



Additional Requirements  
User Manual

Trainee Guide

# Table of Contents

- 1 Overview ..... 3
- 2 Additional Requirements Review Process ..... 4
  - 2.1 Workflow and Access Control for APSS, IHCA, Mandatory Workshop, Climate Module and Statement of Understanding ..... 4
  - 2.2 Workflow and Access Control for Research Proposal and Research Project ..... 5
- 3 Trainee’s Interaction with the System ..... 6
  - 3.1 Submit APSS, IHCA, Mandatory Workshop, Climate Module, Research or Statement of Understanding to the College for Review ..... 6
  - 3.2 Record Activities..... 9
  - 3.3 Progress Summary ..... 12

# 1 Overview

The new online Additional Requirements functionality allows trainees to record and submit documentation relating to:

1. Activities including Meetings, Presentations, Courses, Conferences and Non Mandatory Workshops;
2. Assessment of Procedural and Surgical Skills (APSS);
3. In-hospital Clinical Assessments (IHCA);
4. Mandatory Workshops;
5. Climate Modules;
6. Research Proposals and Projects; and
7. Statement of Understanding.

A dashboard that lists each trainee's relevant requirements and reflects the outcome based on the College or Research Assessor's review for Additional Requirements is available on the Progress Summary page.

The APSS and IHCA assessments will continue to be assessed using the current paper-based forms. Once the assessment is completed on the paper form, trainees are required to create an APSS entry in the online system, upload the form as evidence and submit the record for review by the College. In the case of APSSs and IHCA, only the Summative records need to be submitted to the College. The record will be either approved or rejected based on the evidence. For your records, Formative assessments can also be submitted; however College review is not necessary.

Trainees are not required to create workshop records for workshops that are conducted by the College. In such cases, the College will enter the records which will then be reflected on trainees' dashboards.

The Additional Requirements functionality also enables trainees to claim Professional Development Leave (PDL) for Activities, Mandatory Workshops and Climate Modules, subject to approval by the Supervisor during a trainee's 6-Monthly Summative Assessment.

A workflow has been implemented to enable the College and relevant assessors to review and approve the APSS, IHCA, Mandatory Workshops, Climate Modules, Statement of Understanding and Research records as soon as they are submitted by the trainee. For Research Proposal and Project records, the College nominates a Research Assessor who is responsible for reviewing the Research Proposal and Project online.

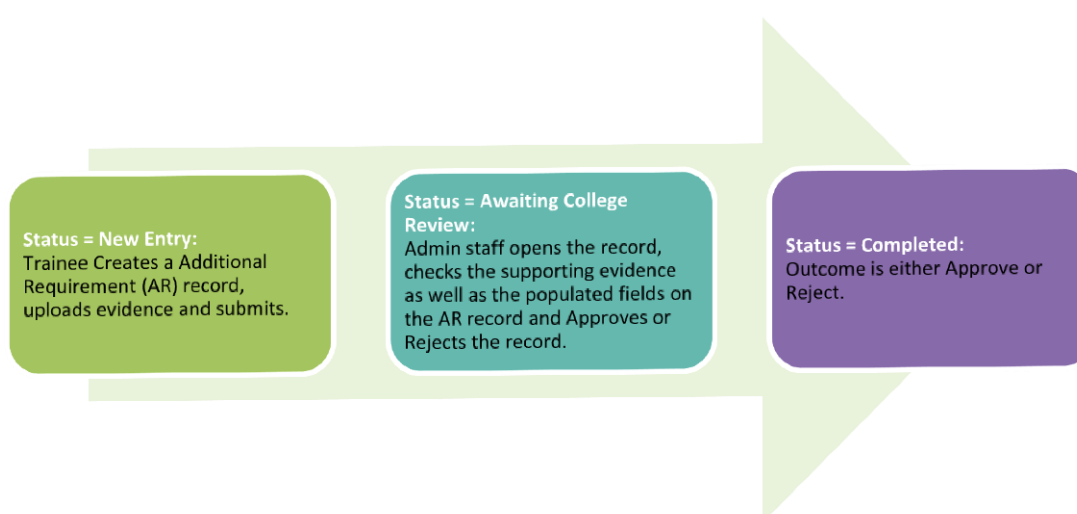
## 2 Additional Requirements Review Process

### 2.1 Workflow and Access Control for APSS, IHCA, Mandatory Workshop, Climate Module and Statement of Understanding

The system controls user access to the Additional Requirement records by identifying the status of the record and the assigned user.

The table below indicates who can access and update an APSS, IHCA, Mandatory Workshop, Climate Module and Statement of Understanding record at each stage of the process.

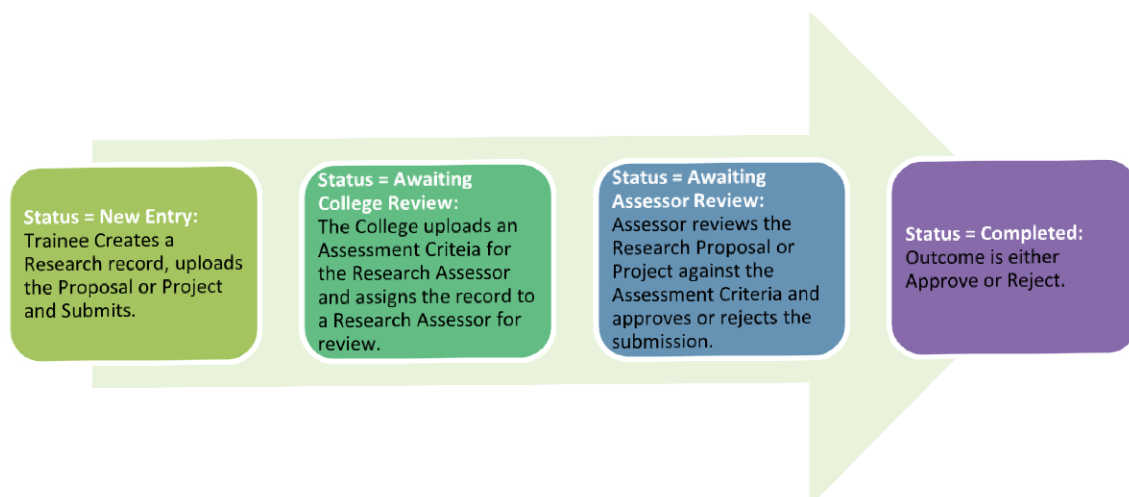
<b><u>Additional Requirements Process</u></b>	<b><u>Status of Record</u></b>	<b><u>Who can update the Record</u></b>
<ol style="list-style-type: none"> <li>1. Trainee creates the Additional Requirement record. At this stage, the Status is “New Entry”.</li> <li>2. Trainee completes all mandatory details and uploads supporting documentation. For example, in the case of an APSS record, trainees are required to upload the paper-based assessment form as evidence.</li> <li>3. Trainee submits the form.</li> </ol>	New Entry	Trainee
<ol style="list-style-type: none"> <li>4. The form is assigned to the College. Status changes to “Awaiting College Review”.</li> <li>5. The supporting documentation is reviewed and an outcome of “Approve” or “Exempt” is selected.</li> <li>6. The record is submitted.</li> </ol>	Awaiting College Review	College Admin
<ol style="list-style-type: none"> <li>7. After submission, the Status of the record changes to Completed.</li> <li>8. The Outcome is visible in the List view.</li> </ol>	Completed	College Admin only



## 2.2 Workflow and Access Control for Research Proposal and Research Project

The table below indicates who can access and update Research Proposal and Projects at each stage of the process.

<b><u>Additional Requirements Process</u></b>	<b><u>Status of Record</u></b>	<b><u>Who can update the Record</u></b>
<ol style="list-style-type: none"> <li>1. Trainee creates the Additional Requirement record. At this stage, the Status is “New Entry”.</li> <li>2. Trainee completes all mandatory details and uploads the appropriate documentation, either the Research Proposal or Research Project.</li> <li>3. Trainee submits the form.</li> </ol>	New Entry	Trainee
<ol style="list-style-type: none"> <li>4. The form is assigned to the College. Status changes to “Awaiting College Review”.</li> <li>5. The supporting documentation is reviewed and a Research Assessor is assigned by the College to assess the Proposal or Project.</li> <li>6. A due date is entered by which the Research Assessor needs to complete the assessment.</li> <li>7. The record is submitted.</li> </ol>	Awaiting College Review	College Admin
<ol style="list-style-type: none"> <li>8. The form is assigned to the applicable Research Assessor. The Status changes to “Awaiting Assessor Review”. At this stage, the College can reassign to a different Assessor if required.</li> <li>9. The Research Assessor reviews the Proposal or Project and selects an outcome of “Approve” or “Reject”.</li> <li>10. The Research Assessor submits the form.</li> </ol>	Awaiting Assessor Review	Research Assessor and College Admin
<ol style="list-style-type: none"> <li>11. After submission by the Research Assessor, the Status of the record changes to Completed.</li> <li>12. The Outcome is visible in the List view.</li> </ol>	Completed	College Admin only



### 3 Trainee’s Interaction with the System

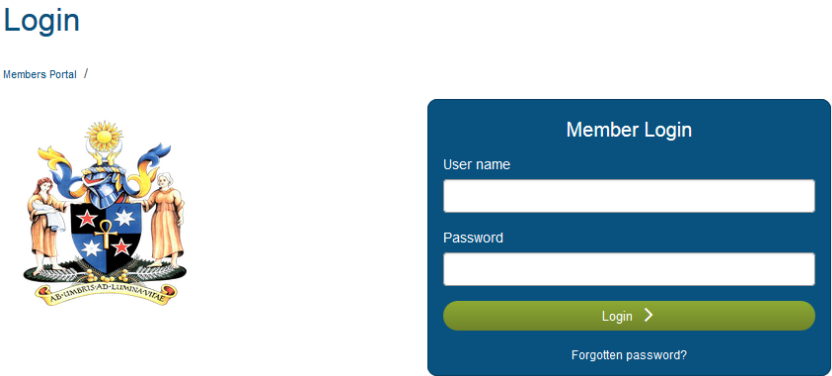
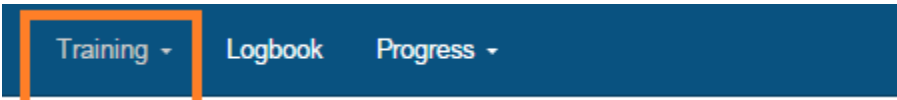
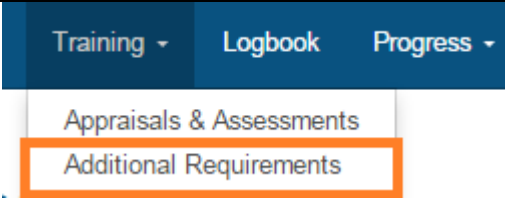
#### 3.1 Submit APSS, IHCA, Mandatory Workshop, Climate Module, Research or Statement of Understanding to the College for Review

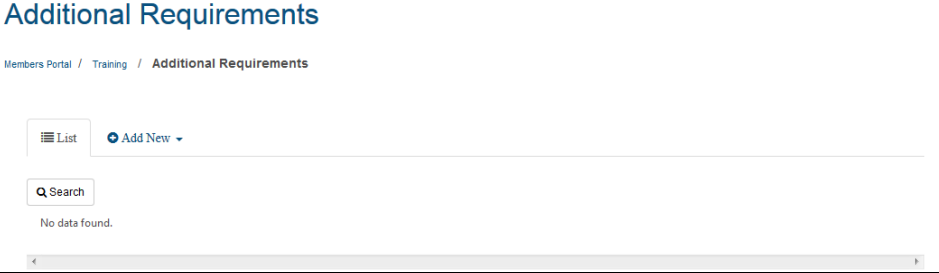

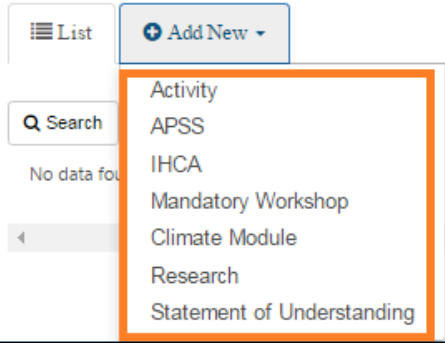

**Trigger**



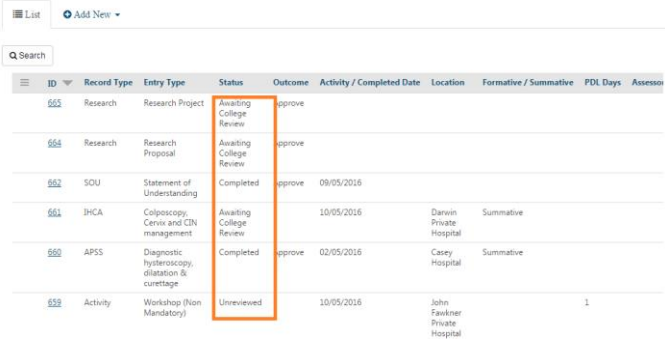
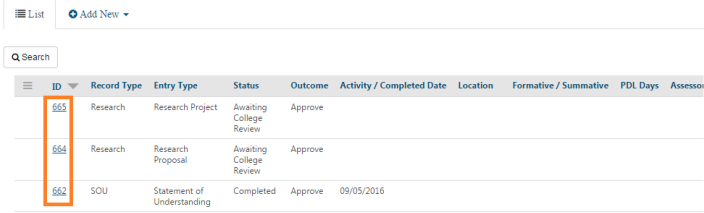
You have completed and have the appropriate documentation or evidence for:

- A Summative APSS Assessment; or
- A Summative IHCA; or
- A Mandatory Workshop outside the college; or
- The following FRANZCOG Climate Modules: Clinical Education Training Program or the Climate Ultrasound Module; or
- The Statement of Understanding.

**Action**

<p><b>Sign in to the Logbook system</b></p>	
<p><b>Click on the Training menu</b></p>	
<p><b>Click on the Additional Requirements menu</b></p>	

<p><b>You will be navigated to the Additional Requirements page</b></p>	 <p>Members Portal / Training / Additional Requirements</p> <p>List Add New</p> <p>Search</p> <p>No data found.</p>
<p><b>Click on Add New</b></p>	
<p><b>Select the type of entry that you wish to record</b></p>	
<p><b>Fill in all the mandatory details</b></p>	<p>Each of the different record types will have specific fields that you need to complete. For example, the Formative/Summative field will not be displayed for a Mandatory Workshop, Climate Module, Research Proposal or Project or Statement of Understanding.</p> <p>All mandatory fields will be denoted by an asterisk. Ensure you are uploading relevant evidence to assist the college in reviewing and approving your submission.</p> <p><b>Additional Requirements</b></p> <p>Members Portal / Training / Additional Requirements</p> <p>List Add New</p> <p>Add APSS</p> <p>Status: New Entry</p> <p>Completed Date: * *</p> <p>Location: Type to search *</p> <p>Default</p> <p>Entry Type: Select *</p> <p>Formative/Summative: Select *</p> <p>Outcome:</p> <p>Attachments</p> <p>+ Add Attachment *</p>
<p><b>Enter any comments (optional)</b></p>	<ol style="list-style-type: none"> <li>Type comments in Comments box.</li> </ol>  <p>1000 characters remaining</p> <p>+ Add Comment</p> <ol style="list-style-type: none"> <li>Click on the Add Comment button to save your comments.</li> </ol>

	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #4a86e8; color: white; padding: 2px 5px; font-weight: bold;">Comments</div> <div style="border: 1px solid #ccc; height: 30px; margin-top: 5px;"></div> <p style="font-size: 0.8em; margin-top: 5px;">1000 characters remaining</p> <div style="border: 1px solid #ccc; display: inline-block; padding: 2px 5px; margin-top: 5px;">+ Add Comment</div> </div>
<p><b>Submit the record to the College</b></p>	<p>It is imperative that you click on the Submit button at the bottom of the form. Clicking on submit ensures that the College can access your record. Once you click Submit, you will not be able to update the submitted record.</p> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px 10px; display: flex; align-items: center;">✕ Cancel</div> <div style="border: 1px solid #ccc; padding: 5px 10px; display: flex; align-items: center;">📁 Save</div> <div style="border: 2px solid orange; padding: 5px 10px; display: flex; align-items: center;">✎ Submit</div> </div>
 <p><b>Tips</b></p>	<ul style="list-style-type: none"> <li>There is no Auto-Save. Please click on Save at the bottom of the form if you wish to leave the form and come back to it later.</li> <li>The List view will display all of the Additional Requirement records.</li> </ul> <div style="margin-top: 10px;">  </div> <ul style="list-style-type: none"> <li>The Status of the Additional Requirement record will be displayed.</li> </ul> <div style="margin-top: 10px;">  </div> <ul style="list-style-type: none"> <li>The ID is a hyperlink to the actual Additional Requirement form/record.</li> </ul> <div style="margin-top: 10px;">  </div>

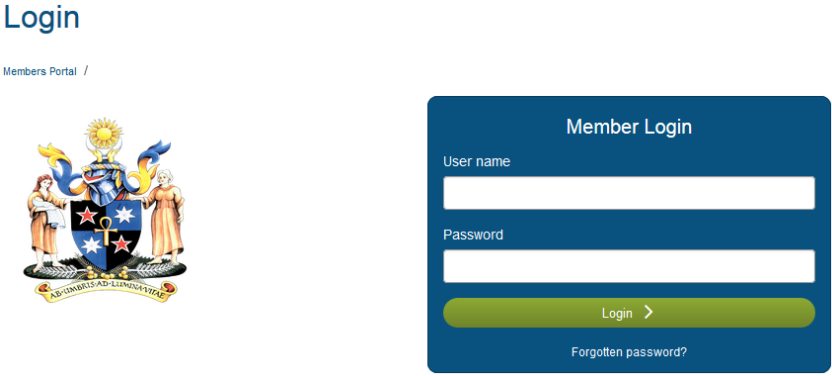
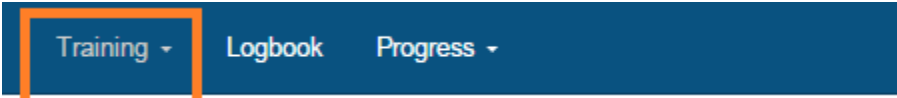
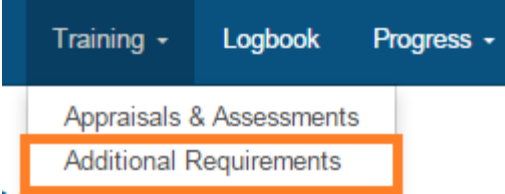


### 3.2 Record Activities


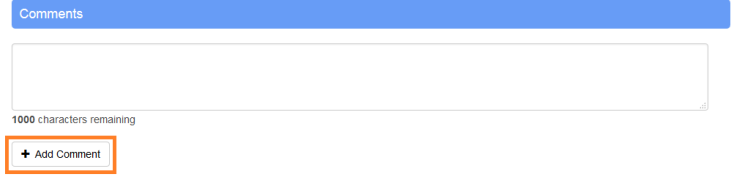


**Trigger**

- You have attended a Meeting, Presentation, Course, Conference or Non Mandatory Workshop; or
- You have prepared for an exam preparation; or
- You have been involved in any of the above and would like to claim Professional Development Leave (PDL) against the activity.

**Action**

<p><b>Sign in to the Logbook system</b></p>	
<p><b>Click on the Training menu</b></p>	
<p><b>Click on the Additional Requirements menu</b></p>	

<p><b>You will be navigated to the Additional Requirements page</b></p>	<p><b>Additional Requirements</b></p> <p>Members Portal / Training / Additional Requirements</p> <p>List Add New</p> <p>Search</p> <p>No data found.</p>												
<p><b>Click on Add New</b></p>	<p>List <b>Add New</b></p>												
<p><b>Select Activity</b></p>	<p>List Add New</p> <p>Activity</p> <p>APSS</p> <p>IHCA</p> <p>Mandatory Workshop</p> <p>Climate Module</p> <p>Research</p> <p>Statement of Understanding</p>												
<p><b>Fill in all the mandatory details</b></p>	<p>All mandatory fields will be denoted by an asterisk.</p> <p><b>Additional Requirements</b></p> <p>Members Portal / Training / Additional Requirements</p> <p>List Add New</p> <p><b>Add Activity</b></p> <p>Status: Unreviewed</p> <p>Activity Date: * <input type="text"/></p> <p>Location: * <input type="text"/></p> <p>Default</p> <p>Entry Type: Select *</p> <p>Involvement: Attendee *</p> <p>Claim PD Leave Days: N/A *</p> <p><b>Attachments</b></p> <p>+ Add Attachment</p> <p>Professional Development Leave (PDL) can be claimed for attendance at courses, workshops and study for examinations. If PDL is claimed, it is mandatory to upload relevant evidence. PDL is defaulted to N/A as claiming PDL is optional. A maximum of 10 days of PDL can be claimed in a training year.</p> <table border="1"> <thead> <tr> <th>PDL</th> <th>Impact on training time</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>&lt;= 10 days</td> <td>No impact</td> <td>Included as part of training time</td> </tr> <tr> <td>&gt;10 days</td> <td>Have you taken 6 weeks leave during training year? <b>Yes</b></td> <td>PDL&gt;10 days will be deducted from training time</td> </tr> <tr> <td>&gt;10 days</td> <td>Have you taken 6 weeks leave during training year? <b>No</b></td> <td>PDL &gt; 10 days will be counted as standard leave. Note: Once standard leave (including PDL &gt;10 days) = 6 weeks, any excess PDL will be deducted from training time</td> </tr> </tbody> </table>	PDL	Impact on training time	Comment	<= 10 days	No impact	Included as part of training time	>10 days	Have you taken 6 weeks leave during training year? <b>Yes</b>	PDL>10 days will be deducted from training time	>10 days	Have you taken 6 weeks leave during training year? <b>No</b>	PDL > 10 days will be counted as standard leave. Note: Once standard leave (including PDL >10 days) = 6 weeks, any excess PDL will be deducted from training time
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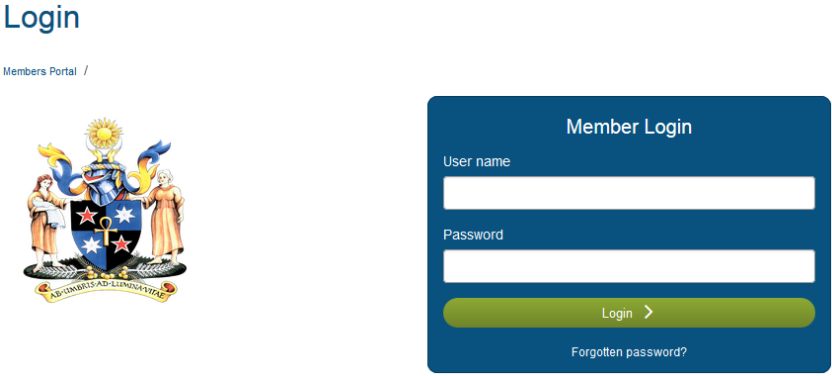
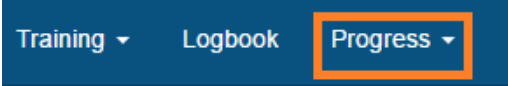
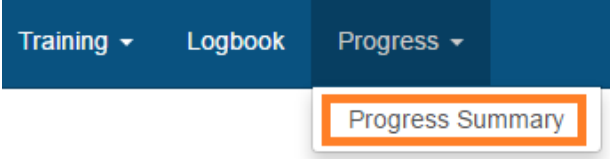
<p><b>Enter any comments (optional)</b></p>	<p>1. Type comments in the Comments box.</p>  <p>1000 characters remaining</p> <p>+ Add Comment</p> <p>2. Click on the Add Comment button to save your comments.</p>  <p>1000 characters remaining</p> <p>+ Add Comment</p>
<p><b>Save the Activity</b></p>	<p>Click on the Save button to save the Activity.</p>  <p>✕ Cancel    📁 Save</p>
<p><b>Tips</b> </p>	<p>Activities are not reviewed by the College. Only activities that have a claim for PDL will be reviewed by your Supervisor during the 6-Monthly Summative Assessment. Until approval by the Supervisor, you will be able to update the record.</p>

### 3.3 Progress Summary

#### Trigger

- You would like to view Additional Requirements that you have met; or
- You would like to view Additional Requirements that are yet to be completed; or
- You would like to record Additional Requirements via the Dashboard.

#### Action

<p><b>Sign in to the Logbook system</b></p>	
<p><b>Click on the Progress menu</b></p>	
<p><b>Click on the Progress Summary menu</b></p>	

<p>You will be navigated to the Progress Summary page</p>	<h2 style="color: #0070C0;">Progress Summary</h2> <p>Members Portal / Progress / Progress Summary</p> <div style="background-color: #0070C0; color: white; padding: 2px;">Logbook Summary</div> <p>Procedures <span style="font-size: 0.8em;">⊕</span> Expand All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #D9D9D9;"> <th style="text-align: left;">Procedure Type</th> <th style="text-align: left;">Category</th> <th style="text-align: left;">Procedure</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="padding: 5px 0 0 0;">Additional Requirements</td> </tr> <tr style="background-color: #D9D9D9;"> <th style="text-align: left;">Record Type</th> <th style="text-align: left;">Category</th> <th style="text-align: left;">Add/View</th> <th style="text-align: left;">Entry Type</th> <th style="text-align: left;">Requirements Met</th> <th style="text-align: left;">Activity/Completed Date</th> </tr> <tr> <td>APSS</td> <td>Gynaecology</td> <td><a href="#">752</a></td> <td>Endometrial sampling, outpatient</td> <td>Yes</td> <td>09/05/2016</td> </tr> <tr> <td>APSS</td> <td>Gynaecology</td> <td><a href="#">Add</a></td> <td>IUCD insertion/removal</td> <td>No</td> <td></td> </tr> <tr> <td>APSS</td> <td>Gynaecology</td> <td><a href="#">755</a></td> <td>Diagnostic hysteroscopy, dilatation &amp; curettage</td> <td>Yes</td> <td>10/05/2016</td> </tr> <tr> <td>APSS</td> <td>Gynaecology</td> <td><a href="#">Add</a></td> <td>Suction D&amp;C for retained products of conception</td> <td>No</td> <td></td> </tr> </tbody> </table> <ol style="list-style-type: none"> <li>1. If a requirement has not been completed, the Requirements Met column will be “No” (this includes Additional Requirements records that have been rejected).</li> <li>2. If a requirement has been completed and approved, the Requirements Met column will be “Yes”.</li> <li>3. The Add/View column will display the ID of the approved record. You can click on the ID to navigate to the approved record.</li> <li>4. For requirements that are not completed, you can click on the Add link to navigate to the Additional Requirements recording page to create and submit the entry.</li> <li>5. The approved Additional Requirements that you completed prior to the introduction of the online system have been migrated into this system but will only appear as a record on your dashboard. These records will appear without an ID in the Add/View column and will have Requirements Met as “Yes”.</li> </ol>	Procedure Type	Category	Procedure	Additional Requirements			Record Type	Category	Add/View	Entry Type	Requirements Met	Activity/Completed Date	APSS	Gynaecology	<a href="#">752</a>	Endometrial sampling, outpatient	Yes	09/05/2016	APSS	Gynaecology	<a href="#">Add</a>	IUCD insertion/removal	No		APSS	Gynaecology	<a href="#">755</a>	Diagnostic hysteroscopy, dilatation & curettage	Yes	10/05/2016	APSS	Gynaecology	<a href="#">Add</a>	Suction D&C for retained products of conception	No	
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<p>Scroll down to the Additional Requirements section/dashboard</p>	This content is now part of the table above in the previous row																																				