



# Fellowship of RANZCOG Training Program Handbook

Training Programs  
February 2024

THE ROYAL AUSTRALIAN AND NEW ZEALAND  
COLLEGE OF OBSTETRICIANS AND GYNAECOLOGISTS

ABN 34 100 268 969

DJEEMBANA  
1 Bowen Crescent  
Naarm (Melbourne), VIC 3004  
Australia

tel +61 3 9417 1699  
fax +61 3 9419 0672  
email [ranzcof@ranzcof.edu.au](mailto:ranzcof@ranzcof.edu.au)  
web [ranzcof.edu.au](http://ranzcof.edu.au)

Title: Fellowship of RANZCOG Training Program Handbook.

Prepared by: The Royal Australian and New Zealand College of Obstetricians and Gynaecology, Djeembana, 1 Bowen Crescent, Naarm (Melbourne) Victoria 3004, Australia

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# FRANZCOG Training Program Handbook

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# FRANZCOG Training Program

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## FRANZCOG Training Handbook Overview

This handbook is an information resource for all FRANZCOG trainees who commenced the program after 1 December 2013.

This handbook details the training requirements and other relevant information pertinent to Fellowship of RANZCOG (FRANZCOG) training and should be read in conjunction with the RANZCOG Regulations and information available on the [RANZCOG Website](#).

Please note that every effort is made to ensure that the information and Regulations in this handbook are correct. This handbook is updated annually and trainees and Fellows are strongly advised to consult the website version when checking information or Regulations: <https://ranzcog.edu.au/ranzcog-regulations/>.

## Regulations

For all RANZCOG Regulations including those governing the FRANZCOG Training Program refer to Section B of the RANZCOG Regulations <https://ranzcog.edu.au/ranzcog-regulations/>.

## RANZCOG training policies

For all policies governing the FRANZCOG Training Program refer to <https://ranzcog.edu.au/policies-and-procedures-directory/>.

## Training updates

Bookmark <https://ranzcog.edu.au/news/training-updates/> to stay informed of current updates relevant to your training program.

## 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.

## The FRANZCOG Training Program

### Program Overview

The FRANZCOG training program involves 276 weeks (six years) of hospital-based training and assessment. Training is divided into two components: 184 weeks (four years) of Basic Training, followed by an additional 92 weeks (two years) of Advanced Training.

**Basic Training** includes:

- rotation through a minimum of two different hospitals, with at least 46 weeks in a hospital other than your 'home' or 'base' hospital, and 23 weeks in a rural hospital.
- logged clinical work in obstetrics and gynaecology resulting in attainment of prescribed competency levels in specified procedures.
- utilisation of resources through the RANZCOG eLearning platform.
- formative and summative assessments, including three-monthly appraisals and six-monthly assessment reports.
- experience in gynaecological oncology.

**Advanced training** involves the completion of relevant advanced training modules (ATMs), and a focus on:

- extending your expertise in obstetrics and/or gynaecology
- developing your research expertise
- developing your experience in areas of special interest.

Please note that you cannot progress to Advanced Training until you have satisfactorily completed all Basic Training requirements.

### FRANZCOG Curriculum

The FRANZCOG Curriculum is a framework to guide the training and practice of specialist O&G trainees.

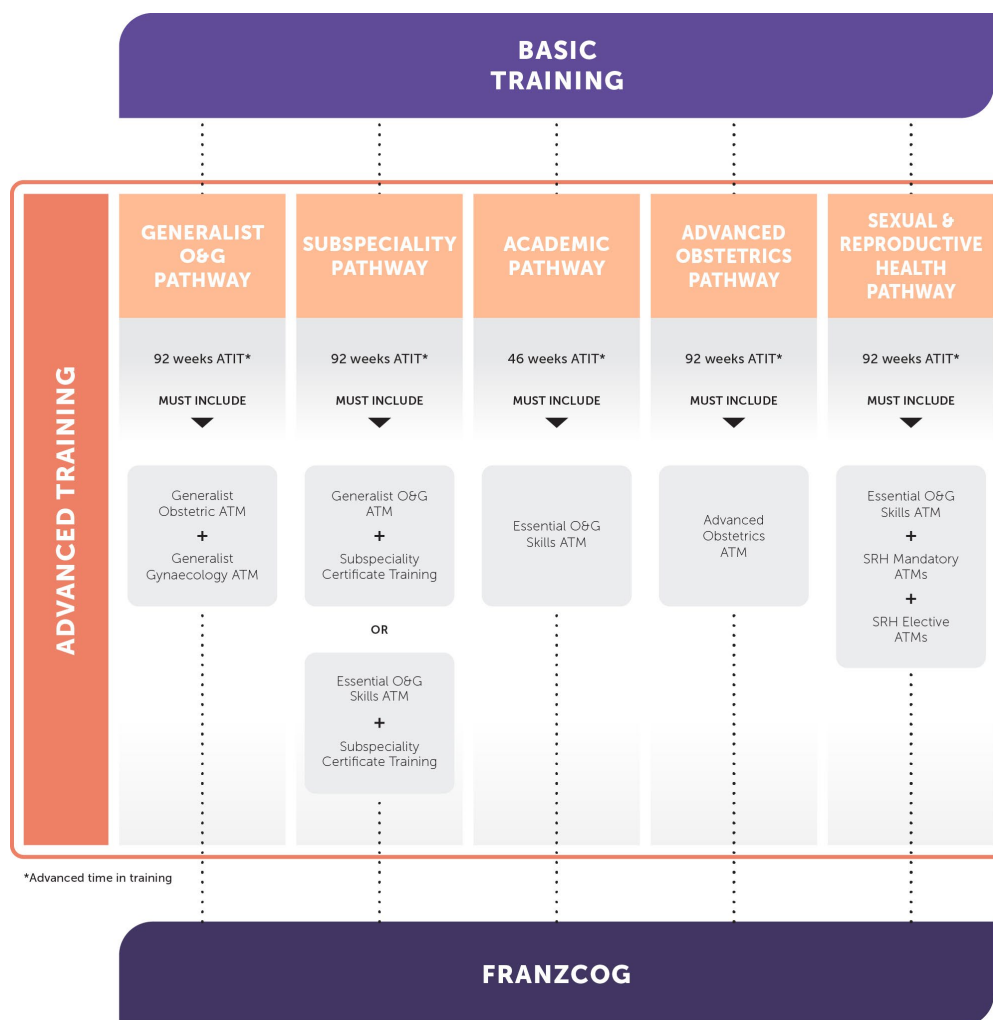
[FRANZCOG CURRICULUM 4<sup>TH</sup> EDITION](#)<sup>\*</sup>, trainees commencing after 1<sup>st</sup> February 2024.

[FRANZCOG CURRICULUM 3<sup>RD</sup> EDITION](#)<sup>\*</sup>, trainees who commenced before 1<sup>st</sup> February 2024.

<sup>\*</sup>This document is to be read in conjunction with the curriculum documents for the FRANZCOG Advanced Training Pathways (ATPs) and Advanced Training Modules (ATMs).

## Pathways to Fellowship

There are currently five pathways to Fellowship: The Generalist Pathway, Academic Pathway, Advanced Obstetric Pathway, Sexual and Reproductive Health Pathway and Subspecialty Pathway.



NOTE: trainees undertake different Advanced Training Modules (ATMs) as well as other requirements for each pathway.

## Training in Resource Limited Settings

The guidelines for undertaking training in resource limited settings overseas (e.g. Papua New Guinea, Fiji, India, etc.) are outlined in the [FRANZCOG Training in Resource Limited Settings Guidelines](#).

## Academic Stream

The FRANZCOG Academic Stream is a pathway for trainees who wish to undertake a PhD. In the Academic Stream, trainees are given up to three years (156 weeks) of continuous Research Leave. Upon completion of the PhD, the trainee will be granted 46 weeks (1 year) of Advanced training credit. Completion of the PhD will also meet the research requirement of the FRANZCOG Training Program if submitted to meet that requirement before the 52 weeks Advanced Training Time due date.

Applications to enter the Academic Stream can be made to the Chair of the relevant State/Territory/New Zealand Training Accreditation Committee at any time. Applications should include confirmation of enrolment, details of your PhD, and its relevance to women's health.

Trainees accepted into the FRANZCOG Training Program are eligible to apply for Recognition of Prior Learning for a previously completed PhD.

Refer to <https://ranzcog.edu.au/current-trainees-franzcog/>

## Training Program Requirements

### Prospective Approval of Training

All trainees for each year of training must submit a Prospective Approval of Training or Prospective Approval of Extended/Research Leave form via My.RANZCOG prior to the start of each semester of training.

A revised application for prospective approval should be submitted if there are any changes to the planned training rotation. Applications for prospective approval should be made at least eight weeks before the start of the relevant training/leave period.

Refer to <https://ranzcog.edu.au/current-trainees-franzcog/planning-your-training-program>

### Statement of Understanding

All trainees enrolled in the FRANZCOG Training Program are required to read, and accept the rights and responsibilities contained within the Statement of Understanding. This is an annual requirement for all FRANZCOG trainees and is included in the online prospective approval process.

Refer to: <https://ranzcog.edu.au/current-trainees-franzcog/planning-your-training-program>

### Appraisals and Assessments

#### Three-monthly Formative Appraisal (3MA)

This is a compulsory appraisal which all trainees are required to complete with their Training Supervisor. The key features of the online form are:

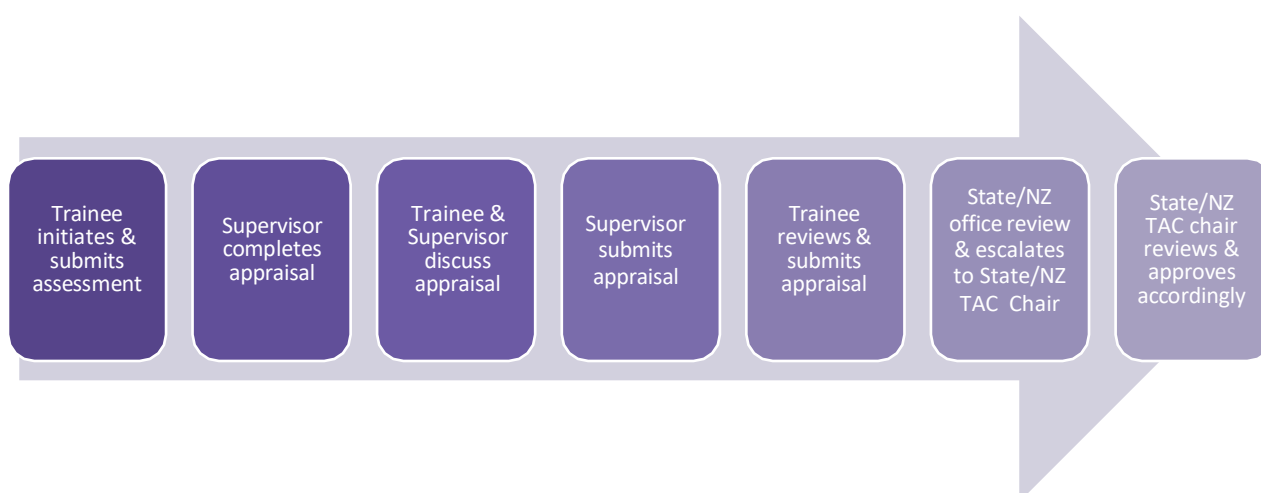
- self-assessment of progress and performance by the trainee.
- Training Supervisor comments where they or the trainee have identified improvement is needed.
- Training Supervisor and trainee both complete the declaration confirming that they have discussed the Formative Appraisal.

A [Learning Development Plan \(LDP\)](#) may be recommended for a trainee if a Training Supervisor identifies improvements are needed. A LDP aims to assist training supervisors and trainees to effectively manage areas of performance which are causing concern.

It is the responsibility of the trainee to initiate and submit the online three-monthly form via My.RANZCOG for the Training Supervisor to be able to comment.

Trainees are responsible for submitting the form by the deadline for approval by the relevant State/Territory/New Zealand Training Accreditation Committee Chair.

Refer to <https://ranzcog.edu.au/current-trainees-franzcog-training-and-assessments/>



## Six-monthly Summative Assessment (6MA)

After each six-month period in the Training Program, a formal summative assessment is made by the Training Supervisor of the trainee's performance and progress.

The Six-Monthly Summative Assessment Report is vital. It is both a means of giving feedback to the trainee and an essential assessment tool for Training Supervisors and State/Territory/New Zealand Training Accreditation Committee's.

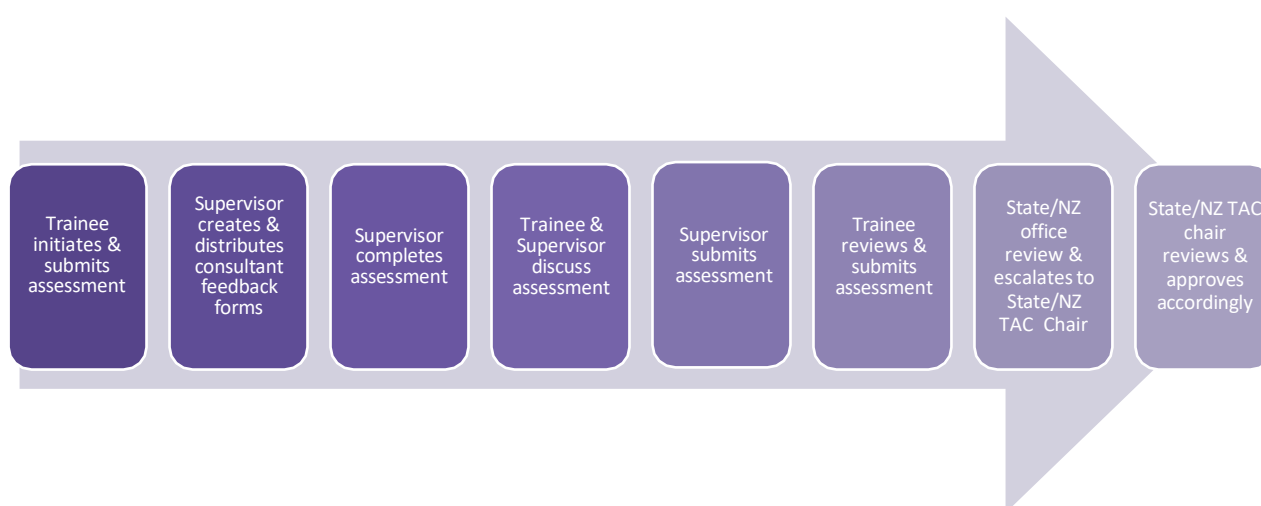
It is important that the trainee initiates and submits the online six-monthly form at the end of the semester for the supervisor to circulate consultant assessment forms and collect feedback and prepare the report for submission prior to the deadline.

The Training Supervisor bases the report on ratings and comments collected from individual consultants who have worked with the trainee. To do this, the Training Supervisor disseminates the Consultant Assessment of Trainee Form online to the consultants who have interacted with the trainee during the last semester. These forms should be received from the relevant consultants no later than two to three weeks after the end of the training period. The assessments are electronically collated, and the feedback is included in the report.

The Training Supervisor must discuss the report with the trainee in person before they complete the online form. The trainee is then responsible for submitting the online form to the relevant State/New Zealand Training Accreditation Committee Chair for approval.

Note: A [Learning Development Plan \(LDP\)](#) may be recommended for a trainee if a Training Supervisor identifies improvements are needed. A LDP aims to assist training supervisors and trainees to effectively manage areas of performance which are causing concern.

Refer to <https://ranzcog.edu.au/current-trainees-franzcog-training-and-assessments/>



### Completed Six-monthly Summative Assessment

Once the trainee and supervisor have completed the report, the trainee is responsible for submitting the online report for review and approval by the relevant State/New Zealand Training Accreditation Committee Chair.

### Referred to State/Territory/NZ TAC Six-monthly Summative Assessment

The Training Supervisor/Training Accreditation Chair may refer any trainee for review to the State/Territory and or New Zealand Training Accreditation Committee and **must** refer a trainee if **two or more** consultants rate a trainee as 'BELOW expectation for year level of training' for two or more competencies, regardless of the domain(s) in which the competencies are located.

If the report is referred for review, a Learning Development Plan (LDP) must be developed with the trainee.

For preparing an LDP refer to <https://ranzcog.edu.au/current-trainees-franzcog/supporting-trainees-in-difficulty>

### Six-monthly Trainee Evaluation/Feedback Questionnaire

This is a compulsory confidential questionnaire (not for assessment purposes) which all trainees are required to complete online at the end of each six-month period. It provides essential information to inform the continuing review and refinement of the FRANZCOG training program.

Trainees will be emailed a link to the online questionnaire (via an online survey), at the end of the relevant training period. All feedback is treated confidentially and is pooled and de-identified.

### Mini-Clinical Evaluation Exercise (Mini-CEX)

The Mini-CEX is a short observation of an aspect of a trainee's clinical practice by a consultant or advanced trainee, with performance ratings in seven categories, followed by interactive, meaningful, and actionable feedback. Each Mini-CEX should take under 20 minutes (including approximately five minutes of feedback).

The observations may take place in various settings, including clinics, in-patients, emergency departments, labour and delivery rooms, or operating theatres, and variety is preferred. The focus of each interaction may be history-taking, physical examination, diagnosis, and management or counselling.

Mini-CEX requirements from semester 2, 2023 onwards are outlined in the table below.

Training year	Requirements
Semester 2, 2023	<p><b>Year 1 trainees:</b> Three per 26 weeks (FTE) or BTIT, to a total of nine by the end of 104 weeks BTIT.</p> <p><b>Year 2 trainees:</b> No requirements.</p>
From 2024 onwards	<p><b>Year 1 and 2 trainees:</b> Three per 26 weeks (FTE) of BTIT, to a total of 12 by the end of 104 weeks BTIT.</p>

BTIT: Basic Time in Training; FTE: full-time equivalent.

More information on requirements in specific settings and categories can be found in the Instruction Manual for Trainees, refer to <https://ranzcog.edu.au//current-trainees-franzcog-training-and-assessments/formative-appraisals>.

### Mini-Multi-Source Feedback (Mini-MSF)

The MSF assesses a trainee's performance across all the eight RANZCOG roles based on observations from consultants, peers, other medical disciplines, and health care professionals.

Mini-MSF requirements are outlined in the table below.

Training year	Requirements
Year 1 trainees	<p>Completion of one Mini-MSF by 52 weeks BTIT, (end of Semester 2, Year 1).</p> <p>This Mini-MSF replaces the Semester 2 3MA*</p>
Year 3 trainees	<p>Completion of one Mini-MSF by 156 weeks BTIT, (End of Semester 2, Year 3) or 182 weeks BTIT, (end of Semester 1, Year 4) if undertaking a rural rotation in Year 3.</p> <p>This Mini-MSF replaces the Semester 2, Year 3 or Semester 1, Year 4 3MA*</p>

BTIT: Basic Time in Training; FTE: full-time equivalent.

\* if the previous 6MA was deemed unsatisfactory, both the Mini-MSF and 3MA must be completed.

## Flexibility in Training

### Part-time Training

FRANZCOG Training can be undertaken as fractional/part-time training subject to approval from the employing hospital and relevant State/Territory/New Zealand Training Accreditation Committee Chair.

Whether training is undertaken fulltime or fractionally, the minimum requirement of 276 weeks (six years) FTE training must be completed to be eligible for Fellowship.

For the purposes of credited training, RANZCOG defines fractional training as training undertaken between 0.5FTE up to 1.0FTE at the relevant site for the relevant period of training. Training less than 0.5FTE in a training period will not be credited.

To ensure that those choosing fractional training will not be disadvantaged and RANZCOG standards will be maintained, programs for such trainees should be planned to provide the same breadth of experience, teaching, and supervision as their full-time colleagues. The required standard of knowledge and competence is the same, regardless of training mode, as is the supervision required by an approved RANZCOG Training Supervisor.

For further information on Fractional/Part-time Training refer to <https://ranzcog.edu.au/current-trainees-franzcog/planning-your-training-program>

### Leave from Training

#### *Extended Leave*

Trainees may interrupt their training to take an extended leave of absence from the training program for a maximum of 156 weeks (cumulative). Only 52 weeks' leave of absence can be approved at any one time.

The maximum allowable period of extended leave taken from the training program consecutively is 104 weeks (two years). A minimum period of 10 weeks of satisfactorily assessed training (FTE) is required prior to taking any further extended leave.

Trainees must lodge a request for prospective approval (PA) to cover 46 weeks of each year in training and the options are:

- Basic Training
- Advanced Training
- Extended Leave
- Research Leave (*only available for Academic Stream trainees*)
- Advanced Training 50:50 Clinical/Research

Extended Leave of Absence must be prospectively approved in writing by the Chair of the relevant State/Territory/New Zealand Training Accreditation Committee.

#### *Study/Professional Development Leave*

Trainees are entitled to two weeks (10 days) of study/professional development leave per year e.g. exam preparation, workshops, conferences etc. This leave is regarded as part of active clinical service and trainees receive credit for this time. PDL should be recorded in the Additional Requirements section of My.RANZCOG.

## Transferring between posts, countries and/or regions

All transfers must be prospectively approved prior to relocation.

If a trainee is planning to move from one country/region to another – irrespective of whether in Basic or Advanced training – a trainee cannot decide to move training posts and sort out training arrangements afterwards. Nor can a trainee arrange a training post in another country/region and retrospectively inform RANZCOG at the time of submission of an application for prospective approval of training.

Well in advance of any planned move (at least 8-10 weeks prior), a trainee must discuss with their Training Supervisor and/or ITP Coordinator (if in Basic training) before obtaining written approval from the Chairs of the two relevant State/Territory/New Zealand Training Accreditation Committees (TACs). This approval must be obtained by using the RANZCOG Transfer Application form.

### ITP transfers

To transfer from one ITP to another within your current state/region, transfers must be approved by the coordinators of the two relevant ITPs and the relevant State/Territory/New Zealand Training Accreditation Committee Chair.

Refer to <https://ranzcog.edu.au/current-trainees-franzcog/planning-your-training-program>

## Training Supervision

### Integrated Training Program (ITP) Coordinators

Each Integrated Training Program (ITP) is overseen by an ITP Coordinator, appointed by the relevant State/Territory/New Zealand Training Accreditation Committee for a minimum two-year period.

The ITP Coordinator is responsible for planning the local Basic Training program and coordinating the progress of trainees through the program. The role is similar to the Senior Training Supervisor in major teaching hospitals which offer a program involving rotation to other hospitals.

Refer to <https://ranzcog.edu.au/training-supervisors/fellowship-of-franzcog-training-supervisors>

### Training Supervisors

Training Supervisors are RANZCOG Fellows who supervise the training of individual trainees and are responsible for the overall supervision and mentoring of trainees.

Training Supervisors must be employed at an approved training site, can be a full-time or part-time staff specialist, or, where appropriate, a Visiting Medical Officer (VMO). Training Supervisors are responsible for conducting the Formative Appraisals (three-monthly) and Summative Assessments (six-monthly) of their trainees using the appropriate RANZCOG documentation as well as signing off on trainee requirements throughout training.

All hospitals with training posts must have a RANZCOG approved Training Supervisor to coordinate training within that hospital. This is a prerequisite for accreditation of the hospital as an approved training site by RANZCOG. Large teaching hospitals with a number of trainees in the training program must have more than one Training Supervisor.

The standard RANZCOG position description for Training Supervisors is available on the College website in addition to the process for appointment and resignation of supervisors.

Refer to <https://ranzcog.edu.au/training-supervisors/fellowship-of-franzcog-training-supervisors>

## Training Administration and Resources

### My.RANZCOG

My.RANZCOG is the College's online training platform. All FRANZCOG training and assessments are recorded and processed through <https://my.ranzcog.edu.au/> including:

- Prospective approval of training
- Three-monthly Formative Appraisals
- Six-monthly Summative Assessment (including consultant feedback)
- Recording completed mini-CEXs
- Recording completed mini-MSFs
- Progress summaries for:
  - Training time
  - Training requirements
  - Logbook procedures
- Recording of leave
- Recording of professional development
- Recording of logbook procedures
- Examination performance

### Online Logbook (My.RANZCOG)

The Logbook is used by each trainee as a personal record of all required procedural and training experiences in every year of FRANZCOG training.

From the start of the 2016 training year, RANZCOG introduced an online logbook for all FRANZCOG trainees to record procedures, clinics, and scans. The Logbook is accessible via any web browser as both a desktop interface and a mobile friendly interface. Features of the logbook include a predictive search for procedures, default hospital settings, and automatic classification and tallying of entries.

Logbook entries made during a semester will be accessible for supervisors to review online as part of the Six-monthly Summative Assessment process.

The Logbook is essential evidence of training and is also used as part of training site accreditation to assess the training opportunities a hospital offers trainees. It is vital that trainees keep their Logbooks up to date at all times. Login via <https://my.ranzcog.edu.au/>

### Logbook Procedures and Classifications

The logbook procedure list provides sites and trainees with the major/minor classification of procedures in the online logbook.

Refer to, <https://ranzcog.edu.au/current-trainees-franzcog-training-and-assessments/online-logbook>

### ACQUIRE eLearning Hub

ACQUIRE eLearning provides online learning support for all RANZCOG trainees and members. All resources can be accessed by secure login at <https://acquire.ranzcog.edu.au/>. Most resources are readily accessible using mobile devices.

Resources available on ACQUIRE include:

- Modules that map key texts, resources, and learning activities to RANZCOG Curriculum
- Training support modules such as operating with respect, mentoring, and feedback.
- Surgical Skills Companion Resources mapped against the APSS.
- Landmark Clinical Trials as recommended by the RANZCOG Education and Assessment Committee.
- MCQs drawn from RANZCOG Examination Bank (answers not provided).

- Research modules to guide trainees through the completion of their Research Project.
- The Clinical Educator Training Program to support training supervisors and senior registrars.
- Webcast presentations from recent RANZCOG Annual Scientific Meetings.

## Dates & Deadlines for Submissions of Requirements

### *Appraisals and Assessments*

Deadlines for submission of Three-Monthly Formative Appraisals and Six-Monthly Summative Assessments are published annually on the College website.

Refer to <https://ranzcog.edu.au/current-trainees-franzcog/planning-your-training-program>

### *Training Requirements*

Due dates for mandatory training requirements are trainee specific and available via the FRANZCOG Requirement Summary on My.RANZCOG.

Login to [https://my.ranzcog.edu.au/Progress/Progress\\_Summary.aspx](https://my.ranzcog.edu.au/Progress/Progress_Summary.aspx)

## Certificate of Satisfactory Completion of the FRANZCOG Training Requirements (CSCT)

*Only used by trainees prior to December 2015, not required for trainees who commenced training after 1 December 2015.*

Trainees who commenced training before December 2015 are required to have the Certificate of Satisfactory Completion of the FRANZCOG Training Requirements signed off by their State, Territory, New Zealand Training Accreditation Committee (TAC) Chair before Fellowship.

Refer to <https://ranzcog.edu.au/current-trainees-franzcog-training-and-assessments/online-logbook>

## FRANZCOG Basic Training

### Overview

The 184-week (four-year) Basic Training Program consists of defined clinical and educational experience in training hospitals.

The Basic Training Program includes:

- Rotation through two or more different hospitals, with at least:
  - 46 weeks in a tertiary hospital
  - 23 weeks in a rural hospital
  - 46 weeks in a non-base hospital (can include rural rotation).
- Logged clinical work in obstetrics and gynaecology resulting in attainment of prescribed competency levels in specified procedures.
- Utilising the resources of ACQUIRE, the College's eLearning hub.
- Experience in gynaecological oncology sufficient to gain a working knowledge of the anatomy of the pelvic sidewall, particularly regarding the ureter and major blood vessels.
- Formative three-monthly and Summative six-monthly assessments of the trainee's progress by their Training Supervisor.
- Satisfactory completion of Assessments of Procedural and Surgical Skills (APSSs).
- Completion of mini-CEXs
- Completion of mini-MSFs
- Completion of Mandatory workshops and courses.
- Completion of Acquire Online Modules.
- Passing the FRANZCOG Written and FRANZCOG Oral Examinations.

Refer to <https://ranzcog.edu.au/current-trainees-franzcog-training-and-assessments/>

### Basic Time in Training

All training is calculated in weeks. A trainee cannot gain credit for more than 46 weeks in any training year.

'Time in training' is the aggregate of all time in the training program. This includes annual leave but not time taken as approved Extended Leave or approved Research Leave as part of the 'Academic Stream'.

Approved fractional training time (i.e., between 0.5 and 1.0 full-time equivalent – FTE) contributes on a pro rata basis.

Basic training must be completed within a maximum of six years time in training – dated from the commencement of Basic Training.

### Basic Training Sites

#### Accredited Hospitals and Integrated Training Programs for Basic Training (Years 1-4)

The Integrated Training Program (ITP) is a group of hospitals that are accredited to provide Basic training. Each ITP has a home/base hospital and several peripheral and rural hospitals through which trainees rotate in different combinations.

For a detailed list of Accredited Hospitals please refer to <https://ranzcog.edu.au/training-sites/>

#### Accreditation of Hospitals in the FRANZCOG Training Program

Accreditation processes and standards for hospitals providing Basic Training are defined in the *Accreditation Process & Guidelines for Training Sites in the FRANZCOG Training Program* AND *Accreditation Standards & Criteria for Training Sites in the FRANZCOG Training Program*.

Refer to <https://ranzcog.edu.au/training-sites/>

For further information on accreditation processes or to express interest in joining an accreditation panel as a trainee/assessor, please contact [accreditation@rancog.edu.au](mailto:accreditation@rancog.edu.au)

## Basic Training Essentials

Basic training is provided through a series of rotations in a group of hospitals accredited by the College for this purpose. Each group of hospitals constitutes a discrete Integrated Training Program (ITP).

## Allocated rotations

Where possible, trainees are advised at least 12 months in advance of their rotations throughout the four years of Basic Training, including their rural rotation. It is expected that trainees follow their allocated rotations. Should they miss training time at a particular allocated site (e.g. due to taking extended leave of absence), they should make up that time on their return to the training program, preferably at the same site wherever possible if this does not impact adversely on other trainees.

## Rural training

All trainees in Basic Training must complete at least one prospectively approved and satisfactorily assessed period of at least 23 weeks FTE in a rural location. When being assigned to a rural rotation, trainees must verify that it is a designated rural rotation. Designated rural rotations are marked with an asterisk (\*) in the list of accredited hospitals <https://rancog.edu.au/training-sites/>.

The compulsory rural rotation provides all trainees with an understanding of the distinctive issues facing a rural patient and a rural specialist, such as:

- the strategies that are necessary when practising in the absence of proximity to subspecialists and tertiary facilities.
- the importance to rural patients of geographical proximity to health services for health and wellbeing.
- the challenges of patient transfer issues when the need arises.

A rural rotation also provides opportunities for a broader scope of gynaecological surgical training. Trainees working in a tertiary hospital may find that some gynaecological surgical procedures are only performed by subspecialist trainees and are not readily available to them, other than during the rural rotation. As such, the rural rotation provides:

- a greater volume and case-mix of gynaecological surgery (approximately 80% more than the average tertiary rotation and 40% more than the average metropolitan hospital rotation).
- an opportunity to enhance confidence and competence in core operative skills and gain increasing independence in those skills needed for Advanced training and ultimately specialist practice.
- the opportunity to be involved in outpatient and outreach clinics that may not normally be available in metropolitan centres.
- exposure to different models of patient care and follow-up care.

Trainees are generally expected to undertake their rural rotation in Year 3 of their training.

## Basic Training Requirements

### FRANZCOG Examinations

FRANZCOG Trainees must satisfactorily pass both the written and oral examinations in Basic Training (i.e., prior to commencing Advanced Training).

Application opening and closing dates are advertised on the [College website](#). Application is via an online form which must be submitted by the closing date. Late applications will not be accepted.

All RANZCOG examinations are provided and must be answered in English.

### Eligibility for the Written Examinations

According to the Examinations Policy and Procedure (Section 1.8), applications to sit the examination will only be considered where the applicant has met all eligibility requirements.

For more information refer to, <https://ranzcog.edu.au/franzcog-examinations/eligibility>

### Written Examination Attempts

The maximum number of attempts at the FRANZCOG Written Examination is three (3). Trainees who are unsuccessful on their third attempt at the FRANZCOG Written Examination will be referred to the Federal Training Accreditation Committee (TAC) +/- the Progression Review Committee (PRC) and may apply for an additional examination attempt via submission of a [Special Consideration application](#). Further examination failures may result in removal from the Training Program.

### Format of the Written Examination

The FRANZCOG Written examination uses a combination of short-answer and multiple-choice questions to assess your knowledge and understanding of the curriculum. This is a computer-based examination delivered at examination centres.

Assessment	Marks	Time
<b>Short-answer component</b> (relative weighting: 64%)		
<b>Part 1:</b> 6 questions	90 marks	2 hours
<i>Break</i>		<i>30 minutes</i>
<b>Part 2:</b> 6 questions	90 marks	2 hours
<i>Break</i>		<i>1 hour</i>
<b>Multiple-choice component</b> (relative weighting: 36%)		
100 questions	100 marks	2 hours
<b>Total:</b>	<b>280 marks</b>	<b>7 hours 30 minutes</b>

### Written Examination Resources

For Written Examination Resources, please refer to <https://ranzcog.edu.au/franzcog-examinations/resources>

### FRANZCOG Written Examination Revision courses

FRANZCOG Written Examination Revision courses are organised by the State/Territory/New Zealand offices. Trainees who are interested in participating in these courses are advised to contact RANZCOG State & Territory Support [stateandterritorysupport@ranzcog.edu.au](mailto:stateandterritorysupport@ranzcog.edu.au).

## FRANZCOG Oral Examination

### Eligibility for the Oral Examination

According to the Examinations Policy and Procedure (Section 1.8), applications to sit the examination will only be considered where the applicant has met all eligibility requirements.

For more information refer to, <https://ranzcog.edu.au/franzcog-examinations/eligibility>

### Availability of Places

Where demand exceeds the examination capacity, eligibility will be determined based on the predetermined Oral Examination Prioritisation Criteria as follows:

- A candidate who is subject to Progression Review Committee conditions
- A candidate who commenced training prior to 1 December 2013 (old cohort)
- A candidate who has 138 weeks or more of satisfactorily approved credited training time
- A candidate who is a specialist international medical graduate (SIMG)
- A candidate who has less than 138 weeks of approved credited training will be selected based on the highest weeks of satisfactorily approved credited training time at the time of registration.

Following the above criteria being met and should there be too many candidates to fill the final places, and there are a group of candidates with the same number of satisfactorily approved credited training time, a ballot will be applied to allocate to fill the remaining places.

### Oral Examination Attempts

The maximum number of attempts at the FRANZCOG Oral Examination is three (3). Trainees who are unsuccessful on their third attempt at the FRANZCOG Oral Examination will be referred to the Federal Training Accreditation Committee (TAC) +/- the Progression Review Committee (PRC) and may apply for an additional examination attempt via submission of a [Special Consideration application](#). Further examination failures may result in removal from the Training Program.

### Format of the Oral Examination

The FRANZCOG Oral examination is delivered face-to-face at a venue in Melbourne, using a structured oral examination format.

Assessment	Time*
10 stations, each involving:	2 hours 40 minutes
<ul style="list-style-type: none"> <li>- 4 minutes for reading</li> <li>- 12 minutes for examination</li> <li>- 20 marks</li> </ul>	

\*Please note that this time does not include any candidate rest stations that may be required.

### Oral Examination Resources

For Oral Examination Resources, please refer to <https://ranzcog.edu.au/franzcog-examinations/resources>

## Additional Requirements

Evidence of completion of all additional requirements must be uploaded to the relevant section of My.RANZCOG for confirmation.

### *Cultural Competency*

Trainees commencing from 1 December 2018 must complete cultural competency education in Basic Training.

#### **New Zealand**

The New Zealand Training and Accreditation Committee (TAC) has worked with the Māori/Indigenous Health Institute (MIHI) at the University of Otago to develop a comprehensive post-graduate course. To fulfil this requirement New Zealand trainees must complete the [\*Application of the Hui Process/Meihana Model to Clinical Practice\*](#).

#### **Australia**

To fulfill this requirement Australian trainees must complete the following online modules:

- [Australian Indigenous Doctor's Association \(AIDA\) Cultural Awareness online program](#)
- [Acquire Intercultural Competency online module](#)

### *Mandatory Workshops and Courses*

Trainees are required to submit confirmation of completion of all mandatory workshops and courses in My.RANZCOG via the additional requirements dashboard.

Exemption from a workshop requirement may be granted if an approved equivalent workshop or course has been completed in the 24 months prior to entry to the training program.

Refer to <https://ranzcog.edu.au/current-trainees-franzcog-training-and-assessments/workshops-and-courses>

#### **Foundations of Surgery (formally Basic Surgical Skills Workshop)**

All Basic trainees are required to complete a compulsory Foundations of Surgery Workshop coordinated by RANZCOG. The course is practical and interactive and will cover:

- principles of team surgery and theatre etiquette
- handling instruments
- knot tying
- incision and closure
- haemostasis
- episiotomy
- electrocautery
- hysteroscopy
- laparoscopy

Courses are organised in each Australian State/Territory and New Zealand. All Year 1 trainees will be notified of the dates and venues of the course in their region and will be sent registration information and copies of the course manual.

### Basic Obstetrics Skills Workshop

From 1 December 2016, all Basic Trainees are required to complete a compulsory course in basic obstetric skills. The course is practical and involves a number of simulation skills stations. Skills/topics can include:

- intrapartum vaginal examination.
- induction of labour.
- spontaneous vaginal birth- 1st and 2nd stage of labour.
- fetal scalp electrode.
- fetal blood sampling.
- pudendal block.
- performing and repairing an episiotomy.
- ventouse delivery in the occipito-anterior position.
- vaginal outlet forceps delivery in the occipito-anterior position.
- 3rd stage of labour including manual removal of the placenta.
- perineal examination and recognition of 3rd and 4th degree tears.
- managing PPH including bakri balloon.

The format of the workshop will be determined by your training unit. For example, it may be delivered by your training site/ITP/region, either as a stand-alone workshop or in tandem with the Foundations of Surgery Workshop. Your training unit will inform you about how the workshop will be delivered. The workshop manual is available online via [RANZCOG Acquire eLearning Hub](#).

### Ultrasound Workshop

Trainees who commenced training on or after 1 December 2016, are required to complete a RANZCOG-approved external ultrasound workshop or course.

For a list of currently approved courses refer to <https://ranzcog.edu.au/current-trainees-franzcog-training-and-assessments/workshops-and-courses>

### Neonatal Resuscitation Training

This training is conducted as part of Year 1 training at the trainee's home or base hospital. The training includes:

- examining a newborn baby and recognise neonatal abnormalities requiring paediatric care (e.g., congenital dislocation of hips, oesophageal atresia, cardiac murmurs).
- resuscitating a newborn baby. This includes rapid clinical assessment of neonatal asphyxia, external cardiac compression of the neonate, use of bag and mask ventilation, and use of endotracheal adrenaline.
- Investigation and provision of initial treatment of neonatal jaundice.

The College expects that you will undertake this training as part of your in-hospital program, and by completing an appropriate course as required by your training hospital.

For sign-off requirements refer to <https://ranzcog.edu.au/current-trainees-franzcog-training-and-assessments/workshops-and-courses>

### Fetal Surveillance Education

Completion of an approved Fetal Surveillance Education Program is mandatory for all trainees.

For the list of RANZCOG approved programs refer to <https://ranzcog.edu.au/current-trainees-franzcog-training-and-assessments/workshops-and-courses>

## Communication Skills

Communication Skills training is a compulsory component of Basic training.

From 2020, a series of online resources relating to communication skills are a mandatory requirement of Basic Training. These resources align with the curriculum and introduce you to skills and concepts to help you in training.

For trainees who commenced training prior to 1 December 2019: Trainees who have attended the RANZCOG Communication Skills Workshop (CSW) prior to 1 December 2019 will be considered to have met the communications education requirement. Trainees may also complete the online communication skills training.

If the CSW was not completed prior to 1 December 2019, Trainees are required to complete one of the following options:

### ACQUIRE Communication Skills modules (three modules)

- Developing effective communication skills
- Helping patients make informed decisions, and
- Feedback for trainees

### RANZCOG Communication Skills Workshop (CSW)

The modules and workshop both align to the curriculum and will introduce you to communication skills and concepts designed to help you during your training.

For further information, refer to <https://ranzcog.edu.au/current-trainees-franzcog-training-and-assessments/workshops-and-courses>

### *Mandatory ACQUIRE modules*

There are several online modules which must be completed by trainees via the RANZCOG Acquire eLearning Hub.

Refer to <https://acquire.ranzcog.edu.au/>

### Ultrasound modules

Required by trainees commencing from 1 December 2016, see RANZCOG Curriculum reference A.7.

These modules are compulsory for trainees who commenced in the program from December 2016. This module covers 1st Trimester, Biometry, and 3rd Trimester Ultrasound and includes PowerPoint presentations and MCQs.

Refer to <https://acquire.ranzcog.edu.au>

### Abortion Module

Required by trainees commencing from 1 December 2019.

For trainees commencing FRANZCOG training from 1 December 2019, it is mandatory to complete the RANZCOG online abortion module on RANZCOG Acquire eLearning Hub. The Abortion module has been developed to provide information relevant to abortion methods.

Refer to <https://acquire.ranzcog.edu.au>

### *Assessment of Procedural and Surgical Skills (APSS)*

As part of the training curriculum trainees are assessed on their competence to perform obstetric and gynaecological procedural and surgical skills.

The APSS focuses on key procedures which reflect the general skills - and related principles - which RANZCOG expects of its trainees at the relevant year levels indicated. The APSS are in no way intended to represent the full breadth of surgical exposure or ability expected of a trainee. At the same time, the College does expect trainees to demonstrate a specified level of competence in all the procedures listed by the time they are elevated to Fellowship.

Refer to <https://ranzcog.edu.au/current-trainees-franzcog-training-and-assessments/assessment-of-procedural-and-surgical-skills-apss>

### *Research Requirement*

The research requirement is compulsory for all trainees and completion is due at 52 weeks (FTE) of Advanced Time in Training (ATIT). Research submissions must meet the eligibility criteria defined in the [FRANZCOG Research Training Requirement Policy](#).

#### **Planning Research**

Trainees are encouraged to discuss with their Training Supervisor how they plan to carry out their research activities during their time in training by the end of their second year of Basic Training. The discussion should focus on the scope and design of the research to ensure trainees understand how to define the specific objectives, target population, variables, methods, and impact in a clinical setting.

Importantly, trainees under the points-based research study model should complete the [RANZCOG Acquire Research Toolkit](#) before embarking on their research activity. The Research Toolkit aims to equip trainees with an understanding of the principles of evidence-based medicine and provide insight into how to confidently interpret and evaluate research publications and presentations which will guide them towards designing, completing, and presenting their own research.

The [Planned Research Activity form](#) can be used to formalise the discussion between the trainee and the Training Supervisor and can be uploaded to the Additional Requirements page of My.RANZCOG, however this is not mandatory.

For more information on the Research Requirement, refer to <https://ranzcog.edu.au/training-topics/current-trainees-franzcog-training-and-assessments/#waypoint=research-requirement>

## FRANZCOG Advanced Training

### Overview

Advanced training is post-Basic training (i.e. undertaken in Years 5 and 6), and trainees are expected to develop higher professional maturity and professionalism during these years.

Advanced training can be tailored to meet the needs and interests of the trainee and their aims will vary from trainee to trainee. Trainees who commenced the program after 1 December 2013 must complete all Basic training requirements (including examinations and training requirements) to commence, and receive credit for, Advanced training.

Each trainee is required to submit a [Clinical Training and Weekly Timetable Template](#) and [Prospective Approval Supplement - Advanced Training Module Form](#) for prospective approval by the relevant State/Territory/New Zealand Training Accreditation Committee Chair. Prospective approval is only given after discussion with the trainee and assessment of their training up to that point.

A trainee's Advanced training may focus on:

- extending expertise in general obstetrics and gynaecology
- extending expertise in gynaecological surgery
- developing expertise in provincial practice
- developing research expertise
- developing expertise in areas of special interest
- developing expertise in practice in developing countries
- commencing Subspecialty training

Additionally, several professional objectives should be common to Advanced training programs. These include the development of:

- confidence and competence in surgery
- confidence and competence in patient management
- career direction
- leadership skills
- teaching skills
- financial management skills
- people management skills.

### Advanced Time in Training (ATIT)

Advanced training must be completed within a maximum of three years' time in training, dated from the commencement of Advanced Training.

## Research-based Advanced Training

Trainees may be credited with up to 92 weeks (two years) of the 276 weeks (six years) of FRANZCOG training for experience gained in approved research posts.

These research posts must be prospectively approved by the Chair of the relevant State /New Zealand TAC as being suitable for a particular trainee.

Posts suitable for accreditation as research posts must offer a minimum 50% active clinical component. Positions involving less than 50% will not be approved for training.

Trainees intending to undertake a period of research as a component of their Advanced training should submit both an Advanced Training (Clinical) and an Advanced Training (Research) Prospective Approval form in My.RANZCOG.

Documentation that needs to be included with your application for research-based Advanced training includes:

- a detailed research proposal, including project title, aims, hypothesis, name of principal Training Supervisor, and proposed timeline.
- signed statement from the principal supervisor confirming approval of the project and an understanding of his/her supervisory responsibilities.
- signed statement from the trainee confirming his/her understanding of responsibilities as a research trainee.
- weekly timetable of clinical training activities.

Trainees must submit their application for prospective approval of training at least eight weeks prior to the commencement of training.

## Advanced Training Sites

Advanced Training posts are approved on the merit of the position. The position should give the trainee an opportunity to advance in practice from senior registrar to consultant across the intended scope of practice. This will include reaching a high level of independence in the performance of procedures and advanced communication skills.

Procedurally this will necessitate:

- Primary operator experience, with a junior assistant for those procedures where independent practice and competency has been achieved.
- Supervised primary operator experience (i.e. operating with a consultant) for those procedures where independent practice has not yet been achieved.

Documentation is provided via the Prospective Approval of Training process and needs to include:

- confirmation of the appointment to the hospital and the date of commencement of duty.
- confirmation of the name of the person who has agreed to be the Training Supervisor.
- signed statement from the nominated Training Supervisor (a pro forma document is included in the application form).
- weekly timetable of the trainee's activities.
- information about the type of educational opportunities available to the trainee.

## Advanced Training under minimum supervision

Approval of Advanced training under conditions of minimal supervision should include access to consultants by telephone, the time it takes for the consultant to be available on-site, and the availability of support from other medical specialists.

Ideally, a FRANZCOG specialist, if not on site, should normally be available within one hour.

If this requirement cannot be achieved, each application will be considered on its individual merits.

## Advanced Training Requirements

### Research Requirement

#### *Overview*

The research requirement is compulsory for all trainees.

Refer to <https://ranzcog.edu.au/current-trainees-franzcog-training-and-assessments/research-requirement>

#### *Research Proposal and Project - trainees who commenced prior to 1 December 2017*

For trainees who commenced prior to 1 December 2017 and who did not opt-in to the Research Study (points-based) are required to submit a Research Proposal to the College for approval by the end of 104 weeks in Basic training.

A Research Project Proposal must be submitted to the College and approved before the Project can be started. Research must be on a topic within the health sciences and must be in the recommended format as per the [FRANZCOG Research Training Requirement Policy](#).

#### *Points-based Research Study – for trainees who commenced after 1 December 2017*

All trainees entering the FRANZCOG training program from 1 December 2017 are required to meet their research requirements based on the Points-based Research Activity Study model and must accrue three (3) research points by the end of 52 weeks (FTE) of time in Advanced Time in Training (ATIT) as described in [RANZCOG Regulations B](#), [FRANZCOG Training Program](#) and the [FRANZCOG Research Training Requirement Policy](#). Trainees should bookmark the [list of approved research activities](#), acceptable study designs, and their associated points allocation for easy referral.

#### *Submitting Research*

The research requirement is compulsory for all trainees and completion is due at 52 weeks (FTE) of Advanced Time in Training (ATIT). Research submissions must meet the eligibility criteria defined in the [FRANZCOG Research Training Requirement Policy](#). Review of the research submission is completed by an approved Research Assessor; to allow for the review process, trainees should submit their research activity 6 weeks prior to the due date. Late Research submissions may impact applications to Elevate within the final year of Training.

## Advanced Training Pathways

### Overview

In 2018, the College introduced Advanced Training Pathway (ATP) requirements to:

- establish minimum procedural requirements for advanced trainees.
- clarify expectations for trainees and training sites.
- consistently prepare advanced trainees for a career as a consultant.

If you commenced training on or after 1st December 2014, you must complete the ATP requirements, which can be undertaken full-time or part-time at any time during Advanced Training.

All ATP requirements being undertaken must be prospectively approved via the Prospective Approval pathway on My.RANZCOG. Completion forms are available on the RANZCOG website and must also be uploaded to the online portal in order to be signed off. For full details refer to <https://ranzcof.edu.au/current-trainees-franzcog-training-and-assessments/advanced-training-pathway-atp-requirements>

Please note trainees who commenced training before 1 December 2014 are not required to undertake the Advanced Training Pathway requirements.

### Advanced Training Pathway Requirements

Generalist Pathway		Subspecialist Pathway		Academic Pathway	Advanced Obstetrics Pathway	Sexual and Reproductive Health Pathway
Option A – Concurrent	Option B - Individual	Option A – prior to commencing Subspecialty Training	Option B – concurrent with Subspecialty Training	Academic Pathway	Advanced Obstetrics Pathway	Sexual and Reproductive Health Pathway
Completion of the Generalist Obstetrics and Generalist Gynaecology ATMs concurrently over a minimum of 46 weeks.	Completion of the Generalist Obstetrics and Generalist Gynaecology ATMs individually over a minimum over 23 weeks per ATM.	Completion of a minimum 23 weeks of satisfactory Generalist Obstetrics and Generalist Gynaecology ATMs (concurrently) plus a minimum of 23 weeks satisfactorily assessed Subspecialty Training (once commenced).	Completion of the Essential O&G Skills ATM concurrently with a minimum of 46 weeks satisfactorily assessed Subspecialty Training.	Completion of the Essential O&G Skills ATM within 46 weeks.	Completion of the Advanced Obstetrics ATM within 92 weeks.	Completion of four (4) mandatory modules and a minimum of two (2) elective modules over 92 weeks of satisfactorily assessed Advanced Training.

For more information on the Advanced Training Pathway requirements, refer to the [RANZCOG website](#).

### Special Interest ATMS (optional)

The College also offers a suite of optional special-interest Advanced Training Modules (ATMs), as outlined below.

- Pelvic Floor Disorders
- Hysteroscopic and Laparoscopic Surgery
- Contraception, Abortion and Sexual Health
- Colposcopy
- Medical Education

For more information on the Special Interest ATMs, refer to the [RANZCOG website](#).

## Mandatory ACQUIRE Module

### *Clinical Education Training (CET) Part 1 Module*

Required by trainees commencing from 1 December 2013.

Clinical Education Training (CET) has been developed to support FRANZCOG Trainees, Fellows, and members who are interested in becoming clinical educators, as well as those already involved in the training/teaching and education of others in the workplace. Participants will consider how components of the CET can be applied to their own teaching/training context and reflect on their own personal strengths and weaknesses as an educator.

The CET aims to introduce participants to principles of adult learning theory and strategies that support teaching and learning in different environments. The program will also introduce principles for evaluation, appraisal, and assessment, and provide information for RANZCOG training and assessment documentation and systems.

Refer to <https://acquire.ranzcog.edu.au/>

## Elevation to Fellowship

A trainee is eligible to apply for Fellowship once all of the following requirements have been satisfactorily completed:

- at least 184 weeks of credited Basic Training (including rural, tertiary base/not base requirements being met)
- at least 66 weeks of credited Advanced Training
- all assessment requirements have been satisfactorily completed (with the exception of Advanced Training Pathway requirements and Acquire CET Part 1 online module)

Important: it is the trainee's responsibility to contact the College to apply for Fellowship.

Refer to, <https://ranzcog.edu.au/current-trainees-franzcog/elevation-to-fellowship>

### Workflow and timeline for Fellowship applications

Regulation B12	Detail
<b>Trainee contacts FRANZCOG Training Programs team</b>	<p>Trainee requests application information and will be sent an application form to complete summarising their training history and confirming that all training requirements have been met.</p> <p>It is recommended that ample time prior to the deadline be allowed for completion of the form.</p> <p>Applications are only accepted if ALL requirements have been met (with the exception of ATMs). (with the exception of Advanced Training Pathway requirements and Acquire CET Part 1 online module)</p>
<b>Deadline for requesting applications</b>	<ul style="list-style-type: none"> <li>• 1 February</li> <li>• 1 June</li> <li>• 1 October</li> </ul>
<b>Deadline for submitting applications</b>	<ul style="list-style-type: none"> <li>• 8 February</li> <li>• 8 June</li> <li>• 8 October</li> </ul>
<b>Application is sent to trainee for verification</b>	<p>A confirmed application form and Elevation to Fellowship Declaration is sent to trainee.</p> <p>Trainees are asked to confirm that all details on the application form are correct, or if corrections are required, a revised form is prepared and returned to the trainee for signing.</p> <p>Elevation to Fellowship date agreed and confirmed by trainee.</p>
<b>Application ratification by TAC and consideration by Board</b>	<p>The confirmed application is reviewed and endorsed by the RANZCOG Training Accreditation Committee (TAC) and then sent to the RANZCOG Board recommending elevation to Fellowship.</p>
<b>APPLICATION APPROVED</b>	<p>Upon confirmation of Board approval of the recommendation, the trainee will be advised by letter of the outcome and next steps.</p> <p>Please note that eligibility to apply for Fellowship and Board approval do not equate to elevation (see <a href="#">RANZCOG Regulation B12, Elevation to Fellowship</a>)</p>
<b>At Elevation</b>	<p>Elevation will occur on or after the day of Fellowship (as stated on the post-Board approval letter). If a trainee completes all requirements before their Fellowship date, College staff will send out your Certificate (via email and post) on the day of Fellowship.</p> <p>A notification of Fellowship will be sent to Medicare/AHPRA/MCNZ.</p> <p>Upon elevation to Fellowship, you will be required to pay the Annual Subscription Fellows Fee (pro rata) from the date of Fellowship. If you are a Subspecialty Trainee, you will be required to pay the reduced Annual Fellow-in-Subspecialist-Training Fee (pro rata) from the date of Fellowship.</p>

# RANZCOG: The College and Governance

## Governance

### Regulations

The RANZCOG Regulations guide the conduct and management of the College. These Regulations should be read in conjunction with all relevant College policies and guidelines as from time to time approved by the RANZCOG Board. To the extent that there is any inconsistency, the Regulations shall prevail.

The RANZCOG Board may amend the Regulations from time to time to change, alter, add, or remove any provisions. Any amendments will apply with effect from the date of the Board meeting at which they are approved (unless otherwise stated).

Section B governs FRANZCOG training, <https://ranzcof.edu.au/resources/ranzcof-regulations/>

### FRANZCOG Training Program Policies and Procedures

#### *FRANZCOG Training and Assessment Documentation Policy and Procedure*

This policy outlines the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG/College) policy and procedures for assessment and training documents concerning the FRANZCOG training program. This policy applies to trainees on the pathway to Fellowship or Membership of RANZCOG.

Refer to, <https://ranzcof.edu.au/resources/policies-and-procedures-directory/>

#### *Training and Associated Fees Policy*

The purpose of this policy is to outline the fees required by the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) for its training programs and Specialist International Medical Graduates pathways.

Refer to, <https://ranzcof.edu.au/resources/policies-and-procedures-directory/>

#### *Training Program Leave Policy*

This policy outlines the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) policy and procedures for trainees who apply for leave during their training. This policy applies to trainees on the pathway to Fellowship or certification in a Subspecialty of Obstetrics and Gynaecology.

This policy covers the FRANZCOG and the Subspecialties training programs.

Refer to, <https://ranzcof.edu.au/resources/policies-and-procedures-directory/>

#### *Exceptional Circumstances and Special Consideration Policy*

All trainees are subject to RANZCOG regulations and policies; trainees are, however, able to apply for variation to the normal requirements on the grounds of exceptional circumstances that may justify special consideration.

Applications for special consideration, supported by relevant documentation, must be made on the appropriate College form, and submitted before or within 72 hours of the relevant event and prior to the making of any decision in relation to the College requirement in question. Full details, including what the College regards as valid exceptional circumstances that may lead to the granting of some form of special consideration, are set out in the Exceptional Circumstances and Special Consideration Policy.

Refer to: <https://ranzcof.edu.au/resources/exceptional-circumstances-and-special-consideration-policy/>

## RANZCOG Policies

### Trainee and SIMG in Difficulty Policy

RANZCOG is committed to providing a training support structure that has integrity and is consistent, transparent, kind, and respectful.

The purpose of this policy is to provide guidance on the identification, support, and management of trainees who encounter difficulties during their training. This policy sets out what 'in difficulty' means in the context of RANZCOG training and SIMG pathways.

It defines the principles to be employed by the trainee, SIMG, Supervisor, Employer, and RANZCOG when a person is identified as being in difficulty and the roles and responsibilities of the parties involved. The policy applies to all FRANZCOG trainees, Subspecialist trainees, and Specialist International Medical Graduates (SIMGs) on the pathway to Fellowship.

Refer to, <https://ranzcof.edu.au/resources/policies-and-procedures-directory/>

### Mentoring of Trainee Policy

The Mentoring of Trainees in FRANZCOG Training Program Policy (C-Trg 06) relates to the mentoring of trainees in the FRANZCOG Training Program, and other RANZCOG programs, who may request assistance from the College in finding an appropriate mentor.

The purpose of the policy is to ensure appropriate processes are in place for the mentoring of trainees, in accordance with RANZCOG's commitment to providing trainees with appropriate support in the workplace throughout their training.

Refer to, <https://ranzcof.edu.au/resources/policies-and-procedures-directory/>

### Bullying, Harassment and Discrimination in the Workplace Policy

This policy outlines RANZCOG's position on bullying, harassment, and discrimination as informed by the relevant legislation and describes the behaviour expected of all members, including Fellows, trainees, and staff.

RANZCOG is committed to ensuring fair and equitable workplace practices exist, where all members are treated with dignity, courtesy, and respect, and as such does not tolerate bullying, harassment, or unlawful discrimination in any workplace. All persons have a responsibility to contribute to achieving a workplace environment free from bullying, harassment, and discrimination by avoiding actions which lead to, support, or condone such activities.

Refer to, <https://ranzcof.edu.au/resources/policies-and-procedures-directory/>

### Conflict of Interest Policy

RANZCOG is committed to the highest standards of integrity and ethical conduct, and to providing a governance structure that is consistent, transparent, and robust.

This policy provides guidance in identifying and handling potential and actual conflicts of interest involving RANZCOG and its activities, and to raise awareness of actual, potential, or perceived conflict of interest issues to all those who fulfil a representative role, conduct College business, or hold a College appointment. The policy applies to all members, including Fellows, trainees, staff, and other representatives involved in any RANZCOG entities, including the Board, Council, Committees, Subcommittees, Working Groups, or other bodies authorised to carry out activities or functions of the College.

Refer to, <https://ranzcof.edu.au/resources/policies-and-procedures-directory/>

## Recognition of Prior Learning (RPL) Policy

Trainees who have been selected for the FRANZCOG Training Program and have obtained an accredited first year training position may be eligible to apply to have some previous experience or training to be recognised toward the specialist training program - subject to the approval of the RANZCOG RPL Assessment Subcommittee.

RPL applications must be made in writing after the trainee has accepted a place in the FRANZCOG Training Program, and before commencement of FRANZCOG training.

Refer to <https://ranzcog.edu.au/prospective-trainees-franzcog-selection/recognition-of-prior-learning> for further information including the application deadline for submission of RPL.

## Recording of Assessments Policy

This policy defines the; purpose, scope, access, and retention terms relating to all recordings obtained by RANZCOG throughout the RANZCOG assessment processes. The process of recording assessments has been implemented to ensure the successful delivery of assessments. This policy will apply to all persons ('recorded person') involved in the assessments.

This policy will be in line with all relevant RANZCOG policies and is subject to the governing Australian State/Territory and Federal Laws, and New Zealand Legislation.

Refer to: <https://ranzcog.edu.au/resources/policies-and-procedures-directory/>

## Exceptional Circumstances and Special Consideration Policy

All trainees are subject to RANZCOG regulations and policies; trainees are, however, able to apply for variation to the normal requirements on the grounds of exceptional circumstances that may justify special consideration.

Applications for special consideration, supported by relevant documentation, must be made on the appropriate College form, and submitted before or within 72 hours of the relevant event and prior to the making of any decision in relation to the College requirement in question.

Full details, including what the College regards as valid exceptional circumstances that may lead to the granting of some form of special consideration, are set out in the Exceptional Circumstances and Special Consideration Policy. There is no fee payable when seeking Special Consideration.

For further information, refer to <https://ranzcog.edu.au/exceptional-circumstances-and-special-consideration-policy/>

## Appeals procedures: Reconsideration, review and appeal of decisions

The College seeks to provide appropriate support to its trainees, while also affording trainees natural justice/procedural fairness in circumstances where they are dissatisfied with a College decision. As such, there are a range of mechanisms available to trainees seeking to address a decision with which they are dissatisfied.

Specifically:

- Request for reasons
- Reconsideration
- Review
- Appeal

For further information, including the policies and forms, refer to <https://ranzcog.edu.au/appeals-procedures/>

## Request for reasons

Requests for reasons must be made in writing to the Chair of the body responsible for the original decision, within fourteen (14) days of the date of the decision in question. There is no fee payable when seeking reasons for a College decision.

## Reconsideration

Where a trainee considers that College policy and/ or procedure was not followed in the making of the decision, or that relevant facts were not known and/ or properly considered by the relevant decision-making body, they may request reconsideration of the decision. Reconsideration will be undertaken by the body responsible for the original decision or a subgroup of that body, as deemed appropriate by the Chair of the body in question, in accordance with the processes set out in the [Reconsideration, Review, and Appeal of Decisions Policy](#).

Applications for reconsideration, supported by relevant documentation, must be submitted in writing to the relevant Chair within six (6) weeks of the date of the decision in question. There is no fee payable when seeking Reconsideration.

## Review

Where a trainee remains dissatisfied with a College decision they are able to seek a review of the decision in accordance with the College's Appeal Procedures. The review will be conducted by a separately constituted Review Committee, which will consider material available to the College, including in relation to adherence to College regulations, policies, and procedures, as well as whether the principles of natural justice/procedural fairness were followed.

Any request for review must be made in writing to the College Chief Executive Officer within three (3) months of the date of the original decision. A review fee is payable.

## Formal Appeal

The final mechanism available to a trainee who is dissatisfied with a College decision is formal appeal.

The Appeals Committee is convened as required on a case-by-case basis and is the only College committee whose voting membership consists of a majority of non-College members. Decisions of the Appeals Committee are final, being notified to the RANZCOG Board.

The Appeals Committee will decide each appeal on its merits and is not bound by the rules of evidence and, subject to the rules of natural justice/ procedural fairness, may inform itself on any matter and in such a manner as it thinks fit.

Pursuant to the College's Appeals Procedures, formal appeals must be lodged in writing to the College Chief Executive Officer within six (6) months of the date of the original decision. An appeal fee is payable.

Refer to, <https://ranzcog.edu.au/resources/appeals-procedures/>

## Committees

Committees of the RANZCOG Board and Council formulate and review training and assessment requirements leading towards attainment of the FRANZCOG and Subspecialty qualifications.

### Trainees' Committee

The Trainees' Committee is responsible for representing the interests and concerns of RANZCOG trainees in the FRANZCOG, Certificate of Women's Health (CWH), RANZCOG Associate Training Program (Procedural) (PTP), RANZCOG Associate Training Program (Advanced Procedural) (APTP), Subspecialty training programs and pre-Fellowship Specialist International Medical Graduates (SIMG), as well as RANZCOG trainees undertaking approved training in locations outside Australia and New Zealand.

For contact details of your local representative refer to the College website at <https://ranzcof.edu.au/training-topics/trainees-committee/>

### Training Accreditation Committee (TAC)

The RANZCOG Training Accreditation Committee (TAC) is responsible for the ongoing development, coordination, and administration of the FRANZCOG Training Program in cooperation with the State, Territories, and New Zealand Training Accreditation Committees, and for reviewing the processes for accreditation and reaccreditation of training sites leading towards the attainment of Fellowship of the College.

The TAC reports to the Education Standards Committee (ESC). Where appropriate TAC also works closely with the Examination and Assessment Committee (EAC) on training, assessment, and certification issues of mutual concern.

### State/Territory and New Zealand Training Accreditation Committees (TAC)

The State/Territory/New Zealand Training Accreditation Committees (TAC) are responsible for the oversight of Basic and Advanced FRANZCOG training in the relevant region. Including monitoring and reviewing trainees, reviewing trainee Six-Monthly Summative Assessments assessed as other than satisfactory, and approving the appointment of ITP Coordinators and Training Supervisors.

The Chairs of The State/Territory/New Zealand TACs are also responsible for reviewing and approving trainee Prospective Approval of training forms, Three-Monthly Formative Appraisals, and Six-Monthly Summative Assessments and granting extensions to training requirements for six (6) months or less. Extensions of more than six (6) months must be referred to the RANZCOG TAC for consideration.

### Examination and Assessment Committee (EAC)

The Examination and Assessment Committee (EAC) is responsible for ensuring, maintaining, and enhancing the integrity, validity, and reliability of the individual and collective education and assessment components and associated processes pertaining to training programs run and administered by RANZCOG.

### Research Assessment Subcommittee (RAS)

The Research Assessment Subcommittee (RAS), a subcommittee of RANZCOG Education Standards Committee (ESC), oversees FRANZCOG Research requirements.

The main functions of the RAS are the review and approval of trainee research submissions and to give guidance and support to trainees and supervisors regarding research requirements.

### Education Standards Committee (ESC)

The Education Standards Committee (ESC) oversees the ongoing development and implementation of educational standards across all RANZCOG education, training, assessment, and accreditation.

The ESC is responsible for the College's training programs, including regular monitoring and evaluation, and is delegated by the Board to make decisions relating to its area of responsibility.

## Training Support

### FRANZCOG Training Contacts

#### State/Territory/New Zealand Training Contacts

Table	row
Australian Capital Territory (ACT)	<a href="mailto:act@ranzcog.edu.au">act@ranzcog.edu.au</a>
New South Wales (NSW)	<a href="mailto:nswtraining@ranzcog.edu.au">nswtraining@ranzcog.edu.au</a>
New Zealand	<a href="mailto:nztraining@ranzcog.org.nz">nztraining@ranzcog.org.nz</a>
Queensland (QLD)	<a href="mailto:qldtraining@ranzcog.edu.au">qldtraining@ranzcog.edu.au</a>
South Australia/ Northern Territory (SA/NT)	<a href="mailto:sa-nt@ranzcog.edu.au">sa-nt@ranzcog.edu.au</a>
Victoria/ Tasmania (VIC/TAS)	<a href="mailto:vic-tas@ranzcog.edu.au">vic-tas@ranzcog.edu.au</a>
Western Australia	<a href="mailto:wa@ranzcog.edu.au">wa@ranzcog.edu.au</a>

#### Training Programs Contacts

Table	header	row
Head of Training Programs	Jude Moloney	<a href="mailto:training@ranzcog.edu.au">training@ranzcog.edu.au</a>
Training Support and Quality Lead	Gerda Mikeleviciute	
Coordinator, Training Programs	Ngaire Sidhu	
Coordinator, Training Programs	Meagan Buttigieg	
Coordinator, Training Programs (Research)	Petra Van Nieuwenhoven	

### Other Support Resources

A range of resources are available for all RANZCOG trainees and those involved in their training, including Training Supervisors, ITP Co-ordinators, Committee Chairs, Mentors, Consultants, other health professionals, and hospital management.

Resources include:

- Preparing and implementing Learning Development Plans for Trainees in Difficulty (LDP)
- Multi-Source Feedback (MSF) Formative Assessment for Basic & Advanced
- Evidence-informed Facilitated Feedback
- Assessment and Feedback of Communication Skills

Refer to, <https://ranzcog.edu.au/membership/member-wellbeing/>

### Training Support Unit

For more information on the TSU, refer to <https://ranzcog.edu.au/membership/member-wellbeing/> or contact RANZCOG [traineeliasion@ranzcog.edu.au](mailto:traineeliasion@ranzcog.edu.au)

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	December 2023	Updated Training Requirements
v2	January 2024	Revised to reflect change in nomenclature.
v3	February 2024	Cultural Competency requirement update



The Royal Australian and  
New Zealand College of  
Obstetricians and Gynaecologists

AUSTRALIA

Djeembana  
1 Bowen Crescent  
Melbourne  
Victoria 3004  
Australia  
t: +61 3 9417 1699  
f: +61 3 9419 0672  
e: [ranzcog@ranzcog.edu.au](mailto:ranzcog@ranzcog.edu.au)

NEW ZEALAND

Level 6 Featherston Tower  
23 Waring Taylor Street  
Wellington 6011  
New Zealand  
t: +64 4 472 4608  
e: [ranzcog@ranzcog.org.nz](mailto:ranzcog@ranzcog.org.nz)

[ranzcog.edu.au](http://ranzcog.edu.au)