

# Certification in Maternal Fetal Medicine (CMFM) In-Hospital Clinical Examination (IHCE) Responsibilities of Training Supervisor



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

The Training Supervisor is responsible for the coordination of the examination. For the Summative IHCE, the candidate's MFM Training Supervisor will normally act as the invigilator for the examination.

## Responsibilities:

- Booking the venue and equipment
- Examiners:
  - Meeting the examiners at the examination venue
  - Distributing the appropriate materials which will have been sent by the Subspecialties Department, College House one (1) month prior to the examination:
    - Summative 12 Week Ultrasound Assessment
    - Summative Mid Trimester Ultrasound Assessment
    - Summative Third Trimester Ultrasound Assessment
    - Summary Sheet
    - Additional Notes for Examiners/Declaration form
  - Patients:
    - Select the patients and arrange their timely attendance
    - Arrange and offer refreshments to the patients during their attendance
    - Contact the patients' the day prior to the examination to confirm their attendance on the day
    - Ensure the patients have signed the consent form prior to the examination
    - Arrange back-up cases, typically in patients, in case the previously arranged cases do not arrive
    - Viability must be assessed prior to the candidate commencing the ultrasound assessment if there is any chance that the fetus may not be alive
  - Collating all examination material to be returned to Subspecialties office, College House:
    - Completed IHCE assessment forms (6 in total – three for each examiner)
    - Completed IHCE Summary sheet
    - Completed patient consent forms (three in total)
    - Completed examiner declarations (two in total)

**Should you require any further information please contact: [cmfm@ranzcof.edu.au](mailto:cmfm@ranzcof.edu.au)**