






3-Monthly Formative Appraisal

Questions and Answers

Questions	Answers
<p><b>How do I access the online FRANZCOG 3-Monthly Formative Appraisal</b></p>	<p>The 3-Monthly Formative Appraisal is available via the same link that is used to access the FRANZCOG online Logbook:  <a href="https://logbook.my.ranzcog.edu.au">https://logbook.my.ranzcog.edu.au</a></p> <p>You can also navigate to the online 3-Monthly Formative Appraisal by visiting the RANZCOG website, selecting Education and Training, Specialist Training and then clicking on 'LOGIN Online Portfolio' (on the left hand side menu).</p>
<p><b>What is my User Name and Password?</b></p>	<p><b>User Name</b> = College ID (Same as your my.ranzcog and CLIMATE user name)</p> <p><b>Password</b> = same password that you have been using to log into the FRANZCOG Online Logbook. If you have never changed your password in the FRANZCOG Online Logbook, then it will be the same as your <i>my.ranzcog</i> password.</p>
<p><b>What if I forgot my password?</b></p>	<p>Click on the <b>Forgotten Password</b> link available under the green Login button. Enter your RANZCOG email address to reset your password.</p> <p> Changing your password for <a href="https://logbook.my.ranzcog.edu.au">https://logbook.my.ranzcog.edu.au</a> doesn't change your <i>my.ranzcog</i> and CLIMATE password.</p>
<p><b>When can I access the 3-Monthly Formative Appraisal?</b></p>	<p>From the commencement of the 2016 regional training year:</p> <ul style="list-style-type: none"> <li>❖ <b>March 2016:</b> New Zealand</li> <li>❖ <b>Mid-April, 2016:</b> Australian Capital Territory, New South Wales, Northern Territory, South Australia, Tasmania, Queensland, Victoria and Western Australia</li> </ul>
<p><b>What can I use to access the 3-Monthly Formative Appraisal?</b></p>	<ul style="list-style-type: none"> <li>✓ Desktop</li> <li>✓ Laptops</li> <li>✓ Smart phones</li> <li>✓ Tablet devices</li> </ul> <p> For optimal performance, it is recommended that you use your Desktop, Laptop and Tablet devices due to the size of the 3-Monthly Formative Appraisal forms. Mobile phones need a lot of scrolling and resizing of the form.</p>
<p><b>What browser can I use?</b></p>	<ul style="list-style-type: none"> <li>✓ IE12</li> <li>✓ IE11</li> <li>✓ IE10</li> <li>✓ Latest versions of Firefox</li> <li>✓ Latest version of Chrome</li> <li>✓ Latest version of Safari</li> </ul>

Questions	Answers
	 <p>Update to the latest version of your preferred browser for optimal performance. You may experience suboptimal performance with older browsers (e.g. Internet explorer 8 and 9).</p>
<p><b>Is the online 3-Monthly Formative Appraisal mandatory?</b></p>	<p>Yes, the online Formative Appraisal is mandatory for all FRANZCOG trainees from the commencement of the 2016 regional training year.</p> <p>Paper forms will no longer be accepted after the Formative Appraisal component is available online.</p>
<p><b>What about my FRANZCOG Formative Appraisals prior to 2016?</b></p>	<p>Trainees are required to keep all their pre 2016 Formative Appraisals and present them to the College when applying for Fellowship.</p> <p>When assessing applications for Fellowship, the College will review the pre 2016 paper-based Formative Appraisal forms in combination with the post 2016 Formative Appraisals recorded online.</p>
<p><b>Will my Supervisor have access to any attachment that I upload before submitting the Formative Appraisal to the Regional Office?</b></p>	<p>Yes, everyone who gets access to your Formative Appraisal will get access to any attachments that you upload. Supervisors still have access to your Formative Appraisal after they complete their assessment of you and submit the form back to you.</p>
<p><b>Tell me about some of the online Formative Appraisal features?</b></p>	<ul style="list-style-type: none"> <li>✓ Availability of Progress Summary for Formative Appraisals</li> <li>✓ Automatic assignment to relevant users (Supervisors, Regional Officers and Chairs)</li> <li>✓ Supervisor reassignments on Formative Appraisals available</li> <li>✓ Emails triggered to Trainee and New Supervisor following Supervisor reassignment on the Formative Appraisal</li> <li>✓ Searching and Filtering capability</li> </ul>
<p><b>Where do I go for Help and more information?</b></p>	<ul style="list-style-type: none"> <li>➤ For issues, email: <a href="mailto:support@ranzcog.edu.au">support@ranzcog.edu.au</a></li> <li>➤ To learn more, read: FRANZCOG 3-Monthly Formative Appraisal User Manual.</li> </ul>
<p><b>What else is going online?</b></p>	<p>Over the next twelve months, Prospective Approvals, Recording of Workshops, APSSs, IHCA's and Six-monthly Summative Assessments will be transitioned online.</p> <p>Watch for email updates.</p>