

THE ROYAL AUSTRALIAN AND  
NEW ZEALAND COLLEGE OF  
OBSTETRICIANS AND GYNAECOLOGISTS



# TRAINING LOGBOOK 2010

Daily Training Record  
for MRANZCOG/FRANZCOG Training

# The Royal Australian and New Zealand College of Obstetricians and Gynaecologists

## TRAINING PROGRAM LOGBOOK 2010

(Daily Training Record)

for MRANZCOG/FRANZCOG Training

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This material is available on the RANZCOG website  
<http://www.ranzcog.edu.au>

## PERSONAL DETAILS

Name:	
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Address:	

Telephone:	
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## TRAINING DETAILS

Training site:	
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Training year:	
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Calendar year:	
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Period of training covered by this Logbook:	/ /20 to / /20
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## TABLE OF CONTENTS

Personal Details	<a href="#">4</a>
Training Details	<a href="#">4</a>
Function	<a href="#">6</a>
Essential Information on Using this Logbook	<a href="#">6</a>
Instructions	<a href="#">7</a>
Important note	<a href="#">7</a>
Abbreviations Used/Accepted in MRANZCOG Examinations	<a href="#">8</a>
Certificate of Accuracy	<a href="#">9</a>
Certificate of Satisfactory Completion of this Logbook (MRANZCOG/FRANZCOG)	<a href="#">9</a>
Record of Discussion and Assessment by Training Supervisor Every Three Months	<a href="#">9</a>
Year 1 ITP - Basic Surgical Skills Training	<a href="#">10</a>
Year 1 ITP - Neonatal Resuscitation Training	<a href="#">11</a>
Obstetric Procedures – Caesarean Sections	<a href="#">12</a>
Obstetric Procedures – Vaginal Deliveries	<a href="#">13</a>
Obstetric Procedures – Other	<a href="#">14</a>
Major Abdominal Procedures	<a href="#">15</a>
Laparoscopies	<a href="#">16</a>
Major Vaginal Procedures	<a href="#">17</a>
Minor Vaginal Procedures	<a href="#">18</a>
Cervical Procedures and Colposcopies	<a href="#">19</a>
Gynaecology Clinic (Sessions)	<a href="#">20</a>
Antenatal Clinic (Sessions)	<a href="#">21</a>
Ultrasound (Procedures)	<a href="#">22</a>
Meetings / Presentations	<a href="#">23</a>
Research Activities	<a href="#">24</a>

## FUNCTION

This Logbook (Daily Training Record) is to enable trainees to record the necessary aspects of their training experience during the MRANZCOG/ FRANZCOG Training Program, in whatever type of training has been prospectively approved.

The Logbook has been designed with these training situations in mind and should enable all trainees to record daily the experience relevant to the training undertaken during the year.

The record of experience has the following functions:

1. It provides trainees with a personal record of all procedural and other training experiences, which are requirements for satisfactory completion of the relevant training program.
2. It provides trainees with the basis for completing the Six-monthly Clinical Training Summaries of training experience which are an essential requirement for assessment and subsequent credit of training. The Six-monthly Clinical Training Summary is part of the six-monthly summative assessment report form.
3. The Six-monthly Clinical Training Summaries will be used by the Training Supervisor/ Program Coordinator and the relevant Regional/New Zealand Training Accreditation Committee to monitor the trainee's experience to ensure that it is appropriate for the level of training. These summaries are also used to plan further training with the Training Supervisor/ Program Coordinator.
4. The information will also be used by the College to monitor the experience provided for trainees by the hospital.

### ESSENTIAL INFORMATION ON USING THIS LOGBOOK

- The College does not issue a hard copy version of this Logbook. Trainees should download from the College website the relevant pages as required. **THE TRAINEE IS RESPONSIBLE FOR MAINTAINING UP TO DATE LOGBOOK PAGES AT ALL TIMES.**
- Every three months trainees must submit hard copy versions of their Logbook pages for checking by their Training Supervisor. The supervisor is not required to sign off each page of the Logbook, but he/she must sign the "Record of Checking of Logbook" box on p. 9.
- A copy of the completed Basic Surgical Skills, Neonatal Resuscitation and Communication Skills training pages must be sent to College House at the designated times to prove attendance/successful completion of the requirement.
- Following Council approval of their Membership or Fellowship, applications, trainees will be required to submit hard copy versions of all Logbook pages for each relevant year of training. These hard copy versions should only be submitted when requested by the College.

## INSTRUCTIONS

1. Record training experience on a daily basis
2. Record clinical training experience

All trainees undertaking clinical training are required to record the procedural experiences relevant to their training program. A list of abbreviations of procedures used and accepted in the MRANZCOG examinations has been included in the Logbook. Trainees should use this list as a guide to the appropriate abbreviations to be used in this Logbook.

4. At the end of each six-monthly period:  
The Clinical Training Summary section of the six-monthly summative assessment report form should be completed by the trainee, using the information compiled in the Logbook.

The clinical training/experience must be tallied and the number of procedures in specific categories recorded against the relevant headings for the type of training being completed.

The completed six-monthly assessment report/Clinical Training Summary should be sent to the relevant RANZCOG Regional Office for checking/signing by the Chair of the relevant regional Training Accreditation Committee.

### IMPORTANT NOTE

Please contact the Training Services Department at College House if you have any questions about completing the Logbook. Contact details are on the title page of this book.

## ABBREVIATIONS USED/ACCEPTED IN MRANZCOG EXAMINATIONS

AFP	Alphafetoprotein
APH	Antepartum haemorrhage
ARM	Artificial rupture of membranes
BP	Blood pressure
FHR	Fetal heart rate
CIN	Cervical intraepithelial neoplasia
CTG	Cardiotocograph
CSU	Catheter specimen of urine
DandC	Dilation and curettage
ECG	Electrocardiograph(y)
ECV	External cephalic version
EUA	Examination under anaesthesia
FBC	Full blood count
FBE	Full blood examination
FSH	Follicle stimulating hormone
GTT	Glucose tolerance test
Hb	Haemoglobin
hCG	Human Chorionic Gonadotrophin
IUCD	Intrauterine contraceptive device
LFTs	Liver function tests
LH	Lutenising hormone
LMP	Last menstrual period
LNMP	Last normal menstrual period
LUSCS	Lower uterine segment Caesarean section
LSCS	Lower segment caesarean section
MSU	Midstream specimen of urine
NAD	Nothing abnormal detected
PPH	Post-partum haemorrhage
PR	Per rectum
PV	Per vaginam
RBC	Red blood cells
TAH	Total abdominal hysterectomy
VDRL	Venereal disease reference laboratory test
UandEs	Urea and electrolyte
WBC	White blood cells

**CERTIFICATE OF ACCURACY**

Logbook (Daily Training Record)

I certify that the information contained in the Logbook (Daily Training Record) is a true and accurate record of my training experiences.

Trainee's signature: ..... Date: .....

**CERTIFICATE OF SATISFACTORY COMPLETION OF THIS LOGBOOK  
(MRANZCOG/FRANZCOG)**

I certify that:

Name: .....

has satisfactorily completed this Logbook as required under the RANZCOG regulations.

TA Chair signature: ..... Date: .....

Chair, Regional/New Zealand Training Accreditation Committee.

When this and all other relevant Logbooks are presented for assessment, if assessed as satisfactory, the Chair will sign the 'Certificate of Satisfactory Completion of Training' in the Training Assessment Record (TAR).

**RECORD OF CHECKING OF LOGBOOK  
BY TRAINING SUPERVISOR EVERY THREE MONTHS**

It is essential that Training Supervisors review the trainee's training experiences and progress as recorded in the Logbook every three months. Training Supervisors are required to provide feedback to the trainees about their strengths and areas for improvement at the mid-semester formative assessment.

The following section is to be signed by the Training Supervisor.

I certify that I have reviewed the training recorded in this Logbook on:

Date: ..... Signed: .....

Date: ..... Signed: .....

Date: ..... Signed: .....

Date: ..... Signed: .....

## YEAR 1 ITP - BASIC SURGICAL SKILLS TRAINING

### IMPORTANT NOTE

This page must be signed off by the RANZCOG Fellow who is running the compulsory Basic Surgical Skills workshop you must attend as part of your first year of training.

You MUST send a hard copy or scanned copy of this signed logbook page to the Training Services Department at College House at the time you complete the BSS self-assessment follow-up test.

Full completion of the workshop has not occurred until you have completed the follow-up BSS self-assessment test, which will be emailed to you by the College six months after the workshop. After completing the test, you will be sent a letter by the College confirming you have fully completed the BSS training requirement. You must retain this letter in your TAR (Training Assessment Record).

Name:

Hospital:

State/Region:

Date/s of training:

The following section is to be signed by the workshop facilitator.

I certify that the above trainee has satisfactorily completed the Basic Surgical Skills training requirement.

Workshop facilitator (signature): .....

Workshop facilitator (print name): .....

Date: .....

## YEAR 1 ITP - NEONATAL RESUSCITATION TRAINING

### IMPORTANT NOTE

There is no formal neonatal resuscitation (NR) training module or workshop. Trainees are expected to receive NR training in the course of their first year of MRANZCOG/FranzCOG training. This page must be signed off by your Training Supervisor or other RANZCOG Fellow responsible for providing your NR training.

You MUST send a copy of this signed logbook page to the Training Services Department at College House, so there is a record of your completion of this compulsory training requirement. Retain a copy in your TAR (Training Assessment Record).

Name:

Hospital:

State/Region:

Date/s of training:

The following section is to be signed by the Training Supervisor.

I certify that the above trainee has satisfactorily completed the Neonatal Resuscitation training requirement.

Training facilitator (signature): .....

Training facilitator (print name): .....

Date: .....

















**GYNAECOLOGY CLINIC (SESSIONS)**

Month	Type of Clinic			Total Clinic Sessions
	General	Subspecialty	Other	
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Totals				

## ANTENATAL CLINIC (SESSIONS)

Month	Sessions
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
Total	

## ULTRASOUND (PROCEDURES)

**TIME REQUIRED:** The procedures (and minimum numbers) listed below are what the College considers necessary to attain basic competency in ultrasound. These procedures will require a minimum of 18 x 8-hour days ie approximately 150 hours or 4 weeks of clinical training and experience.

Name of Procedure	Procedures Observed	Min. Required	Procedures Performed (under supervision)	Min. Required
Trans-vaginal first trimester early pregnancy		5		25
Trans-abdominal first trimester dating		5		25
Second/third trimester biometry		5		25
Determine presentation		5		25
Determine placental site		5		25
Measure AFI		5		25

### IMPORTANT NOTES:

The procedures listed in the Procedures Performed column can be done in the labour ward, in an early pregnancy clinic or in the ultrasound department, as long as the procedures are appropriately supervised.

Supervision of ultrasound training should be provided by a trained sonographer or other suitably qualified practitioner.







