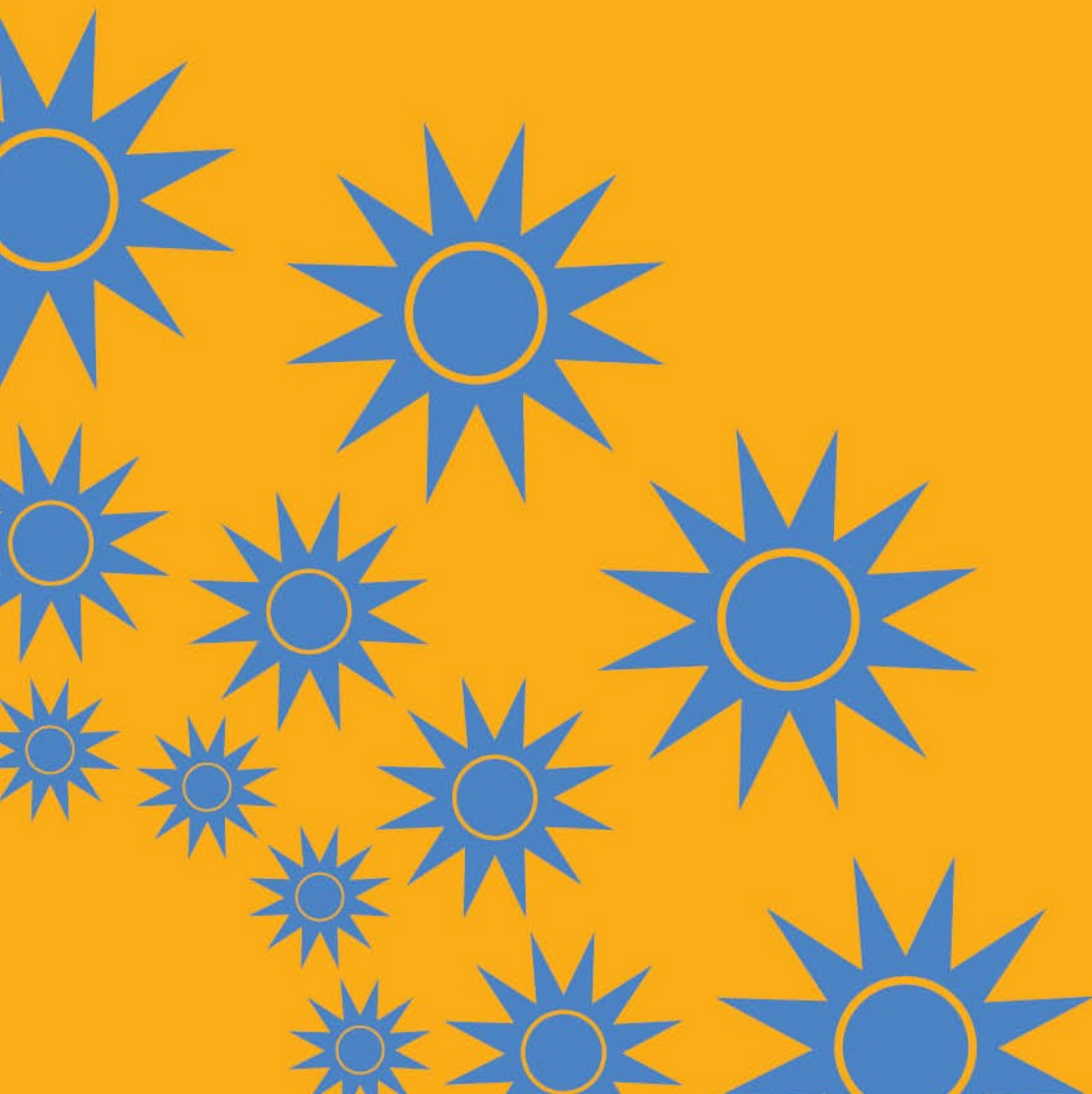


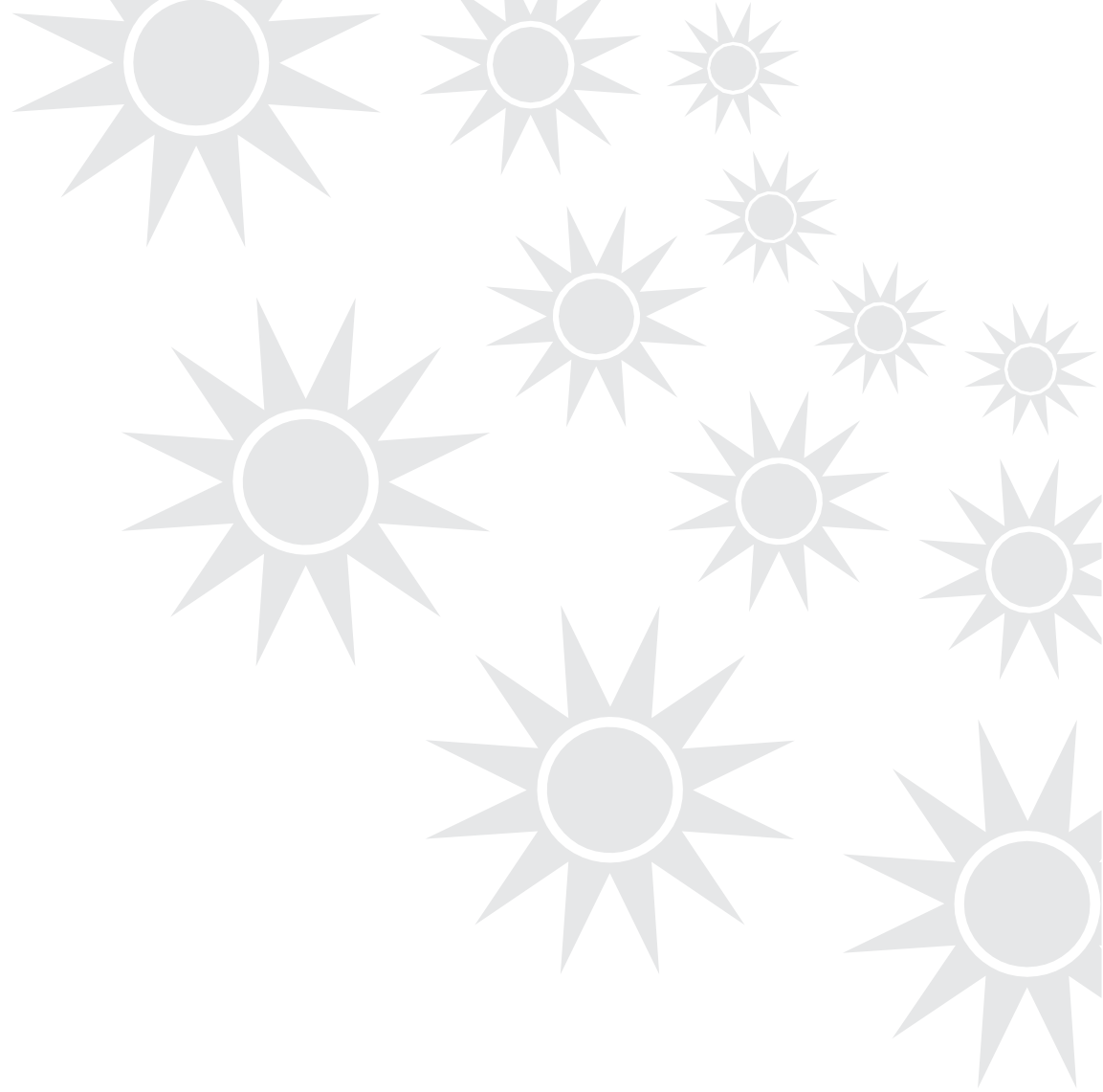


The Royal Australian
and New Zealand
College of Obstetricians
and Gynaecologists
Excellence in Women's Health

FRANZCOG ITP Coordinator Position Description

Last updated: August 2017





Title: FRANZCOG ITP Coordinator-Position Description
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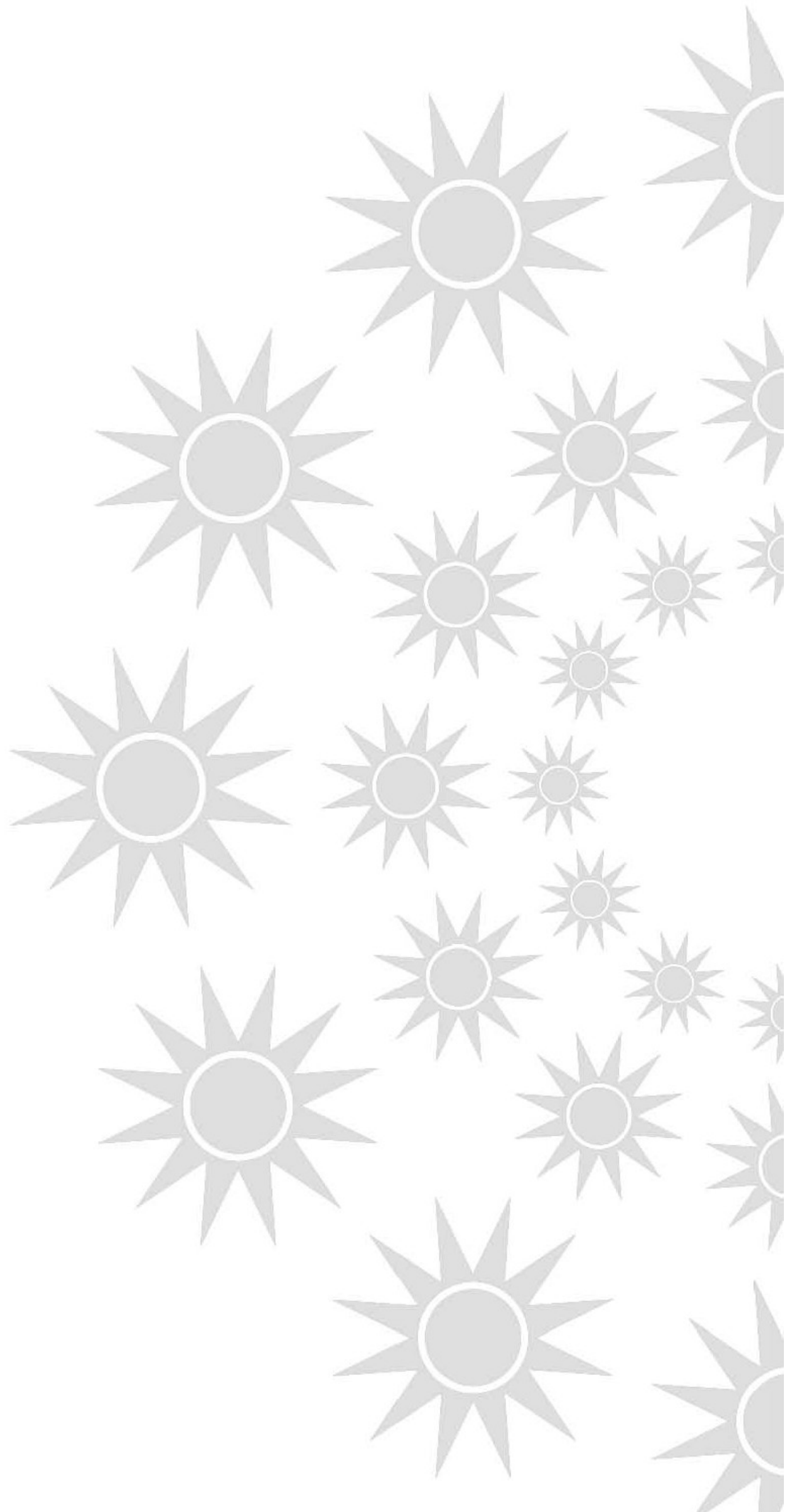
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Position Description

Position title

RANZCOG Integrated Training Program (ITP*) Coordinator

*ITP refers to a specific group of hospitals through which trainees rotate in the course of their Core Training year 1 to 4.

Reports to

In the first instance, the relevant regional Training Accreditation Committee (TAC). Ultimately, all ITP Coordinators are responsible to the College.

Primary purpose of the position

Coordination of the relevant ITP across participating hospitals, in close consultation with the relevant regional TAC in order to:

- Contribute to the quality of teaching and learning, and ensure effective monitoring/assessment of trainees' performance and progress to achieve the learning outcome as defined in the FRANZCOG Curriculum.
- Promote the clinical, educational and personal development of the trainees through appropriate encouragement, guidance and support.
- Facilitate communication on training/assessment/rotation issues between participating sites and between those sites and the relevant regional TAC.

Contribute to the maintenance of a safe and supportive training environment for trainees.

Pre-requisites, qualification and skill

- Fellowship of the RANZCOG
- Extensive experience with the FRANZCOG Training Program
- Consultant on the hospital staff (usually the home/base hospital in the ITP)
- Demonstrated commitment to teaching and training.
- Understand the requirements of the FRANZCOG Curriculum.
- Good interpersonal and administrative skills and the ability to communicate effectively with trainees and other medical staff.
- Ability to contribute to the planning of an effective training program for trainees across all hospitals in the ITP.

Note: ITP Coordinators are appointed by the relevant Regional Training Accreditation Committee following a formal application process, in consultation with the relevant home/base hospital.

Outcomes

Ensure the combined hospitals in an ITP provide trainees with appropriate clinical experience and supervision to meet the requirements of the Core Training component of the FRANZCOG Curriculum.

Responsibilities

- 1. Rotations within the ITP:** The ITP Coordinator contributes to the planning of a rotation schedule for each trainee in the ITP for the duration of their Core Training, in consultation with the relevant regional TAC.
- 2. Planned program of teaching across the ITP:** To take responsibility for the development of a planned program of teaching and experiences for trainees within all the hospitals in the relevant ITP to ensure that they are meeting the training and assessment requirement of the Core Training Program. This includes liaising with individual Hospital /Heads of Obstetrics and Gynaecology and Training Supervisors within the consortium to ensure that:
 - All trainees within the ITP receive formal basic obstetric skills training as specified by the RANZCOG Basic Obstetric Skills Workshop Program in their first year of training;
 - An Ultrasound Coordinator, who may also be the ITP Coordinator, is appointed at the home/base hospital within the ITP to ensure that a formal ultrasound training program is provided by an ultrasound educator, appointed for this purpose that will enable trainees to meet the ultrasound curriculum requirements;
 - All trainees located within the ITP will be exposed to gynaecological oncology during their Core Training, in a hospital within the ITP to which a certified Gynaecological Oncologist is appointed or interacts with. This hospital provides a multidisciplinary service including outpatients, operating and multidisciplinary team (MDT) reviews. Ideally this should include a formal 10-week rotation in gynaecological oncology. As a minimum, it should include assistance in the management of complex patients, attendance at a minimum of 10 Gynaecologic Oncology MDT meetings (video conferencing is acceptable) and the principles of complex pelvic surgery;
 - A surgical simulation training program is developed within the ITP in at least one hospital and made available to all trainees, either as part of their normal rotation to that hospital, or in separate formalised teaching sessions;
 - Where possible, trainees are advised at least 12 months in advance of their rotations throughout the four years of the ITP, including their rural rotation.
- 3. Workplace Culture:** To contribute to a workplace culture that is harmonious, respectful and supportive of training and the delivery of up to date, evidence-based care. To conduct himself/herself in a professional manner and have zero tolerance for workplace bullying, harassment and discrimination.
- 4. Support of Training Supervisors:** To advise Training Supervisors in the performance of their tasks as required and assist them in the counselling of trainees experiencing difficulties in their training, and, where necessary, to assist in the implementation of a Learning Development Plan (LDP) for such trainees.
- 5. Facilitate communication across the ITP:** To ensure there is regular discussion of training/assessment/rotation issues between participating sites. It is recommended that three-monthly meeting be held between the ITP Coordinator and Training Supervisor/representatives from all participating sites in the ITP. This may be a face to face meeting or a teleconference, as appropriate. Liaise closely with the relevant regional TAC Chair (including attending TAC meetings) in order to discuss training issues and problems, particularly where hospitals in the ITP are experiencing difficulties providing trainees with the necessary clinical experience and support. To disseminate relevant information arising for regional TAC meetings to Training Supervisors/representatives of all participating sites within the ITP.
- 6. Knowledge of FRANZCOG Curriculum, Hospital Accreditation Standards and Guidelines, and regulations:** To be fully apprised of the requirements of the *FRANZCOG Curriculum, the Accreditation Standards and Guidelines for Hospitals in the FRANZCOG Training Program and the*

current regulations governing training and assessment. All these documents are available on the College website in the Education & Training-Specialist Training section.

- 7. Support for New Training Supervisors:** To ensure that all new Training Supervisors undertake the 8 Clinical Educator Training (CET) online interactive modules that are located on the RANZCOG eLearning platform and that Training Supervisors attend a RANZCOG Training Supervisors' Workshop during their first year as a Training Supervisor and a minimum of once every 3 years thereafter.

Important information for ITP Coordinators

Hospital support for ITP Coordinators

The ITP Coordinator should be provided with a minimum of one paid and protected session per fortnight. ITP Coordinators should be provided with suitable administration support by hospitals allow satisfactory performance of their duties. The special responsibilities of the ITP Coordinator should be acknowledged in his/her employment contract and this document, including the provision of this paid and protected time. Payment for this time can be in addition to the supervisor's salary or factored in as part of the contracted salary.

Note: The College acknowledges that this issue is a matter for individual employers and the applicable awards/contracts, but regards this as essential for the appointed Fellow to effectively carryout their role.

CPD Points

ITP Coordinators can claim a maximum of 25 points per CPD period.

Help/Advice

For advice on training program policies/procedures/regulations, or if experiencing difficulties with a trainee, contact the Training Programs Department at College House-Mr Steve Marchant, Training Programs Manager (tel +61 3 9412 2985; email smarchant@ranzcog.edu.au).

