

Training & Assessment Bulletin

October 2009

Important note: The College is increasingly using email to communicate important information, so your inbox should be checked regularly. If you haven't received any emailed information from the College or have had trouble opening attachments from us, please contact Georgina Anderson at RANZCOG (ganderson@ranzco.edu.au). It is also essential that trainees are thoroughly familiar the RANZCOG Curriculum and the Training Program Handbook, both of which are on the College website (www.ranzco.edu.au/publications/education.shtml) and are regularly updated to include regulation and policy changes.

All Trainees

1.	Recent Items in the Training & Assessment Bulletin	2
2.	Trainee Connect – Online Training Resources	2
3.	RANZCOG Examinations - Closing dates and examination venues	2
5.	Completion of Research Project and Surgical Skills Assessments	3
4.	Email Addresses	3
6.	2010 Registration and Prospective Approval of Training (Year 2-6 trainees)	4
7.	Fellowship and Membership Applications - Non-Negotiable Deadlines	4
8.	Call for Cases – 'Stump the Professor'	4
9.	Training Documentation	5
10.	Deadline Dates for Submission of 2009 Training Documentation	5
11.	Dates and Fees for 2010	6
12.	Handy Links	6
13.	Contacting College House	7

ITP Trainees

1.	Completion of Competencies Requirement in Basic Surgical Skills	8
2.	Basic Surgical Skills Workshops 2009	8
3.	Fetal Surveillance Workshops	8
4.	Completion of IHCA's	8
5.	Research Projects	9

The Training and Assessment Bulletin is published to communicate College generated information to trainees and Fellows of the RANZCOG. We regret that we are unable to accept for publication advertising material or notices of a personal nature.

Elective Trainees

1.	New College Guideline on Establishing Year 5/6 Training Positions	10
2.	Research Projects	10
3.	Completion of Compulsory Research Project	10
4.	Fellow, Indigenous Women's Health, Royal Darwin Hospital	10
5.	University of Papua New Guinea, Port Moresby General Hospital	11
6.	Senior O&G Registrar, Fiji School of Medicine	11
7.	O&G Registrar, Waikato Hospital	11
8.	O&G Senior Registrar, Dubbo Base Hospital	12
9.	Senior Registrar in O&G, St Thomas' Hospital, London	12
10.	Advertising Senior Registrar Positions	12

Subspecialty Trainees

1.	Transferring to Another State/Region/Unit	13
2.	Training Handbooks	13
3.	Training Documentation	13
4.	Training and Assessment Records	13
5.	Training Program Components	14
6.	Research Projects	14
7.	2009 Oral Examinations	15
8.	Dates and Fees for 2010	15

OTS

1.	Is this you?	16
2.	OTS Trainees - Assessment Reporting Dates	16
3.	2010 Examinations	16
4.	OTS Funded Training Opportunities – Limited time only	16
5.	2010 Examination Dates	16
6.	2010 Interview Dates & Fees	17
7.	Handy links	17

All Trainees

1. Recent Items in the Training & Assessment Bulletin

Recent editions of the *Training & Assessment Bulletin* have contained important information. If you have not read the following items, please click [here](#) to access the September 2009 edition.

All Trainees:

- Six-Monthly Assessment Forms - Now Due
- Notification to the College of Adverse Findings and/ or Restrictions on Practice - Important Information for Trainees Applying for Fellowship
- New Guidelines on Accreditation of ITP/Elective Training Posts in Expanded Settings
- Penalties for Non-Submission of 3-monthly & 6-monthly Reports
- Training Documentation - Essential Information

ITP Trainees

- Basic Surgical Procedure Competency Requirements
- Epidemiology Learning Tool

Subspecialty Trainees

- Changes to regulation 15.12.3.2 - Subspecialty Examinations
- Training Program Components
- Research Projects

OTS Trainees

- Updated OTS Training Portfolio
- Amended Regulation - Oral Examinations

2. Trainee Connect – Online Training Resources

Online Fetal Surveillance Education Program (OFSEP) Now Available

The OFSEP is now available to all RANZCOG trainees via the Trainee Connect site. Trainee Connect provides access to an extensive range of online learning and networking resources that are under continual development.

Please log in regularly at <http://online.ranzcog.edu.au>.

User names are <firstname.lastname>. Your password is your unique RANZCOG password that has been previously issued. All Trainee Connect modules are now protected with an enrolment key that you will be asked for on your first access only. Enrolment keys have been communicated to all trainees via their college email.

For further information, passwords or enrolment keys, please contact:

Mr Liam Davison
Senior Online Learning Coordinator
(t) +61 3 9412 2918
(e) ldavison@ranzcog.edu.au

3. RANZCOG Examinations - Closing dates and examination venues

Application forms for the examinations to be held in the first half of 2010 are now available on the website: www.ranzcog.edu.au/trainees/exams-application-forms.shtml The closing date for these examinations is **30 October 2009**. Late applications will not be accepted.

All Trainees

Applications will only 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.

Please note that from the first examination in 2010, all RANZCOG written examinations (Diploma, Membership and Subspecialties) will be held only in centres where there is a RANZCOG regional office. That is: Adelaide, Brisbane, Melbourne, Perth, Sydney and Wellington.

4. Email Addresses

Communication between College House and trainees is a vital component of ensuring an effective, high quality RANZCOG training program. In order to optimise communication with trainees, the College has allocated all ITP and Elective trainees with a RANZCOG email account.

This email account is the **ONLY** account that will be used for email contact between the College and these trainees and is intended as the primary means by which communication is maintained between the College and trainees. Using the RANZCOG email account is **NOT** optional. Accordingly, it is important that trainees are familiar with the way in which the accounts will operate and with their responsibilities in using the account. It is also important that trainees regularly access their account; the College recommends that emails are checked on a weekly basis.

In using the email facility provided by the College, trainees are bound by the [Terms of Use](#), as well as the RANZCOG [Website Disclaimer](#).

Trainee email accounts are accessed on the Internet at:

<https://mail.trainee.ranzcog.edu.au/exchange>

For further information, please refer to the website:

www.ranzcog.edu.au/trainees/trainee-online-resources.shtml

5. Completion of Research Project and Surgical Skills Assessments

Trainees are reminded of the deadlines for completion of the research project and surgical skills assessments components of Fellowship training. Your attention is drawn to Regulation 7.1.5 Failure to Complete a Required Component of the Training Program by the Specified Time, whereby non-completion of one or more of these components by the specified time-lines will result in a 'Borderline' six-monthly summative assessment report, regardless of any other aspect of the trainee's performance during that period. Trainees should refer to the [Training Program Handbook](#) for the wording of the full regulation.

Trainees must use the current forms for each procedure, rather than using earlier forms which may have changed as requirements are modified. The forms can be downloaded from the website: www.ranzcog.edu.au/trainees/research-project.shtml and www.ranzcog.edu.au/trainees/trainees-surgical-skills-assessment.shtml

In the light of ongoing concerns surrounding completion of the Research Project requirement, on-line modules to support trainees are being developed and should be on the College website before the end of the year.

All Trainees

6. 2010 Registration and Prospective Approval of Training (Year 2-6 trainees)

Registration and Prospective Approval of Training documents will no longer be distributed by mail to trainees currently enrolled in the ITP/Elective Training Program. It will be the responsibility of trainees registering for years 2-6 to download and complete the appropriate forms. Trainees will be notified by email when the forms are available.

- Registration/payment must be completed by 31 January 2010 (as per Regulation 10.1)
- Prospective approval must be submitted no later than 4 weeks prior to the commencement of training

7. Fellowship and Membership Applications - Non-Negotiable Deadlines

It is the responsibility of the trainee to contact the Training Services Department at College House to request an application for Membership or elevation to Fellowship. The non-negotiable deadlines stipulated in regulations 3.6 (Membership) and 16.4 (Fellowship) for requesting an application form are:

- I February (for March Council)
- I June (for July Council)
- I October (for November Council)

Signed and dated Membership/Fellowship application forms must be received at College House absolutely no later than:

- I March (for March Council)
- I July (for July Council)
- I November (for November Council)

These deadlines are NOT negotiable and trainees should refer to the [Training Program Handbook](#) for the relevant regulations (3.6 and 16.4).

8. Call for Cases – ‘Stump the Professor’

RANZCOG trainees are invited to submit cases to ‘Stump the Professor’ at the forthcoming RANZCOG 2010 Annual Scientific Meeting, being held in Adelaide from 21-24 March 2010.

Two gynaecological and two obstetric cases will be chosen from Trainee submissions across Australia and New Zealand to be presented at the meeting. The number of cases presented may vary depending on timing of the event. Successful candidates will be invited to present their unique cases to the expert panel of professors; leading invited speakers at the meeting.

Submissions should consist of a one-page summary of a maximum 700 words, with the final diagnosis. Closing date for abstract submission is Friday 4 December 2009.

For further information, visit the meeting website: www.ranzcog2010asm.com.au

Submissions should be sent to:

Ms Kylie Grose
(e) kgrose@ranzcog.edu.au
(t) 03 9412 2922

All Trainees

9. Training Documentation

Trainees are reminded that they must use the current version of training documents. These should be downloaded from the website as and when they are required.

Training Dates on 6-monthly Assessment Forms

It is essential that trainees insert the EXACT start and finish dates for each 6-month block of training at the top of the relevant 6-monthly Summative Assessment Form - not just approximate dates (i.e. not 'Jan-June').

Trainees must also indicate the exact amount and dates of annual, conference or other leave taken during the 6-month period.

These forms are vital records of training and the dates inserted will be used by the College when calculating the number of prospectively approved months of training required for Membership or Fellowship. If the dates on the forms are incorrect or vague, this will seriously delay Membership and Fellowship applications, because Training Services staff will not be able to accurately assess amounts of training time.

10. Deadline Dates for Submission of 2009 Training Documentation

	ACT/NSW & TAS	QLD	SA
Training Year Starts:	19 January	12 January	4 February
Mid-Semester 1	12 June	5 June	29 June
Six-Monthly and Clinical Training Summaries 1	11 September	4 September	28 September
Mid-Semester 2	11 December	4 December	28 December
Six-Monthly and Clinical Training Summaries 2	12 March 2010*	5 March 2010*	29 March 2010*
Training Year Ends:	17 January 2010	10 January 2010	2 February 2010

	WA	VIC	NZ
Training Year Starts:	26 January	2 February	8 December
Mid-Semester 1	19 June	26 June	8 May
Six-Monthly and Clinical Training Summaries 1	18 September	25 September	7 August
Mid-Semester 2	18 December	11 December	6 November
Six-Monthly and Clinical Training Summaries 2	19 March 2010*	12 March 2010*	5 February 2010*
Training Year Ends:	25 January 2010	1 February 2010	7 December 2009

* please note that approval of training for 2010 is subject to a satisfactory final assessment for 2009

All Trainees

11. Dates and Fees for 2010

MRANZCOG/FRANZCOG Training

Annual Training Fee - Old Curriculum - \$1,000.00

Annual Training Fee - New Curriculum - \$1,280.00

MRANZCOG Examinations

Written Examination - \$850.00

9 February 2010

10 August 2010

Oral Examination - \$1,575.00

23 May 2010

24 October 2010

Special Consideration Fee - \$180.00

Subspecialty Training

Training Fee - \$1,280.00

Subspecialty Examinations

Written Examinations - \$1,100.00

10 August 2010

Oral Examinations - \$2,688.00

To be advised

COGU/CMFM In-hospital Clinical Examination - \$830.00

Special Consideration Fee - \$180.00

12. Handy Links

The following links lead to commonly required sections of the College website:

- Training Documentation
(including prospective approval of training forms)
www.ranzcog.edu.au/trainees/documentation.shtml
- Trainee Email Accounts
<https://mail.trainee.ranzcog.edu.au/exchange>
- ITP/Elective Training Transfer Application
www.ranzcog.edu.au/trainees/pdfs/training/Interstate-&-cross-Tasman-transfer-form.pdf
- ITP Training Transfer Application
(transfer ITP within a State or Region)
www.ranzcog.edu.au/trainees/pdfs/training/ITP-transfer-within-a-state-or-region-form.pdf
- Examination Application Forms
www.ranzcog.edu.au/trainees/exams-application-forms.shtml
- Communication Skills Workshops
(information and forms)
www.ranzcog.edu.au/trainees/communication-skills-workshop.shtml
- In-hospital Clinical Assessment
(forms and approved assessor lists)
www.ranzcog.edu.au/trainees/ihca.shtml
- Research Project
(information and forms)
www.ranzcog.edu.au/trainees/research-project.shtml
- Surgical Skills Competency Assessment
(information and forms)
www.ranzcog.edu.au/trainees/trainees-surgical-skills-assessment.shtml
- The Training Program Handbook
www.ranzcog.edu.au/publications/pdfs/education/

All Trainees

[Training-Handbook.pdf](#)

- The RANZCOG Curriculum
www.ranzcog.edu.au/publications/pdfs/education/Curriculum.pdf

13. Contacting College House

Feedback from various workshops attended by College House staff suggests that there are a number of trainees who have experienced difficulties with training registration or submitting training documentation but have not contacted relevant staff at RANZCOG for assistance. Please remember that there are almost 400 ITP/Elective trainees and over 80 subspecialty trainees - there is no way we can know you are in difficulty unless you pick up the phone or email us. Training and Assessment staff will do everything they can to assist you if you let us know that you would like our help or advice. A complete contact list of Training and Assessment staff is available on the website:

- [Training Services](#)
- [Assessment Services](#)

ITP Trainees

1. Completion of Competencies Requirement in Basic Surgical Skills

Trainees are reminded that they must complete their competencies assessments in basic O&G surgical procedures by the end of Year 2. Any trainee who is having difficulty meeting these requirements, should contact the Assessment Services Department at College House to discuss their situation.

2. Basic Surgical Skills Workshops 2009

All first-year trainees must attend a compulsory 2-day (i.e. weekend) Basic Surgical Skills workshop organised by the College. The workshop covers the following areas: principles of team surgery and theatre etiquette, handling instruments, knot tying, incision and closure, episiotomy repair, haemostasis, electrocautery and stacks, hysteroscopy and laparoscopy. The workshop fee is \$620.00, which includes a fully illustrated workshop manual and a CD-Rom.

Workshops have already been held all Australian states. The remaining workshop for 2009 will be held 24-26 November at the Clinical Skills Centre, University of Auckland.

For further information, please contact:

Shaun McCarthy
Manager, Training Services
(t) +61 3 9412 2917
(e) smccarthy@ranzcog.edu.au

3. Fetal Surveillance Workshops

All first-year trainees are required to complete an approved Fetal Surveillance Education Program. Exemption from this requirement may be gained if such a workshop or course has been completed in the 12 months prior to

entry to the training program. Evidence of completion of such a program should be submitted to Training Services.

The Education & Assessment Committee has approved the following programs, any one of which trainees can undertake for the purposes of completing this mandatory component. They are:

- RANZCOG Fetal Surveillance Program;
- EFM Master Tutor;
- K2;
- Australian K2; and
- King Edward Memorial Hospital Fetal Monitoring.

For further information, please contact:

Bronwyn Robinson
Senior Assessment Co-ordinator
(t) +61 3 9412 2979
(e) brobinson@ranzcog.edu.au

4. Completion of IHCA's

Trainees are reminded that prospective approval must be obtained for the IHCA's in Ultrasound and Colposcopy in order to ensure that the assessment is carried out by an approved assessor.

Your proposed assessor's status can be checked on the website: www.ranzcog.edu.au/trainees/ihca.shtml

For further information, please contact:

Frances Gilleard
Assessment Co-ordinator
(t) +61 3 9412 2945
(e) fgilleard@ranzcog.edu.au

ITP Trainees

5. Research Projects

On-line Modules

In the light of ongoing concerns surrounding completion of the Research Project requirement, on-line modules to support trainees are being developed and should be on the College website before the end of the year.

Surveys

Trainees who plan to conduct a survey of Fellows/ Members/Diplomates/Trainees as part of their Research Project should be aware that all surveys need to be approved by the Continuing Professional Development Committee.

Survey enquiries and documentation required should be directed to:

Val Spark
CPD Co-ordinator
(t) +61 3 9412 2921
(e) vspark@ranzcof.edu.au

Guidelines for Assessment

Trainees should note the following guidelines for assessment of research projects:

1. Case reports must meet the specifications of RANZCOG Regulation 7.4 and as set out in the *Training Program Handbook*; they must be supported by a comprehensive literature review, and have been accepted for publication. Trainees should note that unless the case report is published it will not satisfy completion requirements and they will still need to satisfactorily complete the research component.
2. Presentations at state/regional meetings will be accepted if that meeting has been allocated CPD points and will be assessed with vigorous scientific scrutiny. Presentations comprising case reports will not be accepted – they must comprise an audit / study.
3. Where the trainee is a co-author for multi-centre trials s/he must be able to provide substantial evidence of involvement in the project.
4. Co-authorship with the trainee's research supervisor will require evidence of substantial involvement (e.g. obtaining ethics approval).

Elective Trainees

1. New College Guideline on Establishing Year 5/6 Training Positions

The Training Accreditation Committee has developed a generic position description for Year 5/6 training posts to assist hospitals intending to establish senior training positions. The guideline stresses the importance of clearly differentiating senior registrar posts from ITP posts. The guideline is available on the College website at: www.ranzcog.edu.au/trainees/pdfs/training/Guideline-Year-5&6-training-posts.pdf

2. Research Projects

Trainees should note the following guidelines for assessment of research projects:

1. Case reports must meet the specifications of RANZCOG Regulation 7.4 and as set out in the *Training Program Handbook*; they must be supported by a comprehensive literature review, and have been accepted for publication. Trainees should note that unless the case report is published it will not satisfy completion requirements and they will still need to satisfactorily complete the research component.
2. Presentations at state/regional meetings will be accepted if that meeting has been allocated CPD points and will be assessed with vigorous scientific scrutiny. Presentations comprising case reports will not be accepted – they must comprise an audit / study.
3. Where the trainee is a co-author for multi-centre trials s/he must be able to provide substantial evidence of involvement in the project.
4. Co-authorship with the trainee's research supervisor will require evidence of substantial involvement (e.g. obtaining ethics approval).

3. Completion of Compulsory Research Project

The cohort of senior trainees who are required to satisfactorily complete their research project by the end of Year 6 (not Year 5, as is the case with all other trainees) are reminded that completion of this assessment requirement is essential in order to obtain Fellowship. Applications for elevation to Fellowship cannot be accepted until all assessment requirements, including the research project, have been met.

4. Fellow, Indigenous Women's Health Royal Darwin Hospital

Start Date: 15 January 2010

End Date: 24 January 2011

Applications Close: 30 October 2009

The position of Fellow in Indigenous Women's Health (IHW) is offered to RANZCOG trainees as an elective in the final year of training. The role focuses on the health of indigenous women in rural and remote communities of the Top End of the Northern Territory. The Fellow is part of a team including a specialist and Women's Health Nurse and travels to a remote community each week, providing antenatal and gynaecologic consultations, with the aid of portable ultrasound and colposcopy equipment. The Fellow has an interesting clinical and cultural experience, in a supportive environment.

The Fellow participates in the education program and some clinical duties at Royal Darwin Hospital. The focus is on continuity of care for women seen in the remote communities. Suitable candidates may be eligible for academic status with Flinders University. Dedicated time for research and audit is provided in the IHW program.

Elective Trainees

For further information, please contact:

Dr Martha Finn

(t) +61 8 8922 8888 or +61 8 8922 8863

(e) martha.finn@nt.gov.au

5. University of Papua New Guinea, Port Moresby General Hospital

A final-year trainee (level 5/6) is required for the University of Papua New Guinea, Clinical Department of Obstetrics & Gynaecology, for employment as a locum lecturer for 6-12 months in 2010. Commencement date negotiable.

This is a great opportunity for practical experience in operative obstetrics, open abdominal surgery operating - the professional experience of a life-time you will never forget. Local salary to cover accommodation and living expenses will be provided.

For further information, please contact:

Professor Glen Mola

(e) glenmola@dg.com.pg

6. Senior O&G Registrar, Fiji School of Medicine

A final-year trainee (level 5/6) is required for the Fiji School of Medicine for employment as a locum lecturer for 4-6 months in 2010. Commencement date negotiable, but approximately May 2010.

Local salary to cover accommodation and living expenses will be provided.

For further information, please contact the incumbent:

Dr Kirsten Connan, MRANZCOG

(e) kc@joll.net

or

Dr Swati Mahajan, Senior Lecturer FSM

(e) s.mahajan@fsm.ac.fj

7. O&G Registrar, Waikato Hospital

Start Date: December 2009

End Date: December 2010

We currently have three registrar positions available within our unit at Waikato District Health Board. We offer opportunities for senior registrars at elective level or non trainees. Your focus could be obstetrics / fetal medicine / gynae oncology or laparoscopic and pelvic floor surgery. We are able to offer you flexibility based upon your educational needs and interests.

Here is a great opportunity for you to gain experience in dealing with a variety of gynaecological conditions. Our obstetric service provides secondary services for the Waikato District Health Board Region and tertiary for the midland region. There are approximately 3700 deliveries per annum. Waikato District Health Board provides hospital and health services to more than 360,000 people in a region covering eight per cent of New Zealand.

This position can be ITP or prospectively approved elective training in general O&G.

For further information, please contact:

Deirdre Rohlandt, Clinical Director

or

Marie Wild, Operations Manager

(t) +64 7 839 8899 or +64 7 839 8791

(e) wildM@waikatodhb.co.nz

Elective Trainees

8. O&G Senior Registrar Dubbo Base Hospital

Start Date: 20 January 2010

End Date: 19 January 2011

Applications Close: 13 November 2009

The position of Senior Registrar (SR) will have the following components: obstetric role, gynaecology outpatient and surgical role, a training role for undergraduates, post graduates and midwives, a research role, as well as an administrative role.

The SR will have a major role in the training of junior medical staff including residents and the junior registrar. The SR will be expected to oversee registrar on-call rosters and organise leave and RDOs. The incumbent should be available for all operating lists, for the performance of procedures as primary operator, to assist consultants especially in difficult cases and to supervise junior registrars in theatre. The SR will partake in antenatal clinics along with the junior registrars and staff specialists, to cover labour ward on a 1:3 roster out of hours.

For further information or to obtain the position description, please contact:

Susan Cusack

(t) +61 2 6885 8611

(e) susan.cusack@gwahs.health.nsw.gov.au

9. Senior Registrar in O&G St Thomas' Hospital, London

Start Date: Flexible

End Date: Flexible

This post is ideal for those wishing to acquire 1-2 years

Senior Registrar experience in a busy university hospital tertiary unit. It would enable acquisition of special skills in all the subspecialties. The unit has an excellent reputation for education with protected time for teaching and consultant led educational supervision. It delivers over 6,500 women per year and has an equally busy gynaecology unit seeing 12,000 emergencies and 10,000 new referrals each year.

You will be expected to participate on the Registrar rota as 3rd resident on call i.e. acting Consultant at night. To apply you must have MRCOG (or equivalent) plus at least 3 years experience as a Registrar (plus 1-2 years as an SHO).

For further information, please contact:

Lawrence Mascarenhas

(t) +44 20 7188 6878

(e) lawrence.mascarenhas@gstt.nhs.uk

10. Advertising Senior Registrar Positions

Training Supervisors, Heads of O&G Departments and senior trainees are reminded that this bulletin regularly features advertisements for upcoming senior registrar posts, so that all trainees are aware of available positions in Australia and New Zealand. These positions are also advertised on the College website: www.ranzcog.edu.au/employment/registrarpositions.shtml

If you wish to advertise a position, please complete the [electronic template](#) and email it to Maggie van Tonder, Training Services Officer (mvantonder@ranzcog.edu.au).

Subspecialty Trainees

1. Transferring to Another State/Region/Unit

Subspecialty trainees planning to transfer to another state, region or accredited subspecialty training unit must formally apply for permission to do so.

Transfer Application Form

Applications to transfer must be done using the College's Transfer Application form, which is available on the website: www.ranzcog.edu.au/trainees/pdfs/subspec/Trainee-Transfer-Application.pdf

The completed form should be submitted to College House as soon as your new hospital appointment has been confirmed and at least 8 weeks in advance for approval by the Chair of the relevant Subspecialty Committee.

2. Training Handbooks

Revisions to the CGO, COGU, CMFM, CU and CREI Training Handbooks are now complete. The handbooks are divided into 2 sections. Part A contains administrative information and includes College contacts, committees, accreditation standards, accredited training units, timelines etc. Part B includes the curriculum and the training and assessment requirements.

Each of the subspecialty curricula's in Part B follow the format of the ITP curriculum to allow a more seamless transition for those trainees who wish to specialise further. The first section details the areas of knowledge that underpin the subspecialty practice. The second section details the fundamental clinical and management skills considered necessary.

3. Training Documentation

Trainees are reminded to regularly consult the

Subspecialties section of the College website for up-to-date information and documentation.

Submitting Documentation

Trainees **must** ensure they download, complete and submit all TAR documentation for six-monthly assessment reports, including the Trainee Feedback Questionnaire. The questionnaire is particularly important given that information provided by trainees can be taken into account when reaccrediting a training site.

Chairs of committees are unable to sign incomplete documentation; these will be returned to trainees for completion. Complete reports must be submitted within eight (8) weeks of the end of the relevant training period.

Please retain a copy of all training documentation submitted.

Trainees will be notified by email when their training reports have been approved by the relevant subspecialty committee. Emails will include scanned copies of signed TARs.

4. Training and Assessment Records

The Training and Assessment Records (TARs) have been updated to reflect the recent revisions to the curriculum. As these are further reviewed, further minor changes may be made. The Daily Training Records (DTRs) are also currently being updated with weekly and monthly tables to enable easier logging and tallying of procedures. Trainees will be advised by email when this process is complete and the new forms are placed on the website. Trainees who have already commenced a new six-month period of training may continue to use existing TARs but must use the new documentation for their next six-month training period.

Subspecialty Trainees

5. Training Program Components

All trainees are advised to check the relevant training handbook on the College website to ensure that they are completing all Training Program components, including the required minimum number of procedures, for the relevant subspecialty. Failure to meet this requirement may result in additional training time. The subspecialty committees also use this information as part of the re-accreditation process for training sites.

The CREI, CMFM and COGU Subspecialty Training Programs ask trainees to complete additional training components, e.g biostatistics course. Trainees are reminded that their courses must be prospectively approved by the relevant Subspecialty Committee using the official RANZCOG prospective approval of course form available from the College website (www.ranzcog.edu.au/trainees/pdfs/subspec/prospective-approval-form.pdf) and should include course content details. Trainees must also forward evidence of completion of the course to College House for verification.

A list containing courses known by the College have been placed on the website under the relevant subspecialties. Please let us know if you are aware of others.

CGO trainees are reminded that the new Surgical Skills Assessment Summary forms should be submitted with the six monthly Training Assessment Records in Years 1 and 2 of training.

6. Research Projects

Research Proposal

First year trainees beginning in 2009 are reminded that a draft of your research project proposal must be submitted, including a timeline, with your training documents at the

end of your first 6 months of training. A final research project proposal, including institutional ethics committee approval, must be submitted with your training documents at the end of your first 12 months of training. The approval form is available on the College website at: www.ranzcog.edu.au/trainees/pdfs/subspec/research-project-approval.pdf and includes a template for a timeline.

Trainees are directed to consult the *Subspecialties Committee Policies & Procedures Handbook* for regulations pertaining to Research Projects.

Research Project

Before submitting research projects, trainees should ensure that all assessment criteria have been addressed. Where all criteria have not been attempted, trainees will be asked to resubmit. This may jeopardise eligibility to sit the final examination. The [Assessment Form for Research Projects](#) is available on the website.

Amending your Research Project

If your research project has been approved and you wish to change it for any reason, you must apply to your subspecialty committee for approval of this change. You will need to submit an [Amendment to Research Project](#) application form.

Submitting your Research Project

Trainees who commenced subspecialty training after 1 January 2003, are required to present a research project that meets satisfactory completion requirements before gaining eligibility for the relevant subspecialty examination. This may be the written or oral examination, whichever is taken second. Trainees are strongly advised to submit their paper by 30 April in the year of the final examination to allow time for assessment of the paper and resubmission if required.

Subspecialty Trainees

Suggested Research Project Topics

In order to assist trainees with determining their research topic, trainees may contact Susan Westcott at College House for a list of research projects that have been recently assessed as satisfactory. The application should show clearly the nature of the intended amendment(s).

7. 2009 Oral Examinations

The subspecialty oral examinations yet to be held in 2009 are:

COGU	15 November 2009
CREI	29 November 2009

8. Dates and Fees for 2010

Subspecialty Training

Training Fee - \$1,000.00

Subspecialty Examinations

Written Examinations - \$1,100.00

10 August 2010

Oral Examinations - \$2,6880.00

To be advised

COGU/CMFM In-hospital Clinical Examination - \$830.00

Special Consideration Fee - \$180.00

Certification

Certification Fee - \$600.00

9. Contacting College House

The following staff will do everything they can to assist you in their area of responsibility:

Subspecialties Services

Lyn Johnson (Manager)

- Subspecialties training policies
- Recertification
- Certification of recognised training
- MFM-OGU working party coordination

Jayne Petricca (Administration Officer)

- Subspecialty training documentation
- Subspecialty research projects
- Certification

Susan Westcott (Administration Officer)

- Subspecialty Committee coordination
- National Selection Process
- Accreditation of subspecialty training units

Assessment Services

Frances Gilleard (Assessment Co-ordinator)

- In-hospital Clinical Ultrasound Examination

Bronwyn Robinson (Senior Assessment Co-ordinator)

- CGO, COGU and CU Subspecialty Written and Oral Examinations

Alice Williams (Examination Officer)

- CMFM and CREI Subspecialty Written and Oral Examinations

OTS

1. Is this you?

If, as an overseas-trained specialist, you have undergone assessment at the College, were assessed as having 'advanced standing towards substantial comparability' to an Australian-trained specialist or were assessed as 'partially comparable to' an Australian-trained specialist, and are now working towards satisfying the requirements for achieving Fellowship of the College, then this section is for you.

2. OTS Trainees - Assessment Reporting Dates

If you are an OTS trainee you have been sent a schedule of the dates that your three and six monthly assessments reports are due at College House. This has been forwarded to you via your RANZCOG email address and should be inserted into your OTS Training Portfolio.

If you have not received the schedule or you have any questions relating to assessment dates, please contact the OTS Department as soon as possible.

3. 2010 Examinations

Application forms for the examinations to be held in the first half of 2010 are now available on the website: www.ranzcog.edu.au/trainees/exams-application-forms.shtml The closing date for receipt of applications is 30 October 2009.

Applications will only 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.

Late applications will not be accepted.

4. OTS Funded Training Opportunities – Limited time only

Funding is again available for identified training and upskilling of eligible OTS trainees. It will remain available until the end of 2009.

This funding can be used for training, upskilling, and associated travel and accommodation costs. There is a maximum allowance of \$3,000 per eligible OTS Trainee.

IMPORTANT: If you have previously used your \$3,000.00 allocation, you are NOT eligible for further funding.

Examples of purposes to which the funding can be put include Clinical workshops, IHCA modules, Communication Skills Workshops and Exam Preparation Workshops.

Funds can be accessed by completing and returning the [Funded Training Recommendation Form](#). Those OTS Trainees who currently have forms with the College pending approval do not need to resubmit their forms.

For further information, please contact:

Mr Liam Davison
Online Learning Coordinator
(t) +61 3 9412 2918
(e) ldavison@ranzcog.edu.au

5. 2010 Examination Dates

Membership Written Examinations:

9 February 2010
10 August 2010

Membership Oral Examinations:

23 May 2010
24 October 2010

6. 2010 Interview Dates & Fees

Assessment Fees*

OTS/AoN Initial Assessment - \$2,046.00

OTS/AoN Interview - \$4,092.00

* GST inclusive

OTS/AoN Interview Dates

Wednesday 27 January

Wednesday 3 March

Wednesday 28 April

Wednesday 14 July

Wednesday 1 September

Wednesday 10 November

7. Handy links

The following links lead to commonly required sections of the College website:

- OTS training documentation
www.ranzcog.edu.au/overseas/ots-trainees-documentation.shtml#Documentation
- Examination Application Forms
www.ranzcog.edu.au/trainees/exams-application-forms.shtml
- In-hospital Clinical Assessment (forms and approved assessor lists)
www.ranzcog.edu.au/overseas/ots-trainees-documentation.shtml#IHCA
- Communication Skills Workshops
www.ranzcog.edu.au/trainees/communication-skills-workshop.shtml
- The Training Program Handbook
www.ranzcog.edu.au/publications/pdfs/education/

[Training-Handbook.pdf](#)

- The RANZCOG Curriculum
www.ranzcog.edu.au/publications/pdfs/education/Curriculum.pdf
- Contact the College
www.ranzcog.edu.au/contact/index.shtml