

RANZCOG Training Program

Online 6-Monthly Assessment Process



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

Frequently Asked Questions - Training Supervisors

My trainee says they have sent their online appraisal/assessment form to me, but I can't see it on my portal. What's wrong?

The trainee has pressed SAVE instead of SUBMIT – a common mistake. Tell them to access the form and press SUBMIT to send it through to you.

I've tried to submit my trainee's 6-monthly Summative Assessment online but I get an error message asking me to "Please select a survey". Why is this?

Completion of the online Six-monthly Summative Assessment is a two-part process for Training Supervisors. The Supervisor must first collect feedback from consultants who work with the trainee by creating a consultant assessment of trainee survey. Once you receive feedback from a minimum of 2 consultants, you can finalise and submit the survey. The combined consultant ratings and the feedback you've entered under "Areas of strength and/or suggestions for development" for each domain will then be available in the trainee's Six-monthly Assessment form.

None of the consultants have sent me their Consultant Assessment of Trainee forms yet. Doesn't the Online Training Portfolio system automatically get this process going?

The Training Supervisor is responsible for initiating the Consultant Assessment survey.

If this is your first time creating a Consultant Assessment of Trainee form you will need to create a contact list:

- Click on "Training" at the top of your Online Training Portfolio screen.
- Select "Consultant Assessments" from the drop down menu.
- Click on "Add Contact" to enter the consultants' contact information. (You only need to enter your contacts once as your list will be available for every trainee you supervise.)
- You can also add yourself to your contact list, so that you can include your own feedback.
- Save your contact's information to create your list.

Once you have your contacts list ready you can create the survey:

- Click on "Add Consultant Assessment" and select your trainee's prospective approval record for the relevant semester and click CREATE.
- The survey record will now appear in your list. Click on the Survey ID number to enter the record, then select the consultants whom you wish to survey, and the date by which you need their feedback. Finally, click SEND
- The system will then email a survey link to all the consultants you selected.
- The consultants can then complete the survey and submit their feedback to you without needing to log into the Online Training Portfolio.
- You can monitor the responses as they come in by clicking into the survey ID and scrolling down to the "Monitor and Select Consultant Responses for Summary section" and "View Consultant Feedback" headings.

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I've submitted the Consultant Assessment survey for my trainee but the status says "Pending 6-Monthly Submission". What does this mean?

Completion of the online Six-monthly Summative Assessment is a two-part process for Training Supervisors. Once the survey (ie the responses from the relevant consultants) has been submitted, you will then need to finalise the trainee's Six-monthly Assessment, which should be found in your "Appraisals and Assessments" list. You will need to review the trainee's logbook and other activities, select the survey to enter the consultants' ratings into the assessment form (see below) and complete the declaration section of the assessment form. You can then press SUBMIT, which sends the assessment form back to the trainee.

How do I finalise and submit the Consultant Assessment of Trainee survey which contains all the consultants' feedback about the trainee?

Select ALL under the "Monitor and Select Consultant Responses for Summary" section of the survey. Check the consultants' comments by clicking "View Consultant Feedback" and either cut and paste them into the 6-monthly assessment form or summarise them. Then press the SUBMIT button in the survey section. This will log the comments into the form so they are now on the system.

I need to re-issue an assessment form to a consultant, but the survey is already in progress. What do I do?

You don't need to create a new survey record for your trainee in order to re-issue the survey. You can simply click on the trainee's original survey ID in your Consultant Assessment list. Select the consultants to whom the survey is to be re-issued, enter a new due date for the forms and then press SEND. This will ensure that all the feedback you've collected for a trainee is incorporated into the same record.

Technical Support

For technical support queries contact the helpdesk at support@ranzcog.edu.au

General Queries

General queries about online portfolio processes –
Training Services Department, College House
training@ranzcog.edu.au