

Certification in Maternal Fetal Medicine (CMFM)

Hybrid In-Hospital Clinical Examination (IHCE)

Training Supervisor (Invigilator) Responsibilities

The Training Supervisor (or Invigilator) is responsible for the coordination of the examination at the hospital training unit. For the Summative Hybrid IHCE, the candidate's CMFM Training Supervisor will normally act as the invigilator for the examination. If this is not possible the Training Supervisor will nominate a suitable MFM Subspecialist to be the invigilator and notify the CMFM Training Program Coordinator.

Responsibilities:

Invigilator:

- Booking the training unit where candidate has been practicing their ultrasound skills
- Prepare all equipment necessary for the Hybrid IHCE (see technical specifications)
- Liaise with the Training Program Coordinator a time for a Zoom test session, to make sure all equipment is working prior to the examination date.

Examiners: - All form links are via Cognito Forms

- Meet the onsite examine at the examination venue and the remote examiner online 30 mins prior to the exam
- All scoring sheets can be found online and the Training Program Coordinator will send this to both examiners and the Invigilator. These forms will consist of:
- Summative 12-Week Ultrasound Assessment
- Summative Mid Trimester Ultrasound Assessment
- Summative Third Trimester Ultrasound Assessment
- Summative Ultrasound Technique & Doppler Assessment
- Summative Assessment Summary Sheet
- Important Notes for Examiners & Declaration

Patients:

- Select three (3) patients with structurally normal fetuses and arrange their timely attendance
- Contact the patients' the day prior to the examination to confirm their attendance on the day
- Ensure the patients have signed their consent form prior to the examination – Cognito Form
- Arrange a 'dummy' request form for each patient including EDD and any pertinent details
- 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 the fetus may not be alive
- Arrange and offer refreshments to the patients and on-site examiner during their attendance
- Each patient will receive a "gift voucher" (sent to the Invigilator via express post) as a thank you for volunteering their time

● **Notifying the College of the result**

All Cognito Scoring sheets will be collated by the Training Program Coordinator including:

- Completed & signed Hybrid IHCE assessment forms (8 in total – four (4) for each examiner)
- Completed & signed Hybrid IHCE Summary sheet
- Completed & signed patient consent forms (three (3) in total)
- Completed & signed Important Notes for Examiner & Declaration (two in total)

If you experience technical difficulties with the Cognito forms and paper copies are used, the Invigilator is required to collate and scan all examination paperwork and email the CMFM Training Program Coordinator via the email below.

Should you require any further information please contact: cmfm@ranzco.edu.au