

## **RANZCOG Endorsement policy/Public Document policy**

**Preamble:** RANZCOG (Royal Australian and New Zealand College of Obstetricians and Gynaecologists) develops reviews and “endorses” a significant number of documents within the organisation, contributes to development of similar documents with other organisations, and receives for review similar documents originating in other organisations. These documents provide information that can be viewed by:

- The public and other health professionals
- RANZCOG Fellows and Diplomates

By and large (but not entirely) responsibility for the management of these documents has been the responsibility of Women’s Health (WH) staff, according to the direction of Women’s Health Committee (WHC) and Council. The intent of this policy is to guide WH staff, and other organisations, in the management of public documents within RANZCOG.

The policy is intended to provide a framework for initial classification of public documents, and a flow chart for their re-classification following review by Councilors, Committee Chairs, Committees or Council.

<b>Document category</b>	<b>Definition</b>	<b>Rating/Status</b>
Category 1. RANZCOG Document	1) Current College statement, or similar; full responsibility for content accepted by RANZCOG; has been examined and approved by RANZCOG Council. Full document on website. Document life to be defined by Council, subsequent review required. 2) Joint statement developed with substantial RANZCOG input, including RANZCOG Presidential/Exec Committee/WHC nominee	Coat of Arms RANZCOG Document Approved by Council
Category 1a. RANZCOG Document (for review)	Time expired RANZCOG Statements (expired Statements that are still visible on the College website, which are under review); partial responsibility for content accepted by RANZCOG, shared with other organization, or by user in case of time-expired statements. Examined and approved by Council. Full document on website. Document life to be defined by Council, subsequent review required. Time expired statements remain as endorsed for period equivalent to their original defined life, then retired, if not reviewed by Committee and reconfirmed	Coat of Arms RANZCOG Endorsed Approved by Council

	as College document by Council.	
Category 2. RANZCOG Endorsed document	External documents examined and assessed by RANZCOG Committee, considered generally useful and the content is supported for O&G's and /or broader community, often developed with input of a Fellow. Responsibility for content not accepted by RANZCOG. Offer link on website.	RANZCOG Endorsed Coat of Arms as determined by Council
Category 3. RANZCOG non endorsed document	External document assessed and considered to be unsuitable for College endorsement. No responsibility for content accepted by RANZCOG. Offer link on website.	RANZCOG Non endorsed no Coat of Arms
Category 4. RANZCOG Pending Document	Received by RANZCOG, further classification required by Committee Chair/Committee/Council. Allocation for further classification by Exec assistant (expect usually to WH); shared assessments will require personal liaison between Committee Chair	Pending
Category 5. RANZCOG Rejected	1) Received and reviewed, not considered of any particular use to O&G community. 2) Withdrawn or retired College Statements or public documents.	Rejected

Documents considered by a Chair may be put to Committee for consideration of support; such documents may then be put further to Council, supported, accepted or rejected. Documents considered by Committee may be put to Council for consideration of endorsement or to become College documents; such documents may be classified according to Council wishes.