised, the aim being to keep topics up-to-date. If you have completed a topic that subsequently undergoes revision, you will need to access the latest version to read through the new material. The date of the latest revision to each topic is shown on the FLP Homepage, as well as on the first page of each topic document. Material in the most recent update will be examinable. There will, however, be no updates in the month leading up to an examination.

### List of Topics

- Pre-ITP: Introduction to the practice of obstetrics and gynaecology
- Anatomy and Embryology
- Pathology, Haematology and Immunology
- Microbiology and Infectious Diseases
- Genetics
- Fetal Physiology
- Pediatric and Adolescent Gynaecology
- The Woman in her Reproductive Years - physiology and endocrinology
- The Pregnant and Puerperal Woman - physiology and endocrinology
- The Perimenopausal and Post Menopausal Woman - physiology and endocrinology
- Clinical Imaging and Pharmacology
- Clinical Obstetrics A - Normal Care and Common Problems: pre-pregnancy, antenatal, intrapartum and during the puerperium
- Clinical Obstetrics B - Medical Disorders in Pregnancy
- Clinical Obstetrics C - Conditions Specific to Pregnancy
- Clinical Obstetrics D - Neonatal Physiology, Care of the Newborn and Common Neonatal Problems
- Clinical Gynaecology A - Menstrual Disorders, Contraception and Subfertility
- Clinical Gynaecology B - Urogynaecology and Urogenital

## Prolapse

- Clinical Gynaecology C - Pelvic Pain, Endometriosis and Minimal Access Surgery
- Clinical Gynaecology D - Oncology, Dysplasia and Vulval Disorders
- Epidemiology and Statistics
- Cultural and Women's Health Issues
- Medical Ethics
- Medico-legal Issues and Risk Management

## The Online Lecture Series

The Online Lecture Series is a series of short downloadable lectures presented by RANZCOG Training Supervisors covering the main topics from the RANZCOG curriculum. The lectures are released on a regular basis and are accompanied by chat sessions with the lecturer and online discussion.

## Online Oral Examination Case Scenarios

These structured Oral Examination Case Scenarios step trainees through a series of encounters with hypothetical patients in a format close to that used in the MRANZCOG Oral Examination. Trainees are given the opportunity to test their clinical judgment against expected outcomes and to familiarise themselves with the format.

## Chat Sessions and Discussion Forums

Scheduled real-time chat sessions and discussion forums are linked to most Trainee Connect modules and provide a forum for topic-focused discussion that is often led by a facilitator. They can be used to conduct online tutorials.

## Software Requirements

Many documents on Trainee Connect are supplied as PDF files. To view these files, you will need Adobe Acrobat Reader software. To obtain a free copy of Adobe Acrobat Reader go to: [www.adobe.com.au/products/acrobat/readstep.html](http://www.adobe.com.au/products/acrobat/readstep.html)