



Reinstatement to the Register of Certificants, Diplomates or Advanced Diplomates Policy

Purpose and Scope

The Vision of the College is to pursue excellence in the delivery of health care to women throughout their lives. The RANZCOG reinstatement to the register policy has been developed to support the Vision. The policy explains the requirements for reinstatement to the register after resignation or removal.

The RANZCOG Certificate of Women's Health, DRANZCOG and DRANZCOG Advanced qualifications have recertification requirements. To remain on the register of Certificants or Diplomates, holders of these qualifications are required to:

- complete Women's Reproductive Health Continuing Professional Development (CPD) requirements in each CPD triennium; and
- be financial.

There are various reasons why an applicant's Certificate or Diploma may have lapsed:

- resignation or removal from the Register due to unfinancial status;
- resignation or removal from the Register due to non-completion of Women's Reproductive Health requirements;
- no longer practising intrapartum care/shared care;
- travelling/working overseas for a period of time.

This policy applies to former Certificants, Diplomates and Advanced Diplomates requesting reinstatement to the relevant Register. Applicants must hold current medical registration with either the Medical Board of Australia or the Medical Council of New Zealand. Applicants who hold non-practising medical registration are not eligible for reinstatement to the Register.

Reinstatement Process

1. Reinstatement to the Register within the current triennium (e.g. applicant who had resigned or been removed from the Register for being unfinancial):

- The Diplomate reinstatement application fee must be paid before the application process begins;
- request for reinstatement to the Register made in writing to the RANZCOG CPD department;
- pay any back fees owing;

- pay the Diplomate reinstatement to the register administration fee.

The reinstatement will be processed by the CPD department and reported to the Conjoint Committee for the Diploma of Obstetrics and Gynaecology (CCDOG) at its next meeting.

2. Reinstatement to the Register after the applicant was removed in the immediate previous triennium but less than 3 years (e.g. applicant who had resigned or been removed from the Register for being unfinancial or due to non-completion of Women's Reproductive Health requirements):

- The Diplomate reinstatement application fee must be paid before the application process begins;
- request for reinstatement to the Register made in writing to the RANZCOG CPD department;
- provide evidence of completion of Women's Reproductive Health requirements for the previous triennium, or provide evidence of completion of double the Women's Reproductive Health requirements for the current triennium;
- pay any back fees owing; and
- pay the Diplomate reinstatement to the register administration fee.

The reinstatement will be processed by the CPD department and reported to the Conjoint Committee for the Diploma of Obstetrics and Gynaecology (CCDOG) at its next meeting.

3. Reinstatement to the Register after the applicant has been removed from the Register or resigned for a period greater than three years:

Part 1- Payment of fee

The Diplomate reinstatement application fee must be paid before the application will be considered by the Conjoint Committee for the Diploma of Obstetrics and Gynaecology (CCDOG)

Part 2- Application

Submit a written application for reinstatement to the CCDOG

The application must include

- an up-to-date Curriculum Vitae
- evidence of all practice in intrapartum care/shared care that has been undertaken during the period after removal or resignation;
- details of a supervised retraining/upskilling program (with the length of this program to be determined by the CCDOG along with the details of a supervisor for this program. The supervisor should hold a qualification at least equal to that of the applicant.
 - i. the retraining/upskilling program must address the specific training needs of the applicant, which should be determined by the relevant supervisor in consultation with the CCDOG where necessary;
 - ii. the retraining/upskilling program must ensure that the applicant meets the level of competency for the relevant areas as defined in the CWH/DRANZCOG/DRANZCOG Advanced curricula;
- details of planned participation in Women's Reproductive Health activities e.g. ALSO course, ultrasound workshop, Diploma pre-examination course, Diplomates' Day, etc.'

Part 3- Consideration of proposed retraining/upskilling program

The CCDOG will consider the proposed retraining/upskilling program. The applicant will be notified of the outcome. If approved, the applicant can commence retraining/upskilling.

Part 4- Outcome of retraining/upskilling program

Upon completion of the retraining/upskilling program the applicant must

- provide the CCDOG with a written report signed by the supervisor. The report must document whether the program has met the relevant training needs and competency areas;
- provide the CCDOG with evidence of completion of the Women's Reproductive Health requirement activities (e.g. certificate of attendance or similar)

The CCDOG will decide an outcome and the applicant will be notified. If approved for reinstatement to the register, the applicant will be required to pay the Diplomate reinstatement to the Register administration fee and pro rata subscriptions for the current financial year.

FEES

* Diplomate Reinstatement Application Fee - refer to current membership fees.

Diplomate Reinstatement to the Register Administration Fee – refer to current membership fees.

***NOTE:** This fee must be paid prior to the application for reinstatement being considered.

Triennium dates

2011-2013

2014-2016

2017-2019

2020-2022

Monitoring and Evaluation

This policy and the impact on the outcomes of Certificants, Diplomates and Advanced Diplomates following the processes outlined will be monitored and evaluated by the College's Conjoint Committee for the Diploma of Obstetrics and Gynaecology.

Appendix Full Disclaimer

This information is intended to provide general advice to practitioners, and should not be relied on as a substitute for proper assessment with respect to the particular circumstances of each case and the needs of any patient.

This information has been prepared having regard to general circumstances. It is the responsibility of each practitioner to have regard to the particular circumstances of each case. Clinical management should be responsive to the needs of the individual patient and the particular circumstances of each case.

This information has been prepared having regard to the information available at the time of its preparation, and each practitioner should have regard to relevant information, research or material which may have been published or become available subsequently.

Whilst the College endeavours to ensure that information is accurate and current at the time of preparation, it takes no responsibility for matters arising from changed circumstances or information or material that may have become subsequently available.

Approval of Policy

Board July 2018

Review of Policy

As required or no later than July 2021