

ITP/ELECTIVE TRAINING PROGRAM ESSENTIAL INFORMATION 2008



The Royal Australian
and New Zealand
College of Obstetricians
and Gynaecologists

TRAINING SERVICES

Ms Maggie Van Tonder

**ITP Administration
Officer**

*Registration, Membership/
Fellowship applications,
training documentation &
general training enquiries*

Tel: +61 3 9412 2936

Email:
mvantoder@ranzocg.edu.au

ASSESSMENT SERVICES

Ms Jayne Petricca

*Examination application
enquiries/Surgical skills
enquiries/Communication
skills workshops*

Tel: +61 3 9412 2972

Email:
jpetricca@ranzocg.edu.au

Ms Frances Gilleard

Research project

Tel: +61 3 9412 2945

Email:
fgilleard@ranzocg.edu.au

Ms Nicola Roschko

*All other examination
enquiries*

Tel: +61 3 9412 2929

Email:
nroschko@ranzocg.edu.au

Vital Training & Assessment Documentation

In training Logbook (Daily Training Record)

Website location: www.ranzocg.edu.au/trainees/pdfs/training/logbook.pdf Record of all required procedural and other training experiences for every year of training. No printed logbook — download pages from the website as needed. **IMPORTANT: Trainees must retain hard copies of completed pages for signing off by Training Supervisor every 3 months and for submission to College when applying for Membership/Fellowship.**

Mid-semester (3 mthly) Formative Assessment Report

Website location: www.ranzocg.edu.au/trainees/documentation.shtml. Compulsory formative assessment of performance/progress by your Training Supervisor. Trainee is responsible for submitting completed report form to relevant Training Accreditation (TA) Committee Chair within 8 weeks of end of relevant training period.

Six-monthly Summative Assessment Report

Website location: www.ranzocg.edu.au/trainees/documentation.shtml. Compulsory summative assessment of performance/progress by your Training Supervisor. Submit completed form as above.

Clinical Training Summary (CTS) Sheets

Website location: www.ranzocg.edu.au/trainees/documentation.shtml. Sheet used by trainee at end of each 6-month training period to tally clinical experiences recorded in logbook. Must be checked and signed off by Training Supervisor and relevant TA Chair. Submit completed CTS as above.

Important Reminder

Failure to submit above documents by the stipulated deadlines may result in loss of credited training time.

Training Assessment Record (TAR)

Collection of documents recording training/assessment experiences, including trainee reports and CTS above. TAR must be submitted every 6 months to relevant TA Chair. Should also be shown to Training Supervisor on starting a new rotation.

EMAIL ADDRESSES—VITAL INFORMATION

Email is our primary means of supplying information. Early in 2008 the College will allocate you a RANZCOG email address, with guidelines on appropriate usage. Until then, ensure you have a working email address which can accept attachments and advise the College of any change to that address immediately.

Surgical Procedures: Assessment of Competencies Form—if started program as from 1/12/03

Website location: www.ranzocg.edu.au/trainees/trainees-surgical-skills-assessment.shtml

Forms used by appropriate supervisor/consultant to assess each trainee's competency in basic O&G surgical procedures (end of Year 2) and advanced procedures (end of Year 5). One form per procedure (to be sent into College once trainee signed off as competent on each procedure).

Please submit your Training Documents to:

State:	NSW/ACT	QLD	SA/NT	TAS	VIC	WA	NZ
TA Chair:	Dr Vijay Roach	Dr Deryck Charters	Dr Martin Ritossa	Dr Rupert Sherwood	Dr Bernadette White	Dr Krishnan Karthigasu	Professor Peter Stone
Send your documents to:	Lee Dawson NSW TA Committee, Suite 4, Level 5, 69 Christie St St Leonards NSW 2065	Lee-Anne Harris QLD TA Committee, Unit 22, Level 3 17 Bowen Bridge Rd Herston QLD 4006	Judith Hamilton SA/NT TA Committee, PO Box 767, North Adelaide SA 5006	TAS TA Committee, C/- Calvary Medical Centre, 49 Augusta Rd, Lenah Valley TAS 7008	Fran Watson VIC TA Committee, 8 La Trobe St Melbourne VIC 3000	Janet Davidson WA TA Committee, PO Box 6258 East Perth WA 6892	Steve Williams NZ TA Committee, PO Box 10611 Wellington 6015, New Zealand

ITP/ELECTIVE TRAINING PROGRAM ESSENTIAL INFORMATION 2008

TRAINING PROGRAM HANDBOOK

The handbook is on the College website. It is updated regularly, so always refer to it when checking information or regulations.
www.ranzcog.edu.au/trainees/training-handbook.shtml

Flexible Learning Program modules (FLPs)

Website location (requires username & password): www.ranzcog.edu.au/flp/index.shtml

Self-directed learning modules covering all areas of curriculum. No formal assessment involved.

By end of Year 1 must complete:

- Basic Surgical skills workshop (College notifies you re workshop in your state/country).
- Neonatal resuscitation training (no formal module - covered in your in-hospital training).

By end of Year 2 must complete:

- Communication Skills Workshop (if started from 1/12/03).
- Must gain approval of research project proposal. Project completed by end of Year 5 (if started on/after 1/12/06).

By end of Year 3:

- Must gain approval of research project proposal. Project completed by end of Year 6 (if started between 1/12/03 to 30/11/06).

In-hospital Clinical Assessments (IHCAs)

Trainees must complete the following IHCAs prior to Membership:

- Ultrasound IHCA
- Colposcopy IHCA

Distance Education Program modules (DEPs) - if started program before 1/12/03 and where applicable.

Website location: www.ranzcog.edu.au/trainees/dep.shtml

10 compulsory modules (7 pre-Membership and 3 pre-Fellowship) which involve formal assessment and must be submitted to the College.

TRAINEES' SUBCOMMITTEE

The RANZCOG Trainees' Subcommittee comprises trainee representatives from each state in Australia and also New Zealand, as well as a representative for trainees who are at overseas sites. The Subcommittee is your voice in the College decision-making process. Details of your local representative can be found on the College website:

www.ranzcog.edu.au/trainees/trainees-subcommittee.shtml

EXAMINATIONS

Examination Applications

The **closing dates** for examination applications are:

- **30 April 2008** for the July-December 2008 Written and Oral Examinations
- **30 October 2008** for the January-June 2009 Written and Oral Examination

Please note that it is the candidate's responsibility to apply for all examinations. Late applications will **NOT** be accepted. Applications are available on the College website: www.ranzcog.edu.au/trainees/exams-application-forms.shtml

Examination Dates

- Monday 13 February 2008 - Written Exam - Fee: \$780
- Sunday 18 May 2008 - Oral Exam - Fee: \$1,450
- Tuesday 12 August 2008 - Written Exam - Fee: \$780
- Sunday 19 October 2008 - Oral Exam - Fee: \$1,450

FINAL SUBMISSION DATES FOR TRAINING DOCUMENTATION

TAR Assessment	ACT & NSW	QLD	SA	TAS & WA	VIC	NZ
Mid-Semester 1	13 June 2008	6 June 2008	13 June 2008	13 June 2008	27 June 2008	9 May 2008
Six-Monthly & Clinical Training Summaries 1	12 September 2008	5 September 2008	12 September 2008	12 September 2008	26 September 2008	8 August 2008
Mid-Semester 2	12 December 2008	5 December 2008	12 December 2008	12 December 2008	12 December 2008	7 November 2008
Six-Monthly & Clinical Training Summaries 2	13 March 2009*	6 March 2009*	13 March 2009*	13 March 2009*	13 March 2009*	6 February 2009*

* Please note that approval of training for 2009 will be subject to a satisfactory final assessment for 2008.