



Position Description

Subspecialty Program Director

Version 1

November 2022

Position Description

Position Title

Subspecialty Program Director

Approval

The relevant subspecialty committee approves Program Directors, having been nominated within an Application for Initial Accreditation OR Application for a Change of Program Director form.

Resignation/Extended Leave

Resignation from the position of Program Director is required to be made in writing to the relevant subspecialty committee Chair via subspecialtyaccreditation@ranzcog.edu.au with as much notice as possible.

In the event that a Program Director will be absent from their position for more than four (4) weeks, they are required to notify the relevant subspecialty committee Chair via subspecialtyaccreditation@ranzcog.edu.au in advance wherever practicable to ensure alternative arrangements are made to support trainee(s) continued progress.

Reporting Line

In the first instance, the relevant Subspecialty Committee. Ultimately, all Program Directors are accountable to RANZCOG.

Primary Purpose

Coordination of the subspecialty training unit, in close consultation with the relevant subspecialty committee in order to:

- Coordinate the training program
- Accept the main responsibility for its supervision
- Be actively involved in the training process
- Ensure effective monitoring/assessment of trainee(s) performance/progress to achieve learning outcomes
- Promote the clinical, educational, and personal development of the trainee(s)
- Facilitate communication on training/assessment/roster issues.

Role and Responsibilities

Accreditation of the training unit

- Liaise with the RANZCOG subspecialty accreditation team in relation to accreditation applications, site visits and progress reports.
- Setting and agreeing visit date/s
- Drafting and finalising visit timetables to ensure trainees, consultants and other hospital staff are available to be interviewed at appropriate times
- Completing accreditation application and other documentation as requested by the College
- Completing progress reports and other documentation as requested by the College
- Responsible for promptly advising the relevant subspecialty committee Chair (via subspecialtyaccreditation@ranzcog.edu.au) of any changes to workload, staff, facilities, or activities, completing the annual update when requested by the College and advertising all available subspecialty training positions on the College website.

Workplace culture/safe workplace

- Contribute to a workplace culture that is harmonious, respectful, and supportive of training and the delivery of up to date, evidence-based care
- Conduct themselves in a professional manner
- Zero tolerance for workplace bullying, harassment and discrimination
- Monitor trainee well-being and refer to confidential support networks as provided by the College (EAP and/or Training Support Unit)

Support of the Training Supervisor/s

- Support Training Supervisors in the performance of their duties
- Assist with counselling of trainees experiencing difficulties
- Assist in the implementation of a Learning Development Plan (LDP) where necessary
- Ensure the planned timetable is sufficient to meet training requirements

Teaching and learning/Subspecialty specific

- Monitor completion of credentialing and/or competencies as required by trainees
- Develop a planned program of teaching and experiences for trainees within the Unit
- Familiarise self with the relevant subspecialty documents:
 - Handbooks
 - Curriculum
 - Regulations
 - Standards for Assessment and Accreditation of Subspecialty Training Units and relevant subspecialty program appendix
 - Three-monthly Formative Appraisal Reports (FAR)
 - Training Assessment Record (TAR) including the six-monthly clinical training summary (CTS)
 - Learning Development Plan (LDP)

Communication

- Communicate proactively with the College via the subspecialty accreditation and training programs teams
- Liaison with the relevant subspecialty committee via the RANZCOG accreditation team

Pre-requisites and qualifications

- Subspecialist Certification
- Hold a minimum 0.2 FTE contract at the unit where allocated trainee(s) is employed
- Maintaining currency with Subspecialty Training Program requirements

Name and Signature of Program Director

Name of Subspecialty Training Program and Unit

Date



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