



The Royal Australian
and New Zealand
College of Obstetricians
and Gynaecologists

Excellence in Women's Health

Position Description

FRANZCOG Training Supervisor

Last Updated: November 2018



Position Description

Position title

FRANZCOG Training Supervisor

Primary purpose of the position/The role

The purpose of the Training Supervisor is to promote the development of trainees' clinical, educational and personal development through encouragement, guidance and support. The focus of the supervisor is to monitor the quality of workplace learning by ensuring quality teaching and assessment of trainee performance in accordance with personal goals and program requirements.

Organisational environment/The team

The Training Supervisor works closely with The College, the Integrated Training Program (ITP) coordinator, and the workplace including managers, consultants, registrars and the trainees. The team at the College includes but is not limited to the Education and Training Program and more specifically, the Training Support Unit (TSU).

Role and Responsibilities

Workplace culture/safe workplace

- Contribute to a positive workplace culture sensitive to the values of the workplace, the College and the specific needs of trainees.
- Ensure trainees are orientated to the workplace including key personnel, clinical areas and the expectations of the training program.
- Liaise with Head of Department/Director of O&G to ensure rosters are made to maximize access to protected teaching time, registrar meetings, perinatal mortality/morbidity sessions, and ultrasound experience and specialty clinics.
- Monitor completion of organisational credentialing and/or competencies as required by trainees.
- Monitor trainee well-being and refer to confidential support networks as provided by the College, for example the TSU, the organisation, and/or external if indicated.
- Ensure support from on-call consultants is available after hours.



Position Description

Teaching and learning/Supervising trainees

- Meet with trainees initially to discuss expectations, learning needs and goals. Regular meetings thereafter are required to discuss and give feedback on issues arising, performance and progress.
- Optimise learning opportunities such as ward rounds, outpatient clinics (including specialist clinics such as fertility, menopause, colposcopy etc), mortality/morbidity meetings, as well as in traditional 'bedside' and surgical areas.
- Endeavour to provide direct supervision to trainees (by the supervisor directly or by another consultant) during their performance of new procedures (or procedures in a new setting), and those assessed as requiring additional support i.e. complicated procedures, those assessed as requiring significant input during the Assessment of Procedural and Surgical Skills (APSS).
- Contribute to the hospital O&G education program.

Teaching and learning/FRANZCOG specific

- Familiarise self with the following FRANZCOG documents:
 - Handbooks
 - Curriculum
 - Regulations
 - Accreditation Standards & Guidelines for Hospitals in the FRANZCOG Training Program
- Three-monthly formative appraisals.
 - Complete online requirements (supervisor comments and declaration)
 - Meet with trainee to provide feedback.
- Six-monthly summative assessments.
 - Initiate 'Consultant Assessment of Trainee' via the online system
 - Summarise Consultant assessments and submit.
 - Finalise the assessment by reviewing the logbook, Assessment of Procedural & Surgical Skills (APSS) and other activities, and complete the declaration.
 - Meet with the trainee to provide feedback.
- Recommend additional training and/or assessments for trainees with particular training needs (i.e. communication skills, Multi-Source feedback) and assist them with same.
- Develop learning development plans (LDP) in consultation with trainees for whom a six-monthly assessment was assessed as 'Referred for review to a regional/NZ TA committee.'



Position Description

Communication and Reporting

- Relevant Integrated Training Program (ITP) Coordinator.
- Relevant regional Training Accreditation Committee (TAC).
 - Communicate specific issues to TAC Chair
 - Attend TAC meetings if required to discuss relevant hospital and trainee concerns
- The College (FRANZCOG Training Program, TSU).
- Consultants with trainee assessment responsibilities.
- Other training supervisors i.e. in the event a particular trainee requires future follow up/support.

Pre-requisites, qualifications and support

- Fellowship of RANZCOG.
- Post-Fellowship experience in a teaching O&G department is desirable.
- Hold a minimum 0.2 FTE contract at the hospital where their allocated trainee(s) are employed (Accreditation Standard 2.6).
- Have capacity to supervise and support trainees at a maximum ratio of 1 supervisor : 4 trainees (Accreditation Standard 2.1.1).
- Provision for paid and protected time calculated on the basis of at least 10 hours annually per trainee supervised (Accreditation Standard 2.2.1).
- Completion of the Clinical Educator Training (CET) Modules located on the RANZCOG eLearning platform (Accreditation Standard 2.3.2).

Ongoing professional development and Continuing Professional Development (CPD) points

- Training supervisors are expected to attend a RANZCOG Training Supervisor workshop within one (1) year receiving formal approval from the relevant TAC indicating your appointment as a Training Supervisor, and every three (3) years thereafter (Accreditation Standard 2.3.1).
- Training Supervisors can claim 5 CPD points per trainee up to 20 points per CPD period.
- CPD points can also be claimed for completing the CET Modules and attending a Training Supervisor Workshop.