**RANZCOG Training Program**

**Online 6-Monthly Assessment Process**

### 6-Monthly Assessment Form

- **Status: “New Entry”**
  - Trainee creates 6-monthly form & presses “SUBMIT”

- **Status: “Awaiting Supervisor Submission”**
  - Supervisor can now view the 6-monthly form in their “Appraisal & Assessments” list
  - Once the survey has been finalised, the Supervisor reviews the trainee’s logbook, additional requirements and leave, completes the declarations and presses “SUBMIT”

- **Status: “Awaiting Trainee Submission”**
  - Trainee reviews the 6-monthly assessment, ticks the declaration and presses “SUBMIT”

- **Status: “Awaiting Regional Review”**
  - The Regional Office processes the report and refers it to the TAC Chair or Committee

### Consultant Assessment Survey

- **Status: “New Entry”**
  - Supervisor creates survey

- **Status: “In Progress”**
  - Supervisor distributes survey to consultants and collects feedback

- **Status: “Pending 6-monthly Submission”**
  - Supervisor finalises survey, adds consultants’ comments into form and presses “SUBMIT”

- **Status: “Awaiting Chair Review”**
  - The TAC Chair reviews the report and assigns an outcome of Satisfactory or Not Satisfactory

- **Status: “Awaiting Committee Review”**
  - The Regional Office will assign an outcome following a decision by the Committee

- **Status: “Completed”**
  - The 6-monthly assessment process is now complete.

### Key

- **RED:** Training Supervisor’s action
- **BLUE:** Trainee’s action
- **GREEN:** College’s action