

STATEMENT OF UNDERSTANDING

For FRANZCOG and Subspecialty Training Programs

Instructions

The trainee must read and accept the rights and responsibilities contained within this Agreement at the commencement of each training year in accordance with the RANZCOG Regulations.

FRANZCOG Trainees: This must be confirmed as part of the Prospective Approval of Training or Extended Leave process (confirmation will be in the form of checking the “tick box” within the PA form in MY.RANZCOG).

Subspecialty Trainees: Should also confirm acceptance of the SOU as part of the prospective approval form (a signed copy of the SOU must be submitted with the Prospective Approval form).

Important: *The Statement of Understanding is a mandatory requirement of the FRANZCOG and Subspecialty Training Programs. Failure to submit or an overdue submission may result in loss of training credit.*

The College is committed to ensuring that specialist and subspecialist training in obstetrics and gynaecology is undertaken in an appropriate environment and that trainees understand and are fully informed of their rights, responsibilities, and obligations.

Trainee Rights, Responsibilities and Declaration

- I understand that the College acknowledges its responsibilities to facilitate a safe and supportive training environment for all trainees. I expect all College representatives who have a role in my training will fully understand and uphold information relevant to specialist and subspecialist training.
- I will endeavour to achieve the objectives of the training program, which are to acquire skills, knowledge, and competency in obstetrics and gynaecology practice in accordance with the FRANZCOG or relevant Subspecialty curriculum and RANZCOG Regulations. I understand that the curriculum and relevant Regulations are updated regularly and that it is my responsibility to keep up to date with changes as communicated by RANZCOG.
- I will receive direction from my Training Supervisor about what is expected at each training site, including the development of individual training goals. This will be in the form of an initial meeting with my Training Supervisor and will include an opportunity for me to identify training needs relevant to my training and my overall career goals.

- In line with [RANZCOG Examination Verbal Feedback Policy](#)¹, I can request feedback or counselling following any of the compulsory examinations and assessments.
- I agree that if I have concerns regarding my training, it is my responsibility to seek to have these addressed. RANZCOG Trainees can approach and seek guidance from Training Supervisors, Integrated Training Program (ITP) Co-ordinators, or the Chair of the relevant State/Territory/NZ Training Accreditation Committee. Subspecialist Trainees can seek guidance from Training Supervisors or the relevant Subspecialty Committee Chair or members. If I do not feel comfortable discussing an issue with any of the above, I can contact my Trainees' Committee representative or a College staff member for guidance.
- I undertake to observe all relevant RANZCOG policies in relation to training, and any other policies that may apply at my place of employment.
- It is my responsibility to meet all assessment and training requirements of the relevant training program by the stipulated deadlines.
- I release the College and its representatives from all claims or liability arising from advice and assistance given in good faith.
- I understand that it is my responsibility to maintain appropriate and relevant documentary evidence of my training experiences and provide these to the relevant training authorities as required.
- I agree to participate in the College review processes in relation to any Not Satisfactory performance or issues/concerns which are identified through the College assessments processes relevant to my training program, including referral to the Progression Review Committee.
- I am aware that RANZCOG has a [special consideration and reconsideration process](#)² that I may instigate following which the processes described under Regulation A2.4 Review Procedures should be utilised, prior to lodging a formal appeal under Regulation A2.5 of RANZCOG Regulations³.
- I accept that it is my duty to notify the College immediately of any changes to my contact details or training arrangements, including changes to my employment and/or the employing authority, request for extended leave or prolonged illness which affects my ability to undertake training.
- I acknowledge that the documentation and materials provided to me during the course of the training program are owned by the College, and are subject to intellectual property protection and cannot be used by me for purposes other than training, without the College's prior consent.
- I understand that while I am a RANZCOG Trainee I will be issued with a College email address and that it will be the primary channel by which the College will communicate with me. I agree to abide by the terms and conditions for the use of that email account. Fellows in Subspecialty training must provide a contact email address for use by the College.
- To assist the College with evaluation and continuous improvement of the training program, I will complete the relevant feedback surveys.

¹ RANZCOG Examination Verbal Feedback Policy - <https://ranzcoг.edu.au/our-college/governance/policies-procedures>

² Exceptional Circumstance, Special Consideration and Reconsideration Policy - <https://ranzcoг.edu.au/our-college/governance/policies-procedures/special-consideration-and-reconsideration>

³ Appeals process - <https://ranzcoг.edu.au/our-college/governance/policies-procedures/appeals-procedures>

- I acknowledge that, as outlined in the RANZCOG Release of Examination Results policy, my Training Supervisor and relevant State/Territory/New Zealand Training and Accreditation Committee and/or relevant Subspecialties Committee will be informed of my examination and assessment results. This will allow my supervisors to support my progress through the training program.
- I understand that the College collects and holds personal data for the purpose of trainee registration, for the administering of the training program and for quality improvement and evaluation purposes. I consent to having this information used for these purposes and as authorised in the RANZCOG Privacy Policy. I consent to having my training records, including examination outcomes being shared with my Training supervisors and College representatives.

Training and supervision

- I understand that if I am in Basic Training, I am expected to undertake the hospital rotations I am offered.
- I understand that I have a responsibility to treat my Training Supervisors, consultants and colleagues with whom I work with respect and courtesy.
- I will receive appropriate supervision and training from my Training Supervisor(s) and consultants with whom I work. This will include constructive formal and informal feedback, guiding me through appropriate after-hours support, listening to my concerns about training, and treating me with respect and courtesy.

Performance and conduct

- I understand that I will receive feedback on my performance through regular Three-monthly Formative Appraisals and Six-monthly Summative Assessments and I will be advised on how to address any areas identified as needing improvement.
- I understand that when using social media, I must consider whether comments made about any aspect of my training would be likely to undermine or impinge on the reputation of the College in any way. I also understand that any social media activities/comments/discussion that I may be involved in should not be defamatory, obscene, threatening, harassing, discriminatory to or about the College, my training experiences and/or training sites, Fellows, or other trainees (refer to RANZCOG Code of Conduct⁴).
- I certify that I am free from dependency on recreational and/ or non-prescribed drugs and have no illnesses that would preclude the safe practice of obstetrics and gynaecology. I undertake to inform the College if I develop dependence on recreational and/or non-prescribed drugs or if I develop an illness that would preclude the safe practice of obstetrics and gynaecology.
- I acknowledge that if the College becomes aware of a particular matter or conduct that is considered to be a breach of the RANZCOG Code of Conduct, this may result in the suspension or termination of my training at any time and prevent my elevation to Fellowship of RANZCOG.

⁴ RANZCOG Code of Conduct - <https://ranzcof.edu.au/our-college/governance>

Employment and medical registration

- I undertake to notify the College if my medical registration is withdrawn or suspended, or conditions are placed on my medical registration, or if I receive notice of any complaint to any medical registration authority, within seven days.
- I understand that I am employed by the hospital (employing authority) and not the College, and that issues relating to employment are the responsibility of the employing authority, not the College. Understanding that the College cannot guarantee employment or influence employment decisions.
- I undertake to notify the College if my employment is suspended or I am stood down by an employing authority, or if conditions or restrictions on my practice are implemented by an employing authority. Where requested to do so by the College, I undertake to provide reasons for the change in my employment status and authorise the College to seek information from my employing authority as to the circumstances and reasons for this change.
- I undertake to notify the College if I choose to resign from a place of employment or employment authority and, if requested, provide reasons to the College for this decision. I authorise the College to seek information from the employing authority as to the circumstances and reasons for my resignation if known to them.
- I understand and acknowledge that any change in the status of my employment status may lead to a review by the College of my status on the Training Program.

Trainee Acceptance of the Statement of Understanding

First name		Surname	
Signature		Date	