



Royal Australian & New Zealand  
College of Obstetricians & Gynaecologists

# Certificate of Woman's Health (CWH), Associate Training Program (Procedural) and Associate Training Program (Adv. Procedural) Handbook

A general information guide for the RANZCOG  
Women's Health Training Programs

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# Contents

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Our College .....	5
Introduction .....	5
Brief history .....	5
Vision and Mission .....	5
Vision .....	5
Mission .....	5
Overview.....	6
Regulations.....	6
RANZCOG policies relating to training .....	6
Training Updates.....	6
1. Introduction .....	6
1.1 Women’s Health Training Programs: An overview.....	6
Certificate in Women’s Health (CWH).....	6
RANZCOG Associate Training Program (Procedural) (PTP) .....	6
RANZCOG Associate Training Program (Advanced Procedural) (AFTP) .....	6
2. Structure of the Training Programs .....	7
3. RANZCOG Information .....	7
3.1 RANZCOG Contact Details .....	7
3.2 Integrate – Training Platform Support .....	8
3.3 Governance & Administration .....	8
3.4 Conjoint Committee for Associate Procedural Training (CCAPT) .....	8
3.5 Accredited Training Sites .....	8
3.6 RANZCOG Trainees’ Committee.....	8
4. Application Information .....	9
4.1 Eligibility.....	9
4.2 Application for prospective approval to commence training.....	9
5. Training and Assessment Requirements .....	10
5.1 Certificate of Women’s Health .....	10
5.2 RANZCOG Associate Training Program (Procedural) (PTP) .....	11
5.3 RANZCOG Associate Training Program (Adv. Procedural) (AFTP) .....	12
5.4 Workshops and Courses.....	14
CWH – Online training for mTOP (MS-2step) .....	14
PTP – Management of Obstetric Emergencies .....	14
PTP – CPR of a Pregnant Woman .....	14
PTP – Neonatal Resuscitation .....	14

PTP – Fetal Surveillance Education Program (FSEP) .....	14
APTP – Basic Obstetrics Skills (BOS) Workshop.....	15
APTP – Obstetric Anal Sphincter (OASIS) course .....	15
APTP – Online training for mTOP (MS-2step) .....	15
5.5 Logbooks.....	15
Trainees commencing training before July 2023.....	15
Trainees commencing training after July 2023.....	16
5.6 Workplace-Based Assessments (WBAs) .....	16
Trainees commencing training before July 2023.....	16
Trainees commencing training after July 2023.....	17
5.7 Case Syntheses .....	17
Trainees commencing training before July 2023.....	18
Trainees commencing training after July 2023.....	18
5.8 Summative Assessment .....	18
Trainees commencing training before July 2023.....	18
Trainees commencing training after July 2023.....	18
5.9 Examinations .....	19
Written Examinations.....	19
Oral Examinations.....	19
Examination Resources .....	19
5.10 Training Support Unit.....	19
5.11 Trainee Feedback Questionnaire .....	20
6. Certification .....	20
7. Membership and Continuing Professional Development (CPD) .....	20
Membership and CPD Resources .....	21

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## Our College

### Introduction

RANZCOG is a not-for-profit organisation dedicated to high standards of practice in obstetrics and gynaecology. As well as training specialist doctors, the College supports research into women's health and acts as an advocate for women's healthcare by forging productive relationships with governing bodies, the community, and professional organisations, both locally and internationally.

### Brief history

The Australian College of Obstetricians and Gynaecologists was formally established in 1978.

The new College replaced the former Australian Regional Council, which had been governed by the Royal College of Obstetricians and Gynaecologists (RCOG) in the United Kingdom.

The prefix "Royal" was acquired in 1980 when it became the Royal Australian College of Obstetricians and Gynaecologists (RACOG).

In 1983, the RACOG moved its headquarters to 254 Albert Street, East Melbourne, Victoria.

In October 1998, the Royal Australian College of Obstetricians and Gynaecologists amalgamated with the Royal New Zealand College of Obstetricians and Gynaecologists to form the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG).

In 2021, the RANZCOG moved to its current headquarters at Djeembana, 1 Bowen Crescent, Naarm (Melbourne), Victoria.

## Vision and Mission

### Vision

Excellence and equity in women's health

### Mission

To continue to lead in education and training in obstetrics and gynaecology, and advocacy in women's health

# Certificate and Procedural Training Programs

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## Overview

This handbook is an information resource for all Certificate and Procedural trainees. Trainees will find information necessary for the administrative aspects of the three RANZCOG Women's Health Training Programs in this handbook. Requests for any additional information may be directed to the RANZCOG Certificate and Procedural Training Programs [cptp@ranzcof.edu.au](mailto:cptp@ranzcof.edu.au)

## Regulations

Every effort has been made to ensure that the information and College regulations in this Handbook were correct at the time it was produced. Refer to the College website for the current [RANZCOG Regulations](#)

## RANZCOG policies relating to training

For all current College policies governing the RANZCOG Certificate of Women's Health (CWH), RANZCOG Associate Training Program (Procedural) (PTP) and RANZCOG Associate Training Program (Advanced Procedural) (APTP) refer to [RANZCOG Policies and procedures directory](#) on the College website.

## Training Updates

Bookmark [Training updates - RANZCOG](#) to stay informed of current updates relevant to your training program.

## 1. Introduction

### 1.1 Women's Health Training Programs: An overview

The Conjoint Committee for Associate Procedural Training (CCAPT) offers three programs for medical practitioners providing care in women's health.

#### Certificate in Women's Health (CWH)

This is a training program intended for medical practitioners who desire increased knowledge in aspects of women's health that centre primarily on office-based practice, including shared antenatal and postnatal care, office gynaecology and family planning. All training and assessment requirements for the CWH must be completed within two (2) years from the date of commencement of training.

#### RANZCOG Associate Training Program (Procedural) (PTP)

The RANZCOG Associate Training Program (Procedural) (PTP) builds on the knowledge and skills developed through the Certificate of Women's Health program. It is intended for medical practitioners who wish to gain skills in obstetrics and gynaecology to a level that will enable them to safely undertake non-complex deliveries and perform basic gynaecological procedures.

Trainees must be enrolled in or have previously completed the CWH (and maintained their membership status) prior to commencing the PTP and all training and assessment requirements for the PTP must be completed within two (2) years from the date of commencement of training. If completing multiple programs concurrently, trainees have four (4) years from the date of commencement of training.

#### RANZCOG Associate Training Program (Advanced Procedural) (APTP)

This is a hospital-based training program intended for medical practitioners who have gained skills in obstetrics through the CWH and PTP and wish to develop them to a level that will enable them to safely undertake complex

deliveries and perform more advanced gynaecological procedures. Each qualification addresses subject areas that offer considerable breadth in terms of the subject matter and the depth of knowledge and skills that are acquired.

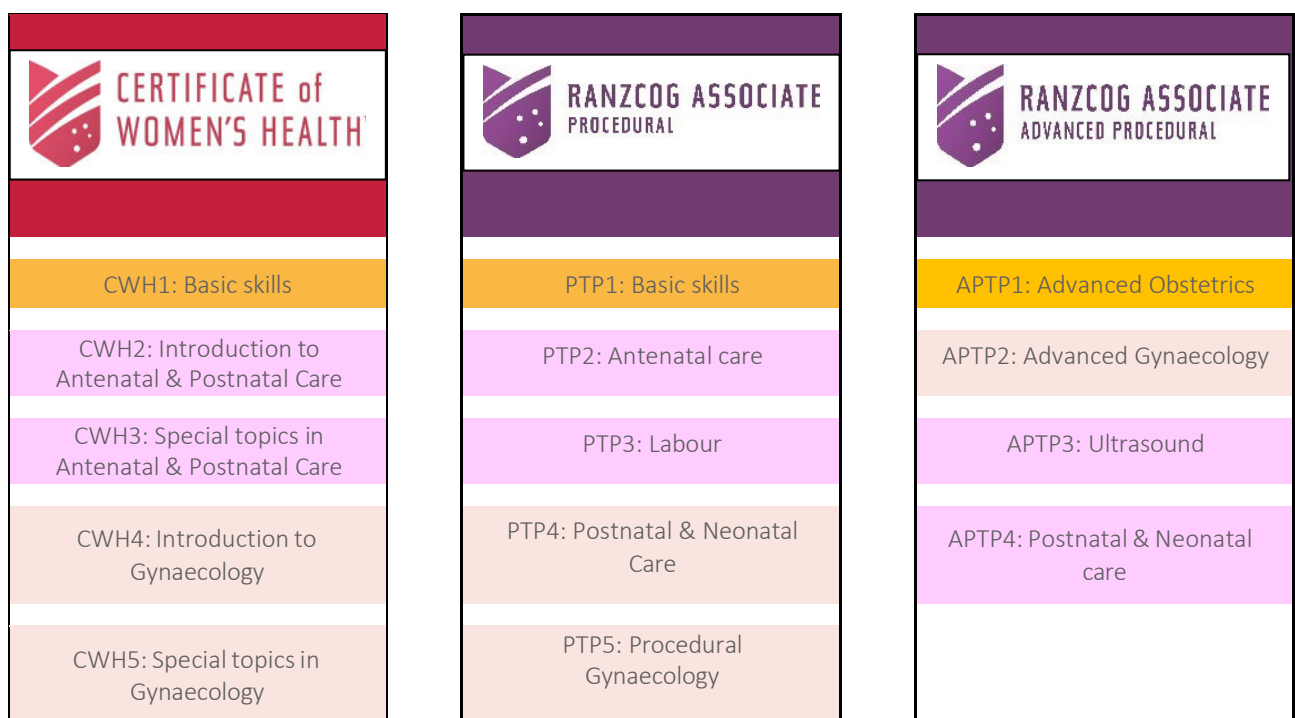
Trainees must be enrolled in or have previously completed the CWH + PTP (and maintained their membership status) prior to commencing the APTP and all training and assessment requirements for the APTP must be completed within two (2) years from the date of commencement of training. If completing multiple programs concurrently, trainees have four (4) years from the date of commencement of training.

## 2. Structure of the Training Programs

The three-tier structure of the Women's Health qualifications is reflective of the progressive increase in knowledge and skills required and the shift toward independent practice as trainees continue from one training program to the next.

**Once a training program has been completed, the qualification must be maintained through membership of the College and completion of CPD.** Refer to [Section 7 Membership](#) for further information regarding Membership of RANZCOG, including fees.

Each qualification builds on the skills obtained in the previous qualification. Provided prospective trainees do not allow their Membership and CPD to lapse, they can continue through the pathway without the need to repeat the previous qualification. Information on membership reinstatement can be found here - [Reinstatement to the Register of Certificants, Associates \(Procedural\) or Associates \(Advanced Procedural\) Policy - RANZCOG](#)



## 3. RANZCOG Information

### 3.1 RANZCOG Contact Details

Please direct all enquires to the CWH & PTP Training team at the College, details listed below

Area	Area of responsibility	Email
Certificate and Procedural training programs	Trainee enquiries- Application and training platform (Integrate) support Training Mentor/Supervisor support Certification	<a href="mailto:cptp@ranzco.edu.au">cptp@ranzco.edu.au</a>
RANZCOG Assessment Services	Certificate and Procedural training program Examinations	<a href="mailto:assessment@ranzco.edu.au">assessment@ranzco.edu.au</a>
RANZCOG E-Learning Support	Certificate and Procedural training program online resources	<a href="mailto:elarningsupport@ranzco.edu.au">elarningsupport@ranzco.edu.au</a>

### 3.2 Integrate – Training Platform Support

Detailed instructions on how to document and submit your training via the Integrate online training platform can be found in the following:

- [Integrate - Log In](#)
- [Integrate Trainee User Guide for CWH PTP APTP](#)
- [Integrate Training Supervisor User Guide for CWH PTP APTP](#)

### 3.3 Governance & Administration

The CWH, PTP and APTP are governed and administered by the Conjoint Committee for Associate Procedural Training (CCAPT). The CCAPT comprises representatives from RANZCOG, the Royal Australian College of General Practitioners (RACGP) and the Australian College of Rural and Remote Medicine (ACRRM).

### 3.4 Conjoint Committee for Associate Procedural Training (CCAPT)

The Conjoint Committee for Associate Procedural Training (CCAPT) defines and oversees all aspects of education, training, and recertification in relation to qualifications awarded jointly by RANZCOG, the Australian College of Rural and Remote Medicine (ACRRM) and the Royal Australian College of General Practitioners (RACGP), including, but not limited to the Certificate of Women's Health and the Procedural/Advanced Procedural RANZCOG Associate Training Programs. In addition, the committee reviews the curricula for the above programs in conjunction with the RACGP and ACRRM, through the CCAPT.

Further details on the roles and responsibilities for this committee can be found here - [Committees directory - RANZCOG](#)

### 3.5 Accredited Training Sites

Training sites are approved by the CCAPT and are listed on the College Website [Training sites and units - RANZCOG](#). Prospective CWH trainees may undertake training at GP Clinics where approved Assessors and Training Mentors are available.

### 3.6 RANZCOG Trainees' Committee

As per the Terms of Reference, the Trainees Committee has the following Certificate and Procedural trainee representatives:

- one (1) CWH/PTP/APTP representative, who is a registered trainee in the CWH/PTP/APTP
- two (2) PTP/APTP representatives who are registered trainees in the PTP/APTP (or three (3) such representatives if the elected trainee above is a CWH trainee)

Trainee representatives are also included on various RANZCOG committees and working groups, ensuring trainee involvement in RANZCOG decision-making.

The Committee Chair attends all meetings of RANZCOG Council and the RANZCOG Education & Assessment and Training Accreditation Committees.

For additional information and current members, please refer to [Trainees' Committee - RANZCOG](#)



Further information on the [RANZCOG Council and Committees](#) is available on the RANZCOG website.

## 4. Application Information

### 4.1 Eligibility

Prospective trainees for the CWH **must** hold a primary degree in Medicine and Surgery issued by a medical school listed in the WHO Publication *World Directory of Medical Schools*. They must have one of general/provisional/restricted registration with the Medical Board of Australia and be in their **first or subsequent year** of postgraduate training.

Prospective trainees for the PTP and APTP **must** hold a primary degree in Medicine and Surgery issued by a medical school listed in the WHO Publication *World Directory of Medical Schools*. They must have one of general/provisional/restricted registration with the Medical Board of Australia. Trainees who occupy PTP and APTP training posts must be in their **second or subsequent postgraduate year**.

### 4.2 Application for prospective approval to commence training

Prospective CWH/PTP/APTP trainees must have secured a position in a hospital or other appropriate setting approved by RANZCOG for the relevant training program. Accredited hospitals are listed on the College Website [Training sites and units - RANZCOG](#).

**RANZCOG does NOT assist prospective trainees with hospital or clinic placements. Trainees must obtain their placement PRIOR to registration and BEFORE applying for prospective approval of training.**

At least four (4) weeks prior to the commencement of training, prospective trainees must complete the CWH, PTP and APTP Application Form located on the [Certificate and Procedural Training - RANZCOG](#) website page and include:

1. Certified copy of the applicant's primary medical degree (in, or translated to English) certified by a licensed or registered official
2. Medical Registration Number
3. Name of training site / hospital
4. RANZCOG ID and surname of your RANZCOG approved Training Mentor/Supervisor (APTP requires TWO Training Supervisors)
5. Letter of Offer/Contract for placement or appointment at nominated training site/s
6. Payment when prompted

Training fees are listed on the College Website [Fees - RANZCOG](#). Once the application form, administration requirements and payment for the relevant training program is received by RANZCOG, your application will be processed and you will be granted access to the online portal with all of the training documents and assessments required to complete the program.

Trainees must familiarise themselves with the following documents available on the RANZCOG website:

- [CWH, PTP & APTP Curricula](#) contains the objectives, syllabi and training and assessment of each training program
- [RANZCOG Regulations](#) details the regulations for the CWH, PTP and APTP.

## 5. Training and Assessment Requirements

### 5.1 Certificate of Women’s Health

Trainees must complete the CWH training and assessment requirements within two (2) years from the date of commencement of CWH training.

The requirements include successful completion of the following:

Requirements	Prior to 1 January 2022	From 1 January 2022	From July 2023
Modules	5	5	5 <sup>3</sup>
Logbook	✓ <sup>1</sup>	✓ <sup>2</sup>	✓ <sup>3</sup>
Workplace-based Assessments	✓	✓	✓ <sup>3</sup>
Written Exam	✓	✓	✓
Online mTOP training – MS-2Step	N/A	✓	✓

<sup>1</sup> as per paper-based logbook received from RANZCOG

<sup>2</sup> as per interactive logbook provided by RANZCOG

<sup>3</sup> as per Integrate training platform – access provided by RANZCOG

Training & assessment requirements		
Training	Modules	CWH1: Basic Skills Ethics, medico-legal matters, cultural matters, communication
		CWH2: Introduction to Antenatal and Postnatal Care Preconception and early pregnancy counselling, antenatal visits and examinations, normal pregnancy and puerperium
		CWH3: Special Topics in Antenatal and Postnatal Care Teratogenesis, complications of pregnancy, pregnancy-induced disorders
		CWH4: Introduction to Gynaecology Gynaecological examinations, family planning and contraception counselling, domestic violence, sexual abuse, sexual and reproductive health
		CWH5: Special Topics in Gynaecology Gynaecological cancers, endometriosis, subfertility, incontinence, abnormal bleeding, menopause
		Family Planning Experience: minimum number of 12 family planning consultations.
		Antenatal Care Experience: minimum number of 70 antenatal consultations.
		Gynaecological Experience: minimum number of 70 gynaecological consultations.
Assessment		Pre-July 2023 - Logbook: Paper based record of training experience, workplace-based assessments, workshop participation and monthly logbook checks by the Training Mentor. Post-July 2023 - Online Logbook: Record of training experience, workplace-based assessments, workshop participation and approved by the Training Mentor using the Integrate online portal
		Pre-July 2023 - Workplace-based Assessments: Paper-based assessments of clinical and procedural skills Post-July 2023 - Workplace-based Assessments: Online assessments of clinical and procedural skills <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Antenatal examinations</li> <li>• Cervical screening</li> </ul>

Written examination: 100 multiple-choice questions

## 5.2 RANZCOG Associate Training Program (Procedural) (PTP)

Trainees undertaking the PTP must complete the training and assessment requirements within two (2) years from commencement of training. If completing multiple programs concurrently trainees will have four (4) years from the date of commencement of the first training program.

The requirements include successful completion of the following:

Requirements	Prior to 1 January 2022	From 1 January 2022	From July 2023
All CWH requirements <sup>1</sup>	✓	✓	✓ <sup>4</sup>
Modules	5	5	5 <sup>4</sup>
Logbook	✓ <sup>2</sup>	✓ <sup>3</sup>	✓ <sup>4</sup>
Workplace-based Assessments	✓	✓	✓ <sup>4</sup>
Written Exam	✓	✓	✓
Oral Exam	N/A	N/A	N/A
Fetal Surveillance Program	N/A	✓	✓

<sup>1</sup>can be completed concurrently

<sup>2</sup> as per paper-based logbook received from RANZCOG

<sup>3</sup> as per interactive logbook provided by RANZCOG

<sup>4</sup> as per Integrate training platform – access provided by RANZCOG

Training & assessment requirements	
Training	Modules PTP1: Basic Skills Quality assurance methodology and practice, documentation and coding practices
	PTP2: Antenatal Care Management of complications in pregnancy, management of pregnancy induced disorders, management of pregnancy in women with pre-existing medical conditions
	PTP3: Labour Management of normal labour and delivery, complications in labour, episiotomy and tear repair
	PTP4: Postnatal and Neonatal Care Examination of a neonate, neonatal resuscitation, postnatal care
	PTP5: Procedural Gynaecology Abortion, miscarriage, IUD insertion and removal
	Antenatal Care Experience: minimum number of 70 antenatal consultations.
	Gynaecological Experience: minimum number of 70 gynaecological consultations.
	Pre-July 2023 - Logbook: Paper-based record of training experience, workplace-based assessments and monthly logbook checks by the Training Supervisor.
	Post-July 2023 - Online Logbook: Record of training experience, workplace-based assessments and online logbook entries checked and approved by the Training Supervisor using Integrate online portal
	Clinical Procedures Log: <ul style="list-style-type: none"> <li>≥ 25 personally conduct management of labour and vaginal deliveries, which must include ≥ 5 instrumental</li> </ul>

Training & assessment requirements	
	vaginal deliveries <ul style="list-style-type: none"> <li>• ≥ 10 personally conduct management of post-partum haemorrhage</li> <li>• ≥ 10 personally conduct management of first-trimester miscarriage</li> <li>• ≥ 3 personally conduct management of retained placenta</li> <li>• ≥ 10 performance of dilatation and curettage</li> <li>• ≥ 5 personally conduct episiotomies</li> <li>• ≥ 7 personally insert and remove an intra-uterine device, which must include ≥ 4 in outpatients without general anaesthetic</li> <li>• ≥ 25 personally conduct repair of vulval, vaginal and first and second-degree perineal tears</li> </ul>
Assessment	Pre-July 2023 - Workplace-based Assessments: Paper-based assessments of clinical and procedural skills Post-July 2023 - Workplace-based Assessments: Online assessments of clinical and procedural skills <ul style="list-style-type: none"> <li>• Low instrumental delivery (vacuum/forceps)</li> <li>• Episiotomy/vaginal/perineal tear repair</li> <li>• Examination of a neonate</li> <li>• Normal labour and delivery</li> <li>• Dilatation and curettage</li> </ul>
	Fetal Surveillance Program
	Written examination: 50 multiple-choice questions.

### 5.3 RANZCOG Associate Training Program (Adv. Procedural) (APTP)

Trainees undertaking the APTP must complete the training and assessment requirements within two (2) years from the commencement of training. If completing the APTP concurrently with the PTP and/or CWH, trainees will have four (4) years from the date of commencement of training.

The requirements include successful completion of the following:

Requirements	Prior to 1 January 2022	From 1 January 2022	From July 2023
All CWH + PTP requirements <sup>1</sup>	✓	✓	✓ <sup>4</sup>
Modules	3	4	4 <sup>4</sup>
Logbook	✓ <sup>2</sup>	✓ <sup>3</sup>	✓ <sup>4</sup>
Workplace-based Assessments	✓	✓	✓ <sup>4</sup>
Case Syntheses	5	5	5 <sup>4</sup>
Oral Examination	✓	✓	✓
Summative Assessment	✓	✓	✓ <sup>4</sup>
Fetal Surveillance Program	✓	N/A	N/A
Basic Obstetric Skills Workshop	✓	✓	✓
Obstetric anal sphincter injuries (OASIS) course <sup>5</sup>	N/A	✓	✓
Online mTOP training – MS-2Step <sup>6</sup>	N/A	✓	✓

<sup>1</sup>can be completed concurrently

<sup>2</sup>as per paper-based logbook received from RANZCOG

<sup>3</sup>as per interactive logbook provided by RANZCOG

<sup>4</sup>as per Integrate training platform – access provided by RANZCOG

<sup>5</sup>or have completed course within the 12 months prior to the commencement of APTP training

<sup>6</sup>or be a current authorised PBS prescriber of medical abortion

Training & assessment requirements	
Training	<p>Modules</p> <p>APTP1: Advanced Obstetrics Caesarean delivery, management of obstetric complications</p> <p>APTP2: Advanced Gynaecology Basic pelvic laparotomy, hysteroscopy</p> <p>APTP3: Ultrasound First-trimester scanning, late pregnancy scanning</p> <p>APTP4: Postnatal and Neonatal Care Examination of a neonate, management of a sick neonate, grief counselling</p>
	<p>Minimum Procedures &amp; Scans: personally perform minimum number of procedures and ultrasound scans</p>
	<p>Pre-July 2023 - Logbook: Paper-based record of training experience, workplace-based assessments, and monthly logbook checks by the Training Supervisors.</p> <p>Post-July 2023 - Online Logbook: Record of training experience, workplace-based assessments, and online logbook checked and approved by the Training Supervisors.</p>
	<p>Clinical Procedures Log:</p> <ul style="list-style-type: none"> <li>• ≥ 40 personally perform Caesarean sections, which must include ≥ 10 elective Caesareans, ≥ 3 repeat Caesareans and ≥ 10 emergency Caesareans</li> <li>• ≥ 20 personally perform instrumental vaginal deliveries</li> <li>• ≥ 5 personally conduct management of post-partum haemorrhage</li> <li>• ≥ 10 personally conduct management of first-trimester surgical abortion or missed miscarriage</li> <li>• ≥ 15 personally conduct repair of second and third-degree perineal and vaginal tears, which must include ≥ 5 third-degree tears*</li> <li>• ≥ 15 personally conduct first-trimester ultrasound scanning (transvaginal and transabdominal)</li> <li>• ≥ 15 personally conduct third-trimester ultrasound scanning</li> <li>• additional procedures performed/assisted/observed (e.g. pelvic laparotomy, hysterectomy, etc.)</li> </ul> <p>*The requirement may be met with a combination of ≥ 5 non-simulated (majority of logged procedures), simulated third-degree tear repairs and confirmation of competency (in writing) from the supervisor. Please contact <a href="mailto:cptp@ranzcof.edu.au">cptp@ranzcof.edu.au</a> if you are unable to obtain the required procedure numbers</p>
Assessment	<p>Pre-July 2023 - Workplace-based Assessments: Paper-based assessments of procedural and ultrasound skills</p> <p>Post-July 2023 - Workplace-based Assessments: Online assessments of procedural and ultrasound skills</p> <ul style="list-style-type: none"> <li>• Caesarean delivery</li> <li>• Instrumental vaginal delivery — vacuum</li> <li>• Instrumental vaginal delivery — forceps</li> <li>• Personal management of first-trimester (surgical) abortion OR miscarriage</li> <li>• First-trimester ultrasound scanning — transvaginal</li> <li>• First-trimester ultrasound scanning — transabdominal</li> <li>• Third-trimester ultrasound scanning</li> </ul>

APTP Oral Examination
APTP Summative Assessment
Obstetrical anal sphincter injuries (OASIS) course
Basic Obstetrics Skills (BOS) Workshop
Online Medical Termination of Pregnancy (mTOP)
Case Syntheses: 5 Written case syntheses and individual case synthesis assessments on a range of obstetric conditions

## 5.4 Workshops and Courses

Trainees are required to attend several workshops and courses as a part of the Women's Health Training Programs. The workshops and courses promote active learning and include practical activities to optimise individual participation. Workshops and courses are delivered both online and face to face at various locations within Australia. Trainees are responsible for making their own arrangements to complete these workshops and for all associated costs.

### CWH – Online training for mTOP (MS-2step)

Trainees are required to complete online training for mTOP (MS-2step) or be a current authorised PBS prescriber of medical abortion.

- [ms2step | This site is intended for healthcare professionals only.](#)

### PTP – Management of Obstetric Emergencies

Workshop **must** have a face-to-face component and be a minimum of four hours in duration. Suggested workshops are:

- [Advanced Life Support in Obstetrics - Advanced Maternal and Reproductive Education \(amare.org.au\)](#)
- [Australia & New Zealand | PROMPT Maternity Foundation](#)

### PTP – CPR of a Pregnant Woman

Workshop **must** have a face-to-face component and be a minimum of four hours in duration. Suggested workshops are:

- Hospital/training site workshop
- [Advancing in Maternity Safety \(AIMS\) - Advanced Maternal and Reproductive Education](#)

### PTP – Neonatal Resuscitation

Workshop **must** have a face-to-face component and be a minimum of four hours in duration. Suggested workshops are:

- Hospital/training site workshop
- [Neonatal Resuscitation Education Program - NeoResus Queensland Health](#)
- [Preparation in Maternity Safety \(PIMS\) - Advanced Maternal and Reproductive Education](#)

### PTP – Fetal Surveillance Education Program (FSEP)

RANZCOG Fetal Surveillance Education Program (FSEP) provides a solid foundation of information for all clinicians involved in antenatal and intrapartum care and has a range of programs to suit the needs, resources and risk management strategies of all Australian and New Zealand facilities offering antenatal and intrapartum care.

All FSEP programs cover the following topics:

- uteroplacental function,
- the physiology of fetal heart rate control,
- the normal CTG,

- the importance of the complete clinical picture in CTG interpretation,
- the abnormal CTG including interpretation and management and a case-study workshop.

The FSEP assessment is undertaken on completion of the FSEP program, and the expectation is that all trainees score >76% (Level 3).

Further information can be found here - [FSEP - Fetal Surveillance Education Program \(ranzcog.edu.au\)](https://www.ranzcog.edu.au/fsep)

*The FSEP moved from being a requirement of APTP to PTP on 01/01/2022. Trainees MUST have completed this program before being awarded their PTP if they commenced after this date.*

### APTP – Basic Obstetrics Skills (BOS) Workshop

Satisfactory completion of a BOS Workshop. This workshop is generally conducted at the accredited training site, offering flexibility, and can be undertaken as a full-day workshop, two half-days, or over several weekly or fortnightly sessions.

### APTP – Obstetric Anal Sphincter (OASIS) course

Workshop **must** have a face-to-face component. Suggested workshops are:

- Hospital/training site workshop

### APTP – Online training for mTOP (MS-2step)

Trainees are required to complete online training for mTOP (MS-2step) or be a current authorised PBS prescriber of medical abortion. Recompletion may be required if CWH completion has expired.

- [ms2step | This site is intended for healthcare professionals only.](#)

## 5.5 Logbooks

### Trainees commencing training before July 2023

The Logbook is used by each trainee as a record of all required procedural and other training experiences in every year of CWH/PTP/APTP training. It is an essential proof of training utilised by the Training Mentor/Training Supervisor(s) and the Conjoint Committee for Associate Procedural Training (CCAPT) to monitor the trainee's experience and ensure that it is appropriate for the level of training. Information in trainee Logbooks is also used by RANZCOG to monitor each trainee's training experience. Trainees must always have their Logbooks on hand and ensure they are always up to date.

The Logbook must be reviewed by the Training Mentor or Training Supervisor(s) once a month.

**IMPORTANT:** CWH, PTP and APTP trainees are to ensure all procedures have been satisfactorily met before submitting training documentation to RANZCOG for processing. Any incomplete training documentation received will be returned along with notification of the item/s requiring attention.

Once all procedural requirements have been satisfactorily met and the logbook has been signed off by the Training Supervisor/Training Mentor, trainees are to submit this to RANZCOG Certificate and Procedural Training Programs as a scanned pdf document or interactive pdf via email to [cptp@ranzcog.edu.au](mailto:cptp@ranzcog.edu.au). RANZCOG Certificate and Procedural Training Programs will assess the training documentation and communicate with the trainee of the next steps.

Upon completion of the APTP the Logbook and documentation will be reviewed by RANZCOG Certificate and Procedural Training Programs and submitted to CCAPT for final approval. Trainees will be contacted once training has received final approval.

### Trainees commencing training after July 2023

Logbooks are available online through the Integrate training platform after completion of the application and payment of the training fee is received and approved by RANZCOG.

**IMPORTANT: Applications and payments must be made prior to the commencement of the training period.**

### 5.6 Workplace-Based Assessments (WBAs)

Workplace-based assessments (WBA) are part of the holistic assessment framework for the CWH, PTP and APTP curricula. WBAs involve a process whereby a trainee's competency in core clinical and procedural skills is assessed in real patient scenarios during a trainee's everyday work against clearly defined criteria and established standards.

The strength of a WBA is that trainees are assessed at the time of undertaking clinical work with real patient encounters during a normal working week. WBAs are designed to be formative, for feedback and planning for further learning, as well as summative for final satisfactory sign-off assessment. For each WBA, either formative or summative, the relevant assessment form or online module **MUST** be completed by the approved Assessor.

A suitable Assessor is one who has worked with the trainee and who can make a balanced and informed judgement of the trainee's performance: the Training Mentor, Training Supervisor or another 'teacher' who has guided and supported the trainee's knowledge and skill development, namely other consultants or registrars in obstetrics and gynaecology who have passed their FRANZCOG Examinations and have been approved by the Training Supervisor to act as Assessors.

Each form clearly articulates the assessment criteria for that WBA, with clinical descriptors for:

- 'Below AT LEVEL EXPECTED'
- 'At LEVEL EXPECTED'';
- 'Above LEVEL EXPECTED''; and
- 'Not Observed.

Trainees must meet the minimum expected level for each criterion as described on the assessment form. If 'Below LEVEL EXPECTED' or 'Not Observed' is recorded for one (1) or more criteria, the WBA is deemed 'unsatisfactory' and must be repeated until at least 'At LEVEL EXPECTED' is achieved for all criteria in any one attempt of the WBA.

Trainees and their assessors should make use of the WBA assessment process as a formal mechanism for contemporaneous feedback by using the criteria to help structure discussion as follows:

- prior to the WBA, in order to discuss the trainee's progress and ascertain whether the trainee is ready to complete a final sign-off assessment, and
- immediately after (or as soon as possible) the WBA, to discuss the result and plan for future learning.

### Trainees commencing training before July 2023

When a trainee is involved in a clinical encounter or performing a procedure that is to be assessed, an approved Assessor utilises the relevant pdf/printed form to assess the trainee's performance against the standards described for each criterion.

Workplace Based Assessment (WBA) forms are available in the Resources section of Integrate. Trainees **MUST** retain copies of all satisfactory and unsatisfactory assessment forms as the Training Supervisor may review them at any time. Trainees must only submit satisfactory forms when submitting their Logbook for assessment at the conclusion of training.



It is not expected that trainees achieve expected level on all criteria on the first attempt of any given WBA; the trainee may use the assessments, where appropriate, as a formative process prior to having a final satisfactory summative sign-off assessment.

There is no limit to the number of formative attempts. Formative attempts are encouraged, and the number required to achieve a satisfactory outcome can be recorded in the *Workplace-based Assessments Log* in the Logbook

The WBAs for each training program are specified in the respective Logbooks. CWH trainees may complete the Communication Skills WBA concurrently with the Cervical Screening or Antenatal Examination WBA. However, the Communication Skills WBA form must be used *in addition* to the form for the other WBA.

Trainees who have already completed the Certificate of Women's Health and maintained their knowledge and skills by participating in CCAPT approved professional development requirements, do not need to repeat the CWH WBAs. However, details of these WBAs must be completed in the *Workplace Based Assessments Log* in the PTP Logbook.

### Trainees commencing training after July 2023

When a trainee is involved in a clinical encounter or performing a procedure that is to be assessed, an approved Assessor utilises the relevant online WBA form to assess the trainee's performance against the standards described for each criterion.

The WBAs for each training program are specified in the respective Logbooks available on Integrate and Trainees and their Mentor/Supervisor will be able to review all WBAs (satisfactory and unsatisfactory) through the Integrate platform.

It is not expected that trainees achieve 'Expected' level on all criteria on the first attempt of any given WBA; the trainee may use the assessments, where appropriate, as a formative process prior to having a final satisfactory summative sign-off assessment.

There is no limit to the number of formative attempts. Formative attempts are encouraged, and the number required to achieve a satisfactory outcome will be tallied in Integrate.

## 5.7 Case Syntheses

Trainees must select for assessment FIVE (5) de-identified cases on a range of obstetric conditions. Each case must deal with a different condition.

Cases selected must:

1. be particularly unusual and/or problematic,
2. be based on patients under the care of the trainee during their APTP training,
3. be relevant and valuable to the candidate's current and/or intended practice, and
4. require research so that the final synthesis is representative of evidence-based best practice.

If a trainee receives a 'Below MAPS' or 'Not Assessed' for one (1) or more criteria, the assessment is deemed 'unsatisfactory' and must be repeated until at least 'MAPS' is achieved on all criteria. MAPS is the Minimum Acceptable Passing Standard.

### Trainees commencing training before July 2023

Trainees can access the forms and templates in the Resources section of Integrate and are required to complete the summative assessment forms and submit them, along with the case synthesis essays, as a PDF with the logbook to Certificate and Procedural training programs at: [cptp@ranzcog.edu.au](mailto:cptp@ranzcog.edu.au)

Case Syntheses must be assessed by the trainee's two Training Supervisors (five from Training Supervisor 1 and five from Training Supervisor 2). Each Training Supervisor must assess the cases independently. To do this the Training Supervisor must use a separate form for their assessment of each case synthesis.

### Trainees commencing training after July 2023

Trainees are required to complete the Case Syntheses in Integrate and submit them as part of the online logbook.

## 5.8 Summative Assessment

A summative assessment is completed by the primary Training Supervisor to assess the trainee's performance against standard domains and criteria to verify their ability to practise obstetrics independently. The assessment should be undertaken during the last months of APTP training.

In the event the Trainee does not pass the Summative Assessment the Training Supervisor may recommend remediation and support a further period of Supervised Training.

If further Supervised Training is required, an action plan to address the areas needing further development should be discussed and implemented. Please contact RANZCOG Certificate and Procedural Training Programs [cptp@ranzcog.edu.au](mailto:cptp@ranzcog.edu.au). Further information can also be found at [Member wellbeing - RANZCOG](#)

The Trainee would be encouraged to undertake the Formative Appraisal prior to reattempting the Summative Assessment. If the Trainee has reached the maximum training time, then the matter should be referred to the Conjoint Committee for Associate Procedural Training (CCAPT) for consideration.

### Trainees commencing training before July 2023

Trainees and Training Supervisors can access the forms in the Resources section of Integrate.

Training Supervisors must complete the Summative Assessment for each of the assessment criteria and confirm whether the Trainee is able to perform at the level expected to independently practise obstetrics at the end of the APTP. If any criteria are assessed as 'Below the level Expected' to independently practise obstetrics at the end of the APTP, the Trainee does not pass the Summative Assessment

The assessment should be supported with feedback/comments and include acknowledgment of the Trainee's readiness to become a Member of RANZCOG. Both Training Supervisors and the Trainee must sign and date the Summative Assessment. The summative assessment forms must be submitted as a PDF with the logbook to Certificate and Procedural training programs at: [cptp@ranzcog.edu.au](mailto:cptp@ranzcog.edu.au)

### Trainees commencing training after July 2023

The primary Training Supervisor is required to complete the Summative Assessment in Integrate with sign off to be completed by the second Training Supervisor. Supervisors must complete the Summative Assessment for each of the assessment criteria and confirm whether the Trainee is able to perform at the level expected to independently practise obstetrics at the end of the APTP. If any criteria are assessed as 'Below the level Expected' to independently practise obstetrics at the end of the APTP, the Trainee does not pass the Summative Assessment. The assessment should be supported with feedback/comments and include acknowledgment of the Trainee's readiness to become a Member of RANZCOG

## 5.9 Examinations

### Written Examinations

RANZCOG Written Examinations are held in major cities and some regional locations in Australia and New Zealand. All candidates will sit the examinations in an electronic format and all RANZCOG written examinations must be answered by candidates in English.

The CWH and PTP Written Examinations are part of the assessment for the CWH/PTP qualifications. These examinations are based on knowledge that underpins the educational objectives and outcomes listed in RANZCOG Curriculum. Candidates are therefore advised to not attempt the written examination until they are confident that they have assimilated the necessary knowledge, however trainees are encouraged to take note of the Expression of Interest dates when they commence training.

### Oral Examinations

The APTP Oral Examination is designed to address the scope of practice that will be expected of an RANZCOG Associate (Advanced Procedural) upon completion of the training program. As such the examination will include curriculum topics from across the CWH, PTP and APTP curricula.

Candidates for the APTP Oral Examination are advised of the following as guidelines for the type of language that should be used when interacting with examiners and standardised patients (SPs) during stations:

- Where a candidate is interacting with a standardised patient, that patient should be treated as a lay person and lay language used with the standardised patient.
- Where a candidate is interacting with an examiner, be it directly or in a scenario involving a telephone conversation with a doctor or other health professional, candidates may use technical medical language.

APTP trainees must have successfully completed the CWH and PTP Written Examinations before attempting the APTP Oral Examination

The following are significant topics in the APTP Curriculum and may be included in the examination:

- Management of antepartum haemorrhage
- Instrumental deliveries
- Management of eclamptic patient
- Resuscitation of neonate
- Management of postpartum haemorrhage
- Management of pre-eclampsia
- Management of shoulder dystocia

### Examination Resources

- Information regarding the examinations, including fees, can be found on the RANZCOG Website -
- Examination resources, including practice exams, can be found on Acquire - [Acquire: Log in to the site \(ranzcog.edu.au\)](https://www.ranzcog.edu.au)
- Additional Examination information, including maximum number of attempts and how to withdraw from an exam can be found in the [Examinations Policy and Procedure](#)

## 5.10 Training Support Unit

A healthy workforce is integral to patient safety and to quality and sustainable health care. We support all our members and trainees to make their health and wellbeing a priority. For more information on the TSU, refer to [Member wellbeing - RANZCOG](#) or contact RANZCOG [trainee liaison@ranzcog.edu.au](mailto:trainee liaison@ranzcog.edu.au)

### 5.11 Trainee Feedback Questionnaire

The Trainee Feedback Questionnaire is available in the Resources section of Integrate. Trainee feedback is vital to the ongoing review and refinement of the CWH, PTP and APTP and associated curriculum, assessment and administrative processes and procedures. The Trainee Feedback online survey must be completed by PTP and APTP Trainees at the completion of training.

The purpose of the survey is to assess the clinical and general experience offered by the training hospitals rather than individuals within hospitals, for any quality improvements to be considered for future training. The survey asks trainees to rate and comment on various aspects of their training, including the standard of supervision and appropriate clinical training experience. Responses are de-identified and collated to generate reports for discussion and consideration by the CCAPT, and when appropriate, other relevant standing committees of the RANZCOG Council.

## 6. Certification

On completion of the training and examinations requirements, candidates must apply for their certificate by submitting the [CWH/Associate \(Procedural and Advanced Procedural\) Training Program Certification Application \(cognitofirms.com\)](https://cognitofirms.com).

Applications are reviewed by the CCAPT at the following timepoints:

- February
- April
- June
- August
- October
- December

Once approved, trainees will receive their certificate via post and email and are now eligible to become Members of RANZCOG.

## 7. Membership and Continuing Professional Development (CPD)

Currently there are more than 2,500 RANZCOG Associates (Procedural and Advanced Procedural) in Australia and New Zealand. RANZCOG Associates (Procedural) are commonly upskilled General Practitioner specialists (GP Obstetricians) or regional doctors who perform a crucial role in maintaining the wellbeing of women and families in rural and remote communities.

Ongoing membership and CPD must be maintained to:

- receive recognition of prior learning if completing additional training programs
- use the associated post-nominals
- have your certification endorsed by RANZCOG

As a member of the College, you will receive tailored membership benefits, support and resources such as:

- Access to compliance statement and letter of participation to support your qualification for credentialing purposes.
- Acquire and RCOG e-Learning resources
- ANZJOG, O&G Magazine CONNECT Newsletter and other RANZCOG publications
- Access to Members only webinars
- Special discounts to RANZCOG's conferences and events
- Networking and engagement opportunities

- Member wellbeing resources (including peer support and confidential EAP)
- Listing in the RANZCOG Directory [The Royal Australian and New Zealand College of Obstetricians and Gynaecologists \(ranzcog.edu.au\)](https://www.ranzcog.edu.au)

The College recognises that Certificants and Associates (Procedural & Adv. Procedural) are already engaged in activities that are aligned to scope of practice and governed by jurisdiction/hospital credential processes.

From 1 January 2024, it is a condition of meeting annual CPD requirements that Certificants and Associates (Procedural & Adv. Procedural) are CPD-compliant with their respective CPD Home.

RANZCOG is an accredited CPD Home that provides a CPD program to support the ongoing maintenance of professional development for obstetrician and gynaecological (O&G) practitioners, as per the requirements of:

- the Medical Board of Australia — Registration Standard: Continuing Professional Development
- the Medical Council of New Zealand — Strengthened Recertification Requirements

The focus of the CPD program is on regular performance feedback, collaboration with peers, self-reflection and reviewing patient outcomes. A reflective approach to learning allows development in areas relevant to cultural safety, health inequities, professionalism and ethics, which leads to improvements in patient care.

### Membership and CPD Resources

- If your membership has lapsed, please refer to [Retirement and reinstatement - RANZCOG](#)
- Further information can be found on our website [Fellows, Associates and Certificants - RANZCOG](#)
- Membership fees - [Fees - RANZCOG](#)
- Information regarding CPD requirements - [CPD for Associates and Certificants RANZCOG](#)
- Contact RANZCOG Membership [membership@ranzcog.edu.au](mailto:membership@ranzcog.edu.au)
- Contact RANZCOG CPD Associate [Procedural@ranzcog.edu.au](mailto:Procedural@ranzcog.edu.au)

Version	Date of Version	Pages revised / Brief Explanation of Revision
v12	February / 2024	Content update, including Integrate information and name change
V13	Month / Year	Details
V14	Month / Year	Details



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