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Position  
Description for  
Ultrasound  
Coordinator



## POSITION DESCRIPTION FOR ULTRASOUND COORDINATOR IN THE CORE TRAINING PROGRAM

### IMPORTANT NOTE

This document outlines the duties and responsibilities of Ultrasound Coordinators. It also contains - on the final page - information on CPD points, who to contact for help/advice and key documents on the RANZCOG website.

#### Position title

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RANZCOG Ultrasound Coordinator.

#### Reports to

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The Coordinator of the relevant Integrated Training Program (ITP) in which the home/base hospital is situated, and the relevant Regional/New Zealand Training Accreditation Committee (TAC). Ultimately, all Ultrasound Coordinators are responsible to the College. (Note: Where practicable, the ITP Coordinator can also take on the role of Ultrasound Coordinator.)

#### Primary purpose of position

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To oversee the implementation and ongoing execution of a formalised and time-protected ultrasound training program for Core-level registrars in the home/base hospital of the relevant ITP to ensure the ultrasound learning outcomes as defined in the FRANZCOG Curriculum are met.

To negotiate as required with hospital management to ensure the ultrasound training is appropriately supported.

To recruit and oversee the Ultrasound Educator/s (located at an appropriate site or sites within the ITP) who are responsible for the actual training of the registrars.

To liaise with the relevant ITP Coordinator to ensure the ultrasound training sessions are appropriate for the trainees' year level and to determine if additional training may need to be provided off-site.

To contribute to the quality of ultrasound teaching and learning in the relevant training unit and ensure effective monitoring/assessment of the trainees' performance and progress, together with ongoing evaluation of the ultrasound training program.

To facilitate communication on ultrasound training issues between the home/base hospital, the relevant regional TAC, and the College.

#### Qualifications and Skills

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- Ideally, Fellowship of the RANZCOG or, in the event that a suitable RANZCOG Fellow is not available, an appropriate Advanced-level trainee in the FRANZCOG Training Program (e.g. in an MFM or COGU Fellow post).
- Post-Fellowship experience in a teaching O&G department is desirable.
- Good interpersonal skills and the ability to communicate effectively with Fellows, trainees,

hospital management and other health professionals.

- Understand the requirements of the ultrasound curriculum for the FRANZCOG Training Program.
- Familiarity with the ultrasound training and assessment requirements of the College for the achievement of competency in ultrasound by the end of Year 2 and Year 4, including the online Logbook procedural requirements, Assessment of Procedural and Surgical Skills (APSS) in ultrasound, the Ultrasound In-hospital Clinical Assessment (IHCA), the relevant modules on CLIMATE (the College's eLearning platform) and knowledge of the approved internal/external ultrasound courses/workshops (one of which Core trainees are required to attend by the end of Year 2).
- Ability to contribute to the planning and delivery of an effective training program at the hospital level.

### Key challenges

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- Maintain effective, formalised and protected ultrasound training within a complex and busy hospital environment
- Understand the role of ultrasound training in equipping specialists-in-training with the core ultrasound competencies to work effectively in a changing health system.

### Outcomes

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Provide highly professional and supportive supervision of trainees in accordance with RANZCOG requirements of the FRANZCOG Training Program clinical experience, competence and formal assessment of performance and progress.

### Responsibilities

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1. **Implementation:** To negotiate with hospital management, the Head of Unit, other Fellows and health professionals (e.g. sonographers) to implement a formalised and time-protected ultrasound training program at the relevant home/base hospital and other appropriate sites within the ITP (where applicable), which meets the learning outcomes of the RANZCOG's ultrasound curriculum.
2. **Recruitment and oversight:** To recruit appropriate staff members for the role of Ultrasound Educators (located at an appropriate site or sites within the ITP) who will be responsible for the training of registrars, in accordance with the RANZCOG Position Description. To provide ongoing support and guidance to the Educators in the performance of their training duties.
3. **Knowledge of ultrasound curriculum and training requirements:** To be fully appraised of the requirements of the RANZCOG's ultrasound training program, including the ultrasound curriculum, the online Logbook procedural requirements, the relevant Assessment of Procedural and Surgical Skills (APSS), the Ultrasound In-hospital Clinical Assessment (IHCA), the Biometry, First Trimester and Second Trimester modules and MCQs on

CLIMATE, and the range of RANZCOG-approved ultrasound courses/workshops (one of which trainees must complete by the end of Year 2).

4. **Ongoing monitoring, evaluation and reporting:** To monitor the effectiveness of the in-hospital training program and contribute to the ongoing review and formal evaluation of the training, as required by the College. This includes regular liaison with the Ultrasound Educators, other health professionals who may be involved in the delivery of this training, and the trainees. As required, regular brief progress reports must be submitted to the College, as requested, which provide details of the ultrasound training arrangements and the staff involved as Educators.
5. **Facilitate communication:** To ensure there is regular discussion of ultrasound training/assessment issues between the home/base hospital, the relevant ITP Co-ordinator, the relevant regional TAC, and the College. This should include advising these personnel/bodies of any difficulties or concerns relating to the in-hospital ultrasound training.
6. **Supporting trainees:** To assist in the counselling of trainees experiencing difficulties in their ultrasound training.

## IMPORTANT INFORMATION

- **CPD POINTS**

Fellows in the role of Ultrasound Coordinator are eligible for 25 CPD points per CPD period.

NOTE: The awarding of these points is dependent on the Ultrasound Coordinator providing regular progress reports to the College confirming that appropriate training arrangements are in place, including details of the staff who are acting as Ultrasound Educators.

- **HELP/ADVICE**

For advice on ultrasound training program policies/procedures/requirements, contact in the first instance the Senior Education Co-ordinator in the Education Development Unit (tel +61 3 9412 2965; email [pholmes@ranzcog.edu.au](mailto:pholmes@ranzcog.edu.au)) or the Training Services Manager (tel +61 3 9412 2917; email: [smccarthy@ranzcog.edu.au](mailto:smccarthy@ranzcog.edu.au))

- **LINK TO KEY DOCUMENTS ON RANZCOG WEBSITE**

Section A7 (Clinical Imaging) in the *FRANZCOG Curriculum*

<http://www.ranzcog.edu.au/franzcog-training-program-handbook-curriculum/specialist-ity-training-handbook-and-curriculum.html>

*Training Program Handbook*

<http://www.ranzcog.edu.au/franzcog-training-program-handbook-curriculum/specialist-ity-training-handbook-and-curriculum.html>