

6-Monthly Summative Assessment Trainee & Supervisors of Trainees Instructions



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Instructions for Trainees

1. Create your six-monthly Summative Assessment form within the last four weeks of each training period. The online form is available in the Appraisals and Assessments menu of My.RANZCOG.
2. Before submitting the form to your Supervisor of Trainees, please ensure your logbook and activities record is up-to-date. Any leave/ Professional Development Leave (PDL) must also be recorded in My.RANZCOG. You may take a maximum of 2 weeks (10 days) study/PDL per training year. Any PDL in excess of 10 days may be recorded as regular leave.
3. If you are approaching a training deadline, please ensure that your Additional Requirements evidence or certificates have been uploaded to My.RANZCOG (e.g. Assessment of Procedural and Surgical Skills (APSS), evidence of workshop attendance, CLIMATE certificate, Research Project etc.). A demonstration of how to upload Additional Requirements is available [here](#).
4. Your Supervisor of Trainees will only be able to access your six-monthly Summative Assessment form once you press "Submit".
5. Please ensure you make a time to meet with your Supervisor of Trainees to discuss your assessment before moving to the next rotation.
6. Once your Supervisor of Trainees has reviewed your information and completed the online Consultant Assessment Survey, they will submit the six-monthly Summative Assessment form back to you.
7. If your assessment is referred to the Regional Training Accreditation Committee (RTAC) for review, a [Learning Development Plan](#) needs to be completed with your Supervisor of Trainees and uploaded as an attachment to the assessment before your assessment is sent to the RTAC. If two or more consultants/senior trainees rate you as "below expectation for year level of training" for two or more competencies, your assessment will automatically be referred to the RTAC for review.
8. You must complete the declaration check box to confirm that you have discussed your assessment with your Supervisor of Trainees and press "Submit". Once submitted, the six-monthly Summative Assessment form will be sent to the relevant Regional Office for review by the RTAC/RTAC Chair.
9. In order for you to receive your training time credit for the period, you need to complete the six-monthly Trainee Evaluation Survey. A link to the survey will be sent approximately two weeks prior to the end of the training period.
10. You are responsible for submitting your six-monthly Summative Assessment form to the Regional Office within six weeks of the end of the relevant training period. Deadlines for submission can be found [here](#). Unless exceptional circumstances apply, no credit will be awarded for the training period if the six-monthly Summative Assessment is received after the deadline. If this occurs a second time, then you may face removal from the training program if it is shown that the deadline was not met due to your tardiness or neglect.
11. If you find that you are not able to submit your six-monthly Summative Assessment form to the Regional Office by the deadline due to exceptional circumstances, you may apply for special consideration to receive an extension as soon as you recognise that the submission deadline will not be met. The policy and application form are available [here](#).

Instructions for Supervisor of Trainees

1. The Supervisor of Trainees is responsible for initiating the online Consultant Assessment Survey via the Consultant Assessment page in the Training menu of My.RANZCOG. A Consultant Assessment Survey can be conducted at any time prior to the deadline; however it's recommended that you begin this process in the last 4 weeks of the training period. For a demonstration of how to conduct an online Consultant Assessment Survey, click [here](#).
2. Supervisors of Trainees may distribute the survey to between two and six consultants/senior registrars who have worked with the trainee, and are best able to contribute to the assessment of the trainee. It is good practice to send a copy of the survey to yourself so that your assessment is included in the overall ratings. For Year 1 & 2 trainees the Consultant Assessment can be completed by a senior registrar (i.e. a trainee who has completed

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Core training). You may also consider seeking feedback from midwives, nurses and members of other specialties including Anaesthetists and Paediatricians.

3. Once a sufficient number of surveys have been returned, you need to synthesise and summarise the assessments and submit your finalised Consultant Assessment. The report will automatically be referred to the Regional Training Accreditation Committee (TAC) for review if two (2) or more consultants/senior registrars rate a trainee as "BELOW expectation for year level of training" for two or more competencies, regardless of the domain(s) in which the competencies are located.
4. If a six-monthly Summative Assessment report is "Referred for Review to the Regional TAC Committee", a [Learning Development Plan](#) (LDP) needs to be completed and uploaded as an attachment to the Six-monthly report. You need to initiate the necessary discussions with your trainee/s to develop the LDP.
5. The Six-monthly Summative Assessment form will be available in the Appraisals and Assessments menu (under Training in My.RANZCOG) once the trainee has submitted this to you.
6. You need to discuss your synthesised summative assessment with your trainee/s before submitting the six-monthly Summative Assessment form.
7. Once the Consultant Assessment Survey has been submitted, the Supervisor of Trainees can complete the six-monthly Summative Assessment form by reviewing the trainee's logbook, activities and leave recorded. You may add further comments on the survey form if you wish before declaring that you have discussed the assessment with your trainee and then pressing "Submit".
8. The trainee will then be able to submit the six-monthly Summative Assessment form to the Regional Office for review by the Regional TAC/TAC Chair. Supervisors of Trainees are asked to ensure that they have completed their portion of the assessment prior to the deadline to allow the trainee to submit the assessment on time.

Notes for Trainees and Supervisors of Trainees

- The specified clinical and assessment requirements must be submitted by the relevant deadline or the six-month period will not be credited.
- Advanced training must involve a minimum 50% active clinical component for a period to be credited.
- Trainees who are undertaking Core and Advanced training in the same semester must submit a six-monthly Summative Assessment form for each level of training.
- Trainees who commenced in the program after 1 December 2013 can only receive credit for Advanced training if all Core training requirements have been satisfactorily completed and submitted.
- If a trainee receives three "Not Satisfactory" assessments during the course of training, they may face removal from the training program.
- Trainees who are completing less than 10 weeks of training in a semester (due to approved extended leave or Fellowship) may apply to their Regional TAC Chair for approval to incorporate this period with the preceding or following six-monthly Summative Assessment. See [Regulation B1.9.1.5/C1.9.1.5](#) for details.

Checklist

Before submission of the online six-monthly Summative Assessment form to the Regional TAC, please use the following checklist to ensure all relevant information has been included. Failure to submit all due documents will result in a delay in processing and may result in the training period not being credited. Failure to complete specified requirements by the deadline will result in a 'Not Satisfactory' assessment.

- Leave and Professional Development Leave have been entered correctly (incl. appropriate evidence if required)
- Logbook, Activities and Additional Requirements records are up to date
- The Supervisor of Trainees has completed the Consultant Assessment Survey
- Trainee and Supervisor of Trainees have discussed performance and progress during the period covered by this six-monthly report
- Assessment requirements for relevant year level/time in training have been met
- Six-monthly Trainee Evaluation Survey has been completed online