

ESSENTIAL INFORMATION FOR DRANZCOG & DRANZCOG ADVANCED TRAINING SUPERVISORS

SUPERVISORS—YOUR ROLE & RESPONSIBILITIES EXPLAINED



Joint Consultative Committee on Obstetrics

A tripartite Committee of RANZCOG,
RACGP & ACCRRM

OVERSEEING TRAINING

Supervisors oversee all aspects of the in-hospital training of a DRANZCOG or DRANZCOG Advanced trainee or group of trainees. This includes ensuring they are provided with the appropriate practical instruction, whether this training is provided by the supervisor or a consultant. It also includes providing ongoing support and appropriate assessment to enable the trainees they are supervising to meet the professional and educational requirements specified in the syllabus as detailed in the *DRANZCOG & DRANZCOG Advanced Handbook*.

NOTE: This handbook is available on the RANZCOG website at:
<http://www.ranzcog.edu.au/pdfs/education/diploma-handbook.pdf>

ELIGIBILITY CRITERIA

All Training Supervisors must be in active obstetric practice in the hospital where the trainee will be training. He or she must hold a recognised postgraduate qualification in obstetrics. The hospital where the trainee is undertaking DRANZCOG or DRANZCOG Advanced training must be a site accredited for that purpose by the Joint Consultative Committee on Obstetrics.

APPOINTMENT PROCESS

Training Supervisors are appointed by the relevant State Reference Committee (SRC) following nomination by the training hospital. Practitioners interested in becoming supervisors or who have been asked to take over from an existing supervisor should first contact the Training Services Department at the RANZCOG (see contact details below).

NUMBER OF SUPERVISORS REQUIRED

DRANZCOG trainees require one Training Supervisor. DRANZCOG Advanced trainees require two – a specialist obstetrician and a GP clinical supervisor.

TRAINEE REGISTRATION

All trainees must register with the RANZCOG at least four weeks prior to commencing training and obtain prospective approval of training from the JCCO. Before doing so trainees must first obtain a training position at an accredited hospital and arrange to be allocated an approved Training Supervisor. It is the responsibility of the trainee to organise their registration and arrange fee payment, not the supervisor's. However, the supervisor should advise new trainees of the requirement to obtain prospective approval of training and direct them to the RANZCOG website where they can obtain the requisite registration/prospective approval forms.

Contact Details

RANZCOG

College House
254-260 Albert Street
East Melbourne
Victoria 3002

www.ranzcog.edu.au

Training Services

Registration, Training &
Certification Enquiries

Tel: +61 3 9417 1699

Email:

training@ranzcog.edu.au

Assessment Services

Examination Enquiries

Tel: +61 3 9412 2936

Email:

exams@ranzcog.edu.au

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ASSESSMENT & MONITORING – CHECKING/SIGNING OFF LOGBOOKS

Supervisors are responsible for the ongoing assessment and monitoring of trainees' competence in the clinical procedures which are part of the DRANZCOG and DRANZCOG Advanced syllabus. These procedures are listed in the relevant logbook, which each trainee receives upon registration.

DRANZCOG LOGBOOK – CONTAINS THE CLINICAL PROCEDURES LOG & THE IN-TRAINING SKILLS LOG

The Clinical Procedures Log is a progressive record of key procedures which must be performed by all DRANZCOG trainees as part of their training. The cumulative record sheets indicating performance of these procedures must be reviewed by the Training Supervisor every month and initialled and dated by him/her.

The In-training Skills Log records the trainee's ability to perform a number of essential skills. The Training Supervisor or other nominated assessor (eg an appropriate consultant, registrar or GP) must sign off on each of these skills and indicate the level of competence reached. If this assessment is not done by the Training Supervisor, he/she must approve the assessor who makes the assessment. The assessor must be a practitioner who has directly observed the trainee performing the skill and is expert enough to make a reliable assessment of that skill. The supervisor must also review the In-training Skills Log on a monthly basis to assess the trainee's performance and progress, and identify areas where the trainee's competence may be deficient.

DRANZCOG ADVANCED LOGBOOK – CONTAINS THE CLINICAL PROCEDURES LOG & THE ASSESSMENT FORMS

The Clinical Procedures Log is a progressive record of the additional procedures which must be performed by all DRANZCOG Advanced trainees as part of their training. The cumulative record sheets must be reviewed by either the Specialist or GP Training Supervisor (as appropriate) and initialled and dated by him/her.

The Assessment Forms on the performance and progress of the trainee at 6, 9 and 12 months must be completed by both the Specialist and GP Training Supervisors.

VITAL – LOGBOOKS ARE AN ASSESSMENT TOOL

Training Supervisors are not simply required to sign off on procedures. They must use the logbook as an assessment tool – to give ongoing feedback (formative assessment) and make a final assessment of the trainee's competence (summative assessment). If the supervisor has concerns about any aspect of a trainee's performance or progress, he/she must meet with the trainee to discuss these concerns and devise a remedial plan to assist the trainee.

COMPLETING & SIGNING THE CERTIFICATE OF TRAINING

A key responsibility of Training Supervisors is to complete and sign the Certificate of Training in the DRANZCOG or DRANZCOG Advanced logbook to confirm the trainee has satisfactorily completed the prescribed course of training. Supervisors must NOT sign this certificate if they have concerns about the trainee's competence.

FAMILIARISATION WITH SYLLABUS & REGULATIONS

Supervisors must make themselves thoroughly familiar with the relevant syllabus and regulations detailed in the *DRANZCOG & DRANZCOG Advanced Handbook*. The content of the handbook is regularly updated in the version available on the RANZCOG website. Supervisors are advised to consult this version when checking information or regulations.



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