



Royal Australian & New Zealand  
College of Obstetricians & Gynaecologists

# Certificate of Woman's Health (CWH), Associate Training Program (Procedural) and Associate Training Program (Adv. Procedural)

Training Mentor and Training Supervisor Information

February 2024

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Title: Certificate of Woman's Health (CWH), RANZCOG Associate Training Program (Procedural) (PTP) and RANZCOG Associate Training Program (Adv. Procedural) (APTP) Training Mentor and Training Supervisor Information Pack.

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## 1. Essential Information

### RANZCOG Website / Document Links

- [CWH, PTP & APTP Curricula](#)
- [CWH PTP and APTP Handbook](#)
- [RANZCOG Regulations](#)
- [RANZCOG Training supervisors - information page](#)
- [Certificate-Procedural-Training-Mentor-Supervisor-Application-Form.pdf \(ranzcog.edu.au\)](#)
- [Examinations - RANZCOG](#)
- Membership/training/examination fees - [Fees - RANZCOG](#)
- Further information regarding the training programs can be found on our website [RANZCOG Website - Training](#)

### Integrate Links

Detailed instructions on how to document and submit your training via the Integrate online training platform can be found in the following:

- [Integrate - Log In](#)
- [Integrate Trainee User Guide for CWH PTP APTP](#)
- [Integrate Training Supervisor User Guide for CWH PTP APTP](#)

### RANZCOG Contacts

Please direct all enquires to the CWH & PTP Training team at the College, details listed below:

| Area   | Area of responsibility  | Email  |
|--|---|--|
| Certificate and Procedural training programs | Trainee enquiries- Application and training platform (Integrate) support<br>Training Mentor/Supervisor support<br>Certification | <a href="mailto:cptp@ranzcog.edu.au">cptp@ranzcog.edu.au</a>                       |
| RANZCOG Assessment Services                  | Certificate and Procedural training program<br>Examinations   | <a href="mailto:assessment@ranzcog.edu.au">assessment@ranzcog.edu.au</a>           |
| RANZCOG E-Learning Support                   | Certificate and Procedural training program<br>online resources<br>Acquire access and feedback                                  | <a href="mailto:elarningsupport@ranzcog.edu.au">elarningsupport@ranzcog.edu.au</a> |
| RANZCOG IT Helpdesk                          | Issues involving Integrate  | <a href="mailto:help@ranzcog.edu.au">help@ranzcog.edu.au</a>                       |
| RANZCOG Membership                           | Membership queries, Training<br>Mentor/Supervision resignations   | <a href="mailto:membership@ranzcog.edu.au">membership@ranzcog.edu.au</a>           |
| RANZCOG CPD                                  | Continuing Professional Development (CPD)<br>information and support  | <a href="mailto:cpd@ranzcog.edu.au">cpd@ranzcog.edu.au</a>                         |

## 2. Position Descriptions

### 2.1 Certificate in Women's Health (CWH) Training Mentor

#### Direct Report

In the first instance, the Chair of the Conjoint Committee for Associate Procedural Training (CCAPT). Ultimately, all Training Mentors are responsible to the RANZCOG.

#### Primary Purpose of Position

To oversee, in close consultation with the CCAPT, all aspects of training of a CWH trainee or group of trainees, including ensuring they are provided with the practical instruction, ongoing support and appropriate assessment to enable them to meet the professional and educational requirements specified in the CWH curriculum.

#### Qualifications and Skills

- Training Mentors must hold the PTP, APTP, DipRACOG, or Fellowship of RANZCOG
- Post-PTP/APTP or post-Fellowship experience in a teaching hospital or other setting is highly desirable.
- Demonstrated commitment to teaching and training.
- Good interpersonal skills and the ability to communicate effectively with trainees, other medical staff and patients.
- Ability to contribute to the planning and delivery of an effective training program

Each trainee must have one (1) Training Mentor, who must be in active clinical practice. In the case of trainees undertaking the CWH through hospital-based training, the Training Mentor must be located at the hospital. In the case of trainees undertaking the CWH through training in an appropriate established GP practice, the Training Mentor may be located off-site. (Note: This requirement does not apply to trainees undertaking the CWH as part of the PTP/APTP qualification.)

#### Key Challenges

- Maintain effective trainee-mentor relationship and provide support and guidance within a busy and potentially complex clinical environment.
- Understand the role of the Training Mentor in equipping trainee doctors providing women's healthcare to work effectively in a changing health system

#### Outcomes

Provide highly professional and supportive mentorship of trainees in accordance with RANZCOG requirements for CWH clinical experience, competence and formal assessment of performance and progress.

#### Responsibilities

1. Mentorship and Support:
  - To provide support and mentoring to trainees, including:
    - creating a climate of trust to allow trainees to share and reflect on their experiences.
    - regular constructive formal and informal feedback through meetings with the trainee, preferably at the time of the monthly checking/signing of the Logbook.
    - encouraging trainees to improve their communication, decision-making and critical thinking skills; and
    - listening to trainees' concerns about training and respecting their right to be assertive and questioning.
  - For trainees undertaking hospital-based training, this mentoring also includes:
    - assisting in creating opportunities for trainees to be taken through new procedures, as necessary, by a consultant, senior registrar or 'RANZCOG Associate (Procedural

and Advanced Procedural) (as applicable) and to practise their skills under supervision;

- facilitating, when required, the regular rostering of trainees so they can access key in-hospital educational/training opportunities such as trainees'/registrars' meetings, perinatal mortality/ morbidity sessions available, and any clinics conducted at the hospital (fertility, menopause, etc.);
- encouraging trainees to use ward rounds as vital training opportunities with appropriate consultant and senior registrar involvement; and
- making every reasonable effort to ensure that trainees have appropriate support from on-call consultants after hours.

2. Dedicated time:

- Regular dedicated time is set aside to teach/mentor trainees.
  - This includes time spent giving feedback to trainees or contributing to the planning of their women's health educational program.

3. Signing Logbooks:

- Review and sign each trainee's Logbook modules as they are completed and monitor the trainee's progress to ensure the training and assessment requirements and Workplace-based Assessments (WBAs) are completed before the end of their training period.

4. Assessment:

- To act as an Assessor of the trainee's competence in skills listed in the In-Training Skills Log of the trainee's Logbook,
- To act as an Assessor for the trainee completing the requisite Workplace-based Assessments (WBAs),
- Sign off on the Training Experience Log in the trainee's Logbook for each area of Training Experience required,
- Signing the Certificate of Satisfactory Completion of Training in the Logbook once satisfied that the trainee has met the requirements listed in the Logbook (for trainees commencing before July 2023).

5. Knowledge of curriculum, regulations, etc:

- To be fully informed of the requirements of the CWH curriculum and the current regulations governing training and assessment by consulting the following (refer to the [Essential Information](#) for links):
  - CWH, PTP & APTP Curricula;
  - RANZCOG Regulations; and
  - CWH, PTP & APTP Handbook.

6. Liaison with the Chair of the Conjoint Committee for Associate Procedural Training (CCAPT)

- To liaise closely with the Chair of CCAPT (including attending CCAPT meetings when required) to discuss training issues and problems, particularly where the hospital or GP practice is having difficulty providing the trainee with relevant clinical experience and support.
- NOTE: In the first instance, queries or concerns regarding training and/or assessment matters should be directed to Certificate and Procedural Training Programs [cptp@ranzco.edu.au](mailto:cptp@ranzco.edu.au)

## 2.2 RANZCOG Associate Training Program Procedural (PTP) and Adv. Procedural (APTP) Training Supervisor

### Direct Report

In the first instance, the Chair of the Conjoint Committee for Associate Procedural Training (CCAPT). Ultimately, all Training Supervisors are responsible to the RANZCOG.

## Primary Purpose of Position

To oversee, in close consultation with the CCAPT, all aspects of training of a PTP/APTP trainee or group of trainees, including ensuring they are provided with the practical instruction, ongoing support and appropriate assessment to enable them to meet the professional and educational requirements specified in the PTP/APTP curriculum.

## Qualifications and Skills

- Training Supervisors of PTP trainees must hold the PTP, APTP or Fellowship of RANZCOG
- Training Supervisors of APTP trainees must hold the APTP or Fellowship of RANZCOG
- Post-PTP/APTP or post-Fellowship experience in a teaching hospital or other setting is highly desirable.
- Demonstrated commitment to teaching and training.
- Good interpersonal skills and the ability to communicate effectively with trainees, other medical staff and patients.
- Ability to contribute to the planning and delivery of an effective training program at the hospital level.

Training Supervisors must be in active obstetric practice in the hospital where the trainee will be training. The second APTP Training Supervisor may be located off site but must be in regular contact with both the trainee and on-site primary Training Supervisor via telephone, Skype, Zoom, Teams and email etc.

## Key Challenges

- Maintain effective trainee-supervisor relationship and provide support and guidance within a busy and complex hospital environment.
- Understand the role of supervision in equipping trainee doctors to work effectively in a changing health system.

## Outcomes

Provide highly professional and supportive supervision of trainees in accordance with RANZCOG requirements for PTP/APTP clinical experience, competence and formal assessment of performance and progress.

## Responsibilities

1. Supervision and Support:
  - To provide support to trainees and hands on supervision and training, including:
    - regular constructive formal and informal feedback through meetings with the trainee
    - ensuring trainees are taken through each new procedure by a consultant, senior registrar or RANZCOG Associate (Procedural/Adv. Procedural) and are given adequate opportunities to practice their skills under supervision;
    - ensuring ward rounds are treated as vital training opportunities with appropriate consultant and senior registrar involvement;
    - encouraging trainees to improve their communication, decision-making and critical thinking skills;
    - listening to trainees' concerns about training and respecting their right to be assertive and questioning
    - creating a climate of trust to allow trainees to share and reflect on their experiences
    - encouraging trainees to use ward rounds as vital training opportunities with appropriate consultant and senior registrar involvement; and
    - making every reasonable effort to ensure that trainees have appropriate support from on-call consultants after hours
2. Dedicated time:
  - Regular dedicated time is set aside to teach/mentor trainees.



- This includes time spent giving feedback to trainees or contributing to the planning of their hospital O&G educational program.
- 3. Trainee access to educational opportunities
  - To ensure, or make every reasonable effort to ensure, that trainees are rostered so they can access key in-hospital educational/training opportunities such as trainees'/registrars' meetings, perinatal mortality/morbidity sessions, ultrasound experience (APTP trainees ONLY), and any clinics conducted at the hospital (fertility, menopause, etc.)
- 4. Signing Logbooks:
  - Review and sign each trainee's Logbook modules as they are completed and monitor the trainee's progress to ensure the training and assessment requirements, clinical procedures and Workplace-based Assessments (WBAs) are completed before the end of their training period
- 5. Assessment:
  - To act as an Assessor of the trainee's competence in skills listed in the In-Training Skills Log of the trainee's Logbook, or approve an appropriate consultant or senior O&G registrar to act as an Assessor\*
  - Sign off on each procedure listed in the Clinical Procedures Log in the trainee's Logbook, or approve (and provide final signoff for) an appropriate consultant or senior O&G registrar to assess each procedure as it is conducted
  - To act as an Assessor for the trainee completing the requisite Workplace-based Assessments (WBAs), or approve an appropriate consultant or senior O&G registrar to act as an Assessor
  - Sign off on the Training Experience Log in the trainee's Logbook for each area of Training Experience required,
  - Signing the Certificate of Satisfactory Completion of Training in the Logbook once satisfied that the trainee has met the requirements listed in the Logbook (for trainees commencing before July 2023)
- \* An eligible Assessor must hold either a PTP, APTP FRANZCOG or be a Senior O&G Registrar
- 6. Knowledge of curriculum, regulations, etc:
  - To be fully informed of the requirements of the PTP/APTP curriculum and the current regulations governing training and assessment by consulting the following (refer to the [Essential Information](#) for links):
    - CWH, PTP & APTP Curricula;
    - RANZCOG Regulations; and
    - CWH, PTP & APTP Handbook.
- 7. Liaison with the Chair of the Conjoint Committee for Associate Procedural Training (CCAPT)
  - To liaise closely with the Chair of CCAPT (including attending CCAPT meetings when required) to discuss training issues and problems, particularly where the hospital is having difficulty providing the trainee with relevant clinical experience and support.
  - NOTE: In the first instance, queries or concerns regarding training and/or assessment matters should be directed to Certificate and Procedural Training Programs [cptp@ranzcog.edu.au](mailto:cptp@ranzcog.edu.au)

### 3. Training Mentor and Supervisor Appointment Process

#### Applications

- Applications are not required where the applicant has already been approved as a Training Supervisor for the FRANZCOG training program by the relevant State, Territory and New Zealand (STaNZ) Training Accreditation Committee
  - All other Training Mentors/Supervisors must be approved, even those who have been asked to take over from an existing Supervisor.

- Prospective Training Mentors & Supervisors must submit a completed [Certificate and Procedural Training Mentor and Supervisor Application Form](#) and current CV with 2 referees to Certificate and Procedural Training Programs [cptp@ranzco.edu.au](mailto:cptp@ranzco.edu.au)
- Applications will be checked and collated then reviewed and approved by the Conjoint Committee for Associate Procedural Training (CCAPT)
  - Applications are reviewed by CCAPT in:
    - February
    - June
    - October
- Training Mentors/Supervisors are required to complete the Clinical Education Training (CET) Modules and Training Supervisor online Workshop:
  - [Clinical Education Training \(CET\) - Information](#)
  - [Acquire - Log in to complete the CET Modules](#)
  - [Training Supervisor Workshop - Information](#)

### Training Mentor/Supervisor Numbers

- CWH
  - One (1) Training Mentor
  - The Training Mentor must have completed either the PTP/APTP/FRANZCOG or a holder of the “old Diploma” of the Royal Australian College of Obstetricians and Gynaecologists (DipRACOG), who is in current medical practice and who has maintained their Continuing Professional Development points with the Royal Australian College of General Practitioners (RACGP) or the Australian College of Rural and Remote Medicine (ACRRM)
- PTP
  - One (1) Training Supervisor
  - The Training Supervisor must have completed either the PTP/APTP/FRANZCOG
- APTP
  - Two (2) Training Supervisors
  - The Training Supervisors must have completed either the APTP/FRANZCOG

### Trainee-Supervisor Ratios

- For appropriately supervised and supported training RANZCOG’s recommended ratio of mentor/supervisors to trainees is as follows:
  - 1 mentor/supervisor to every 3 trainees
  - 2 mentor/supervisors for every 7 trainees

### Trainee Applications

- It is the responsibility of the trainee, NOT the Training Mentor/Supervisor, to:
  - First obtain a training position in an accredited hospital or GP clinic (CWH applicants only) and arrange an approved Training mentor/supervisor;
  - Apply online at least four (4) weeks prior to commencing training to obtain prospective approval of training
  - Obtain a copy of their Employment Contract or Letter of Offer covering at (minimum) the start date of the proposed training period
  - Complete payment of the training fee
  - Be aware of additional fees, examination dates, workshops to successfully complete their training
- The Training Supervisor is responsible for:
  - Applying to become a supervisor prior to your first trainee commencing training
  - Ensuring that your “Personal” and “Practice” Profiles are current and/or updated in Integrate

- Advise new trainees of the requirement to obtain prospective approval of training
- Direct trainees to the RANZCOG website - [Certificate and Procedural Training - RANZCOG](#) to apply online.
  - **Trainees will require the Mentor/Supervisors RANZCOG ID and primary email address (as listed on their Integrate account) to complete the application**
- Approve the trainee application via the email link sent to the primary email address as listed in their Integrate account

## Continuing Professional Development (CPD)

eLearning Modules:

- [Clinical Education Training - Part 1](#) (4.5 hours Educational Activities)
- [Clinical Education Training - Part 2](#) (2 hours Educational Activities)
- [Simulation-based Medical Education](#) (4 hours Educational Activities)
- [Feedback for Trainees](#) (1.5 hours Educational Activities)

Teaching:

- Time spent actively teaching and supervising can be claimed under the Education Activities CPD domain. Download the Supervision or Teaching template and flyer from the [Integrate resource tab](#).

Self-reflection:

- Use the [RANZCOG CPD Self-evaluation and Reflection Tool](#) to assess your learning and/or teaching, following the completion of a learning activity (e.g. eLearning module) or teaching session. You may claim 0.5 hours within the Performance Review domain each time you complete the self-reflection.

## 4. Training Mentor/Supervisor FAQs

### 4.1 General Questions

#### How long does training take to complete?

All trainees have a maximum of 2 years to complete their training, logbooks and examination for each individual training program and 4 years when 2 or more training programs are being completed simultaneously. Although trainees may complete their training within a shorter timeframe, trainees need to be aware of other components such as examination dates, additional fees and workshops which may impact the overall length of time to complete their training.

#### How does a Trainee apply for a program?

Paper application forms are no longer accepted, and trainees are to be directed to the [RANZCOG Website](#) to apply. Trainees will need to know your RANZCOG ID and surname so that they can select you to be their Mentor/Supervisor.

#### What is my RANZCOG ID?

Your RANZCOG ID is a 5-digit number/username that you use to login to Integrate. When logged into Integrate, it appears in the top lefthand corner following your name.

#### Why can't the Trainee select me as a Mentor/Supervisor on the Application Form?

This may be due to:

1. the trainee has entered the incorrect RANZCOG ID and/or surname
  - Clarify the spelling of your surname and RANZCOG ID with them – this information must match the information in Integrate
2. the trainee has not selected the correct training site/State
  - Clarify the training site with them, there may be confusion over the exact location if there are multiple sites e.g. Albury / Wodonga
3. the mentor/supervisor is not listed at the hospital site

- Your Mentor/Supervisor information may not be up to date in Integrate – please review the sites that you are approved to supervise at in Integrate and contact RANZCOG Certificate and Procedural Training Programs [cptp@ranzcoг.edu.au](mailto:cptp@ranzcoг.edu.au) to update.
- 4. the mentor/supervisor has not applied to be a RANZCOG supervisor and approved by CCAPT.
  - Urgently submit your Training Mentor/Supervisor application to RANZCOG Certificate and Procedural Training Programs [cptp@ranzcoг.edu.au](mailto:cptp@ranzcoг.edu.au). Provisional approval to mentor/supervise will be given on receipt of the application and you will be set up as a supervisor in Integrate.

Note: Completion of the RANZCOG Training Supervisor workshop does not grant approval to become a Training Mentor/Supervisor. All mentors/supervisors must complete the [Certificate and Procedural Training Mentor and Supervisor Application Form](#) and be approved by the CCAPT.

### Why do I need to keep my Personal and Practice profiles updated in Integrate?

The online application form connects to the information in Integrate and will not function correctly when there is incomplete or out of date data within Integrate. This will affect the trainee's ability to match you to the training site and they will be unable to apply.

### My trainee wants to apply for PTP/APTP and cannot submit their application. How can I help?

All programs have pre-requisites and eligibility requirements. Please refer them to the [Certificate and Procedural Training - RANZCOG](#) page of the Website for more information

### I have extended leave coming up, can I still supervise my trainee?

Trainees can change hospital site/supervisors during their training time. If your leave will impact the trainee's ability to complete their training within the prescribed timeframe, please discuss alternatives with the trainee.

### Why can't I see my trainee on Integrate?

Mentor/supervisors will only have access to trainees who enrolled in a training program **after July 2023** and are completing the online logbook. Paper-based trainees will not appear in your Integrate account. Please encourage all trainees commencing training after July 2023 to complete their training in Integrate.

## 4.2 Training Mentor/Supervisor Questions

### Who has a Training Supervisor and who has a Mentor?

Trainees undertaking the Certificate of Women's Health (CWH) will have a Training Mentor to oversee their training and assessment. The Training Mentor must be approved by the Conjoint Committee for Associate Procedural Training (CCAPT). Only the Training Mentor can conduct the Workplace Based Assessments (WBAs) for their designated CWH trainees. If the trainee is employed in a hospital setting, the Training Mentor must be employed at that accredited training site.

Trainees undertaking either the RANZCOG Associate Training Program (Procedural) (PTP) or the RANZCOG Associate Training Program (Adv. Procedural) (APTP) must have a CCAPT approved Training Supervisor employed at the accredited training site. Training Supervisors must hold the equivalent or higher qualification to that being undertaken by the trainee.

### Who can act as an Assessor for WBAs?

CWH: only the trainee's Training Mentor can conduct the WBAs.

PTP: the trainee's Training Supervisor or any medical staff member who holds a PTP, APTP, Fellowship or, is a Senior O&G Registrar of RANZCOG can assess the WBAs.

APTP: the trainee's Training Supervisor or any medical staff member who holds a APTP, Fellowship or, is a Senior O&G Registrar of RANZCOG can conduct the WBAs.

**All WBA Assessors must be approved by the trainee's Training Supervisor.** It is expected that medical staff who are participating in the assessment process will be working/teaching/supervising trainees as part of their regular duties.

### What process does the Training Supervisor need to follow to approve a WBA Assessor?

All WBA Assessors must be approved by the trainee's Training Supervisor. At the beginning of the trainee's training term, you are required to provide the trainee with a current list of approved Assessors for PTP and APTP WBAs (only the appointed Training Mentor can undertake WBAs for CWH trainees). There is no formal process that you are required to follow to approve a WBA Assessors, however, it is expected that medical staff who are participating in the assessment process will be working/teaching/supervising trainees as part of their regular duties and you are confident of their knowledge to complete the specific WBA that they are assessing.

It is recommended that the Training Supervisor identify those staff, including visiting specialists who may have oversight of PTP and/or APTP trainees, who are willing to participate as WBA Assessors and seek their agreement at the beginning of the calendar year. Record the names of those willing to act as Assessors, indicating if they can assess both the PTP and APTP or PTP only, and distribute this to trainees at the beginning of their training term.

### Under what circumstances can an Assessor refuse to undertake a WBA for a trainee?

An Assessor is not obliged to undertake a WBA for a trainee and reasons for refusing may include conflict of interest with the trainee, work demands, or inappropriate qualifications. However, it should be pointed out to the Assessor that undertaking a WBA for a trainee is assisting the trainee with their learning journey, developing their feedback skills, and enhancing their professional profile.

### Who is responsible for arranging the Workplace Based Assessments?

The trainee is responsible for arranging all aspects of the Workplace Based Assessment (WBA). The trainee must nominate when they would like to undertake a WBA and need to ensure the availability of their nominated Assessor. Trainees are also responsible for having the relevant WBA form (paper logbook) or access to the WBA located in their online Integrate Logbook ready for the Assessor. The trainee should check with their Training Supervisor to ensure that the selected Assessor has been approved and is suitably qualified to undertake this assessment.

While it is critical that the trainee takes responsibility for their WBAs, Training Supervisors do have an important role to play in this process. When undertaking a review of a trainee's Logbook, Training Supervisors must check to see that the trainee has started undertaking their WBAs. It is imperative that trainees do not leave all the assessment activities until the end of their training period. To this end, if it's noted from the Logbook that the trainee has not started or have not undertaken sufficient modules or WBAs, you are requested to strongly advise the trainee to do so.

### I am interested in assessing WBAs - How can I formalise this process?

If you are approached by a trainee to participate in a Workplace Based Assessment (WBA) you need to be approved by the trainee's Training Supervisor prior to undertaking the activity. For PTP & APTP trainees your qualifications must be equal to, or above, that of the trainee's current training program i.e., you must have completed the PTP or above to conduct the assessment for a PTP candidate or have completed the APTP or FRANZCOG to conduct the assessment for an APTP candidate. Only the designated Training Mentor can conduct Workplace Based Assessments for their Certificate of Women's Health trainees.

Training Supervisors will have a list of approved Assessors (and the qualification level at which they can conduct WBAs), which should be updated each calendar year.

### Which trainees will I be allowed to assess?

You can conduct a WBA for any PTP or APTP trainee provided you hold the appropriate qualification level AND the Training Supervisor has approved you as an Assessor for the specific WBA that you are undertaking with the trainee. Only the approved Training Mentor can undertake Workplace Based Assessments for Certificate of Women's Health trainees.

### I have been asked by a trainee to conduct one of their Workplace Based Assessments: What do I need to do?

You must have prior approval from the trainee's Training Supervisor to conduct the assessment and you must be familiar with the MAPS standard (see below) consistent with the trainee's training level. The trainee will supply you with the relevant assessment form either in person (trainees completing a paper-based logbook) or via an email link (trainees completing an online logbook). You need to observe the trainee in the clinical setting as they undertake the activity to be assessed and indicate on the form (against a series of predetermined criteria) whether or not the trainee is performing below, at or above MAPS. The completed assessment form must be discussed with the trainee immediately or very soon after the WBA activity to inform the trainee of the outcome (unsatisfactory or satisfactory) and provide feedback.

- Paper/pdf WBA forms (Trainees commencing training prior to July 2023)
  - You must complete the assessment, sign and date the WBA form and forward a copy to the Training Supervisor.
  - The trainee will keep the original form in their Logbook
  - If anything is marked "Below level expected" OR "Not Observed" the WBA will need to be reattempted as all requirements must be "At level expected" or "Above level expected" to be deemed satisfactory
  - The Workplace Based Assessment Log in the trainee's Logbook must also be completed to reflect the WBA outcome
- Integrate WBA online forms (Trainees commencing training after July 2023)
  - Access the WBA form via the email link, complete the assessment criteria based on MAPS (results are automatically calculated), add comments, sign the Assessor Declaration and enter the assessment date then submit

### What is MAPS?

MAPS literally means Minimal Acceptable Passing Standard. When the term is applied to Workplace Based Assessments, it reflects the minimal standard of care the trainee provides to ensure the safety of their patient. An Assessor will utilise the MAPS definition only against the level of the qualification that the trainee is currently enrolled in, irrespective of the previous clinical experience that they have had. The MAPS standard required for each Workplace Based Assessment is articulated on the form against each criterion.

### How will I know that my judgments regarding a trainee's performance are accurate?

Assessors must utilise the clinical descriptors for each criterion on the Workplace Based Assessment forms to guide their judgment. These descriptors articulate the standards of trainees performing below, at and above the Minimum Acceptable Passing Standard, or MAPS.

### What happens if I do not see the trainee demonstrate one of the skills listed on the Workplace Based Assessment form during the assessment activity?

If you do not see a trainee demonstrate any one of the skills listed on the WBA form you cannot give the trainee a final grade of satisfactory. Trainees and Assessors are advised to thoroughly familiarise themselves with the criteria and clinical descriptors before they undertake the Workplace Based Assessment activity.

### What happens to the Workplace Based Assessment if I need to step in and assist with the consultation/procedure?

If you are required, for patient safety, to participate in the clinical activity in which you are conducting a Workplace Based Assessment, the assessment is automatically deemed unsatisfactory. However, as Workplace Based Assessments can be used as either a formative learning or a summative assessment tool, your intervention can provide a crucial learning point to discuss with the trainee in the hope that they can complete it unassisted next time.

### Can I provide verbal prompts to a trainee to assist them in making the correct decision in an activity for which I am conducting a Workplace Based Assessment?

If you are required to provide the trainee with verbal prompts to ensure that they elicit the correct response from a patient or undertake the appropriate next step, the assessment is automatically deemed unsatisfactory.

### Can I assess the same procedure with the same trainee on more than one occasion?

All unsuccessful WBAs are deemed 'formative' and as such a trainee may undertake any number of the same Workplace Based Assessment until they achieve a result of satisfactory. You can assess the same procedure with a trainee on multiple occasions as they work toward achieving a satisfactory outcome.

### Can I refuse to undertake a Workplace Based Assessment?

You are not obliged to undertake a Workplace Based Assessment for a trainee and reasons for refusing may include conflict of interest with the trainee, work demands, inappropriate qualifications. However, undertaking a Workplace Based Assessment for a trainee is assisting the trainee with their learning journey, developing your feedback skills and enhancing your professional profile.

### Do I have to explain to the trainee the reasons why I have marked the Workplace Based Assessment the way that I have?

A key feature of all Workplace Based Assessments is the provision of feedback to aid learning after the assessment activity. Irrespective of the final grade given (unsatisfactory or satisfactory) you will be expected to discuss your assessment against the listed criteria, to inform the trainee's future learning.

### Will my assessment forms be subject to scrutiny by others?

Workplace Based Assessment forms (paper/pdf) will be kept by the trainee and a copy of each form must be forwarded to the Training Supervisor and, as such, will be viewed to ensure that all relevant portions of the document have been completed. Online WBA forms (in Integrate) are held electronically in the trainees Logbook and will be viewed by the trainee and supervisor to ensure all relevant criteria are met for assessment.

The forms may be viewed by RANZCOG staff for assessment purposes and may also be viewed by the Chair of the CCAPT. No judgment of your abilities as an Assessor will be made based on the Workplace Based Assessment form(s) that you complete.

### What do I do if a trainee challenges a particular WBA result?

If a trainee is unhappy or concerned about the grade that they have been given, they should first discuss the outcome with the Assessor who conducted the assessment at the post-WBA feedback meeting. If they are still unhappy or concerned about the grade, they are advised to discuss the assessment with their supervisor. Once you have discussed the issue with the trainee, you should also talk to the Assessor. Where possible, supervisors are advised to not intervene unless there has been a clear breach in process or procedure at which point supervisors are advised to contact RANZCOG. Trainees should be informed that there is no restriction on the number of times they can attempt each WBA and that one unsatisfactory result will not negatively impact on their final training program results.



## Am I responsible for monitoring the standards demonstrated by Assessors who conduct WBAs on my trainees?

Quality control surrounding the standards being attained and maintained by Assessors is the responsibility of RANZCOG. However, if you notice a gross breach of conduct in any aspect of the assessment process or procedures, you are advised to alert RANZCOG immediately.

### 4.3 Completing Paper Forms – for Trainees Commencing prior to July 2023

#### What information should I be checking on the forwarded copy of the trainee's WBA form?

The Assessor will supply you with a copy of the completed WBA form. Check the form to confirm that all criteria have been validated, that the comments section has been completed and the form appropriately graded and signed off. Any omissions could result in the assessment resulting in an unsatisfactory grade even if this was not the Assessor's intention. File the copy of the WBA form in your trainee's file along with other relevant documents regarding the trainee's performance for the duration of the training period.

#### What do I do with the WBA Forms at the conclusion of a trainees' training period?

Please keep all copies of the trainee's WBA forms, both satisfactory and unsatisfactory, in the trainee's training file for the duration of their training term.

### 4.4 Completing modules in Integrate – for Trainees Commencing after to July 2023

#### How do I know what Logbook modules I need to assess?

Mentor/Supervisors can access their pending reviews in two ways:

1. From the Integrate Dashboard under "Supervisor Actions"
2. Under the "My Trainees" tab in the "Pending Review" section

WBA's requiring action will be sent via an email link to the Assessor (which may also be the Supervisor). When the WBA is ready for final approval, this will appear in the Training Supervisor's pending review section to approve and finalise.

#### I have completed all pending reviews, why have I received an email asking me to complete it again?

The Mentor/Supervisor will receive an email every Thursday when there is an action pending review. If the pending review section is blank, then you are up to date.

#### How do I Assess and Approve a WBA in Integrate?

1. Trainee selects the WBA in Integrate and opens the WBA to complete
2. Trainee enters the Assessors name, email address and qualification
  - The "Assessor" can be a qualified, approved Assessor or the Trainees Supervisor (whichever is selected to complete the assessment)
3. Trainee selects "Send Form to Assessor" or "Assess Now"
  - Send Form to Assessor - an email link to the assessment form is sent to the Assessor to complete
    - **NOTE:** If the Assessor nominated is the Training Supervisor, WBA forms cannot be accessed via the Supervisors Integrate account and the form must be actioned via the email link
  - Assess Now – the WBA is displayed on the trainees screen and can be completed immediately
4. The Assessor completes the assessment requirements including criteria, comments, declaration, and date the assessment was conducted and then submits the assessment
5. The Trainee will find the submitted WBA in their Logbook page, and can click to open and complete the Trainee Declaration then submit the assessment
6. The Supervisor can now view the WBA in the "My Trainees" page under "Pending Review", and they can click to open and complete the final approval before the final submission of the completed WBA



- **NOTE:** Please ensure all steps are completed to finalise the WBA for logbook submission. A successfully approved WBA will appear in the Trainees Logbook entries as a green tick and as “completed” in their Training Summary Page.

### How do I approve Integrate online logbook submissions?

Mentors and Supervisors can view any submissions ready for review from their Integrate dashboard under “Supervisor Actions” or via the “My Trainees” tab under “Pending Review”. Each module needs to be opened, reviewed, Accepted or Rejected; comments may be added then the WBA should be submitted.

If a trainee has submitted their modules in bulk, a mentor or supervisor can approve them all at the same time once they have been reviewed. To do so, under “My Trainees” click on the “Approval” button to list all modules pending review.

### Do I need to monitor my trainees progress?

The Mentor/Supervisor should be reviewing the progress of their trainees regularly while overseeing the completion of their logbook modules, workshops, WBA’s and by giving regular feedback. To have an oversight on your trainee’s progress, select the “My Trainees” tab, and under My Trainees select “Summary” to open each requirement. The trainee’s training date end date will also appear on the top header.

| Version | Date of Version | Pages revised / Brief Explanation of Revision                   |
|---------|-----------------|---|
| V10     | February / 2024 | Content update, including Integrate information and name change |
| V11     | Month / Year    | Details   |
| V12     | Month / Year    | Details   |



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