

Certificate of Women's Health Training Mentors



Information Pack



© RANZCOG 2019

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without written permission from The Royal Australian and New Zealand College of Obstetricians and Gynaecologists. Requests and enquiries concerning reproduction should be directed to the Chief Executive Officer, RANZCOG, 254-260 Albert Street, East Melbourne, Victoria 3002, Australia.

Published by

Conjoint Committee for the Diploma of Obstetrics and Gynaecology (CCDOG) comprising representatives of the following Colleges:

The Royal Australian and New Zealand College of Obstetricians and Gynaecologists
254-260 Albert Street
East Melbourne VIC 3002

The Royal Australian College of General Practitioners
100 Wellington Parade
East Melbourne VIC 3002

The Australian College of Rural and Remote Medicine
Level 2
410 Queen Street
Brisbane QLD 4000

Disclaimer

Decisions of the CCDOG with respect to assessment of performance shall be final and shall be made at the discretion of the CCDOG. The CCDOG shall not be liable for any claims for loss or damage made by participants as a result of any decision by the CCDOG in relation to assessment generally. All trainees, supervisors and others participating or applying for participation in the Certificate and Diploma Programs in Women's Health do so on the understanding that the CCDOG shall not be liable for the consequences resulting from decisions of the CCDOG.

CONTENTS



1.	Official RANZCOG position description for CWH Training Mentors	5
2.	Essential Information for CWH Training Mentors	7
3.	FAQs about the Workplace-based Assessments for Training Supervisors & Mentors Frequently Asked Questions about the Workplace-based Assessments for Training Supervisors and Training Mentors.	9
4.	FAQs about the Workplace-based Assessments for Assessors Training Supervisors may also act as Assessors for the Workplace-based Assessments.	11
5.	Useful links A list of contents relevant to CWH Training Mentors on the RANZCOG website.	13
6.	CWH and DRANZCOG Calendar 2019 Important dates for trainees and Training Mentors.	15
7.	College Contacts Contact details for relevant College staff.	17
8.	Resignation form for CWH Training Mentors	21

POSITION DESCRIPTION FOR CERTIFICATE OF WOMEN'S HEALTH TRAINING MENTORS



Position title

Certificate of Women's Health (CWH) Training Mentor

Reports to

In the first instance, the Chair of the relevant State Reference Committee (SRC), and the Conjoint Committee for the Diploma of Obstetrics and Gynaecology (CCDOG). Ultimately, all Training Mentors are responsible to the RANZCOG.

Primary purpose of position

To oversee, in close consultation with the Chair of the relevant State Reference Committee (SRC) and the CCDOG, all aspects of training of a CWH trainee or group of trainees, including ensuring they are provided with the practical instruction, ongoing support and appropriate assessment to enable them to meet the professional and educational requirements specified in the CWH curriculum.

Qualifications and skills

- Training Mentors of trainees must hold the DipRACOG, DRANZCOG, DRANZCOG Advanced or Fellowship of the RANZCOG.
- Post-DRANZCOG/DRANZCOG Advanced or post-Fellowship experience in a teaching hospital or other setting is highly desirable.
- Demonstrated commitment to teaching and training.
- Good interpersonal skills and the ability to communicate effectively with trainees, other medical staff and patients.
- Ability to contribute to the planning and delivery of an effective training program.

NB: Each trainee must have one (1) Training Mentor, who must be in active clinical practice. In the case of trainees undertaking the CWH through hospital-based training, the Training Mentor must be located at the hospital. In the case of trainees undertaking the CWH through training in an appropriate established GP practice, the Training Mentor may be located off-site. (Note: This requirement does not apply to trainees undertaking the CWH as part of the DRANZCOG qualification.)

Key challenges

- Maintain effective trainee-mentor relationship and provide support and guidance within a busy and potentially complex clinical environment.
- Understand the role of the Training Mentor in equipping trainee GP's providing women's healthcare to work effectively in a changing health system.

Outcomes

Provide highly professional and supportive mentorship of trainees in accordance with RANZCOG requirements for CWH clinical experience, competence and formal assessment of performance and progress.

Responsibilities

- 1. Mentorship/Support:** To provide support and mentoring to trainees. This mentoring includes:
- creating a climate of trust to allow trainees to share and reflect on their experiences;
 - regular constructive formal and informal feedback through meetings with the trainee, preferably at the time of the monthly checking/signing of the Logbook (see Assessment section below);
 - encouraging trainees to improve their communication, decision-making and critical thinking skills; and
 - listening to trainees' concerns about training and respecting their right to be assertive and questioning.

For trainees undertaking hospital-based training, this mentoring also includes:

- assisting in creating the opportunities for trainees to be taken through new procedures, as necessary, by a consultant, senior registrar or Diploma-holder (as applicable) and to practise their skills under supervision;
 - facilitating, when required, the regular rostering of trainees so they can access key in-hospital educational/training opportunities such as trainees'/registrars' meetings, perinatal mortality/morbidity sessions available, and any clinics conducted at the hospital (fertility, menopause, etc.);
 - encouraging trainees to use ward rounds as vital training opportunities with appropriate consultant and senior registrar involvement; and
 - making every reasonable effort to ensure that trainees have appropriate support from on-call consultants after hours.
- 2. Dedicated time:** Regular dedicated time is set aside to teach/mentor trainees. (Note: This includes time spent giving feedback to trainees or contributing to the planning of their women's health educational program.)
- 3. Signing Logbook:** To review and sign each trainee's **Logbook** every month to ensure the trainee is completing the training and assessment requirements and to encourage the trainee not to leave the completion of Workplace-based Assessments until the end of their training period.
- 4. Assessment:**
- i) To act as an Assessor of the trainee's competence in skills listed in the In-Training Skills Log of the trainee's Logbook,
 - ii) To act as an Assessor for the trainee completing the requisite Workplace-based Assessments (WBAs),
 - iii) Sign off on the Training Experience Log in the trainee's Logbook for each area of Training Experience required,
 - iv) Signing the Certificate of Satisfactory Completion of Training in the Logbook once satisfied that the trainee has met the requirements listed in the Logbook.
- 5. Knowledge of curriculum, regulations, etc:** To be fully informed of the requirements of the CWH curriculum and the current regulations governing training and assessment by consulting the following:
- **CWH, DRANZCOG & DRANZCOG Advanced Curricula** document;
 - **RANZCOG Regulations;** and
 - **CWH, DRANZCOG & DRANZCOG Advanced Training Handbook.**
- These documents are available on the College website. (See the Essential Information section in the Training Mentors Information Pack.)
- 6. Liaison with Chair of the relevant SRC and CCDOG Chair:** To liaise closely with the Chair of the relevant State Reference Committee and/or CCDOG (including attending CCDOG meetings when required) in order to discuss training issues and problems, particularly where the hospital or GP practice is having difficulty providing the trainee with relevant clinical experience and support.

NOTE: In the first instance, queries or concerns regarding training and/or assessment matters should be directed to Ms Maree Brislin, Senior Coordinator, CWH/Diploma Training Programs (tel: 03 9412 2911; email: mbrislin@ranzcof.edu.au).

ESSENTIAL INFORMATION for CWH TRAINING MENTORS



APPOINTMENT PROCESS

- Training Mentors must be approved by the Conjoint Committee of the Diploma for Obstetrics and Gynaecology (CCDOG)
- Prospective Training Mentors must submit a completed 'Training Mentor Application Form' and current CV to the CCDOG. Application forms are available from the website: https://www.ranzcog.edu.au/RANZCOG_SITE/media/RANZCOG-MEDIA/Training%20and%20Assessment/Certificate%20and%20Diploma/RANZCOG-CWH-Training-Mentor-Application-Form.pdf

NUMBER OF SUPERVISORS REQUIRED

CWH trainees;

- require one (1) Training Mentor;
- the Training Mentor must hold the DipRACOG, DRANZCOG, DRANZCOG Advanced or Fellowship of the RANZCOG.

TRAINEE-MENTOR RATIOS

For appropriately mentored and supported training, the RANZCOG's recommended ratio of mentors to trainees is as follows:

- 1 mentor to every 3 trainees
- 2 mentors for every 7 trainees

TRAINEE REGISTRATION

It is the responsibility of the **trainee**, **NOT** the Training Mentor, to:

- First obtain a training position in an accredited hospital or appropriate GP practice and arrange to be allocated an approved Training Mentor;
- Register with the RANZCOG **at least four (4) weeks** prior to commencing training and obtain **prospective** approval of training; and
- Organise payment of their CWH Registration Fee.

The **Training Mentor** should

- Advise new trainees of the requirement to obtain prospective approval of training; and
- Direct them to the RANZCOG website where they can obtain the requisite Training Application Form.

CPD POINTS

Each Training Mentor can claim 5 CPD points per trainee mentored, up to a maximum of 20 points per CPD period.

FREQUENTLY ASKED QUESTIONS about WORKPLACE-BASED ASSESSMENTS for TRAINING SUPERVISORS & MENTORS



Who has a Training Supervisor and who has a Mentor?

Those trainees undertaking the Certificate of Women's Health (CWH) will have a Training Mentor to oversee their training and assessment. The Training Mentor must be approved by the Conjoint Committee for the Diploma of Obstetrics and Gynaecology (CCDOG). Only the Training Mentor can conduct the Workplace Based Assessments (WBAs) for their designated CWH trainees. If the trainee is employed in a hospital setting, the Training Mentor must be employed at that accredited training site.

Those trainees undertaking either the DRANZCOG or the DRANZCOG Advanced must have a CCDOG-approved Training Supervisor employed at the accredited training site. Training Supervisors must hold the equivalent or higher qualification to that being undertaken by the trainee.

Who can act as an Assessor for WBAs?

Certificate of Women's Health: only the trainee's Training Mentor can conduct the WBAs.

DRANZCOG: the trainee's Training Supervisor or any medical staff member who holds a DRANZCOG, DRANZCOG Advanced, Fellowship or, is a Senior O&G Registrar of RANZCOG can conduct the WBAs.

DRANZCOG Advanced: the trainee's Training Supervisor or any medical staff member who holds a DRANZCOG Advanced, Fellowship or, is a Senior O&G Registrar of RANZCOG can conduct the WBAs.

All WBA Assessors must be approved by the trainee's Training Supervisor. It is expected that medical staff who are participating in the assessment process will be working/teaching/supervising trainees as part of their regular duties.

What process does the Training Supervisor need to follow to approve a WBA Assessor?

All WBA Assessors must be approved by the trainee's Training Supervisor. At the beginning of the trainee's training term, you are required to provide them with a current list of approved Assessors for Diploma and Diploma Advanced WBAs. (Remember that only the appointed Training Mentor can undertake WBAs for Certificate of Women's Health trainees). There is no formal process that you are required to follow in the approval process of potential WBA Assessors. However, it is expected that medical staff who are participating in the assessment process will be working/teaching/supervising trainees as part of their regular duties.

It is recommended that the Training Supervisor identify those staff, including visiting specialists who may have oversight of Diploma and/or Diploma Advanced trainees, who are willing to participate as WBA Assessors and seek their agreement at the beginning of the calendar year. Record the names of those willing to act as Assessors, indicating if they can assess both the Diploma and Diploma Advanced or Diploma only, and distribute this to trainees at the beginning of their training term.

To support Training Mentors, Training Supervisors and Assessors in their roles, the RANZCOG will make available online calibration resources and is in the process of developing calibration workshops, participation in which will be strongly encouraged. The online calibration resources and face-to-face workshops will provide Assessors, Supervisors and Mentors with a mechanism to appreciate the standards that are expected of trainees performing below, at and above the Minimum Acceptable Passing Standard, or MAPS. The calibration of performance standards is a critical component of WBAs, ensuring that trainees at different training sites and with different Assessors are subject to the same interpretation of performance standards across all of their WBAs.

Under what circumstances can an Assessor refuse to undertake a WBA for a trainee?

An Assessor is not obliged to undertake a WBA for a trainee and reasons for refusing may include: conflict of interest with the trainee, work demands, inappropriate qualifications. However, it should be pointed out to the Assessor that undertaking a WBA for a trainee is assisting the trainee with their learning journey, developing their feedback skills and enhancing their professional profile.

Who is responsible for arranging the Workplace Based Assessments?

The trainee is responsible for arranging all aspects of the Workplace Based Assessment (WBA). The trainee must nominate when they would like to undertake a WBA and need to ensure the availability of their nominated Assessor. Trainees are also responsible for having the relevant WBA form ready for the Assessor. The trainee should check with you (the Training Supervisor) to ensure that their selected Assessor has been approved to undertake this assessment (i.e., are suitably qualified).

While it is critical that the trainee takes responsibility for their WBAs, Training Supervisors do have an important role to play in this process. When undertaking the monthly review of a trainee's Logbook, Training Supervisors must check to see that the trainee has started undertaking their WBAs. **It is imperative that trainees must not leave all of the assessment activities until the end of their training period.** To this end, if you note from the trainee's Logbook that they have not started or have not undertaken sufficient WBAs, you are requested to strongly advise the trainee to do so.

What is MAPS?

MAPS literally means Minimal Acceptable Passing Standard. When the term is applied to Workplace Based Assessments, it reflects the minimal standard of care the trainee provides to ensure the safety of their patient. An Assessor will utilise the MAPS definition only against the level of the qualification that the trainee is currently enrolled in, irrespective of the previous clinical experience that they have had. The MAPS standard required for each Workplace Based Assessment is articulated on the form against each criterion.

What do I do if a trainee challenges a particular WBA result?

If a trainee is unhappy or concerned about the grade that they have been given, they should first discuss the outcome with the Assessor who conducted the assessment at the post-WBA feedback meeting. If they are still unhappy or concerned about the grade, they are advised to discuss the assessment with you. Once you have discussed the issue with the trainee, you should also talk to the Assessor. Where possible, you are advised to not intervene unless there has been a clear breach in process or procedure at which point you are advised to contact RANZCOG. Remind the trainee that there is no restriction on the number of times they can attempt any one WBA and that one unsatisfactory result will not negatively impact on their final training program results.

What information should I be checking on the forwarded copy of the trainee's WBA form?

The Assessor will supply you with a copy of the completed WBA form. Check the form to confirm that all criteria have been validated, that the comments section has been completed and the form appropriately graded and signed off. Any omissions could result in the assessment resulting in an unsatisfactory grade even if this was not the Assessor's intention. File the copy of the WBA form in your trainee's file along with other relevant documents regarding the trainee's performance for the duration of the training period.

What do I do with the WBA Forms at the conclusion of a trainees' training period?

Please keep all copies of the trainee's WBA forms, both satisfactory and unsatisfactory, in the trainee's training file for the duration of their training term.

Am I responsible for monitoring the standards demonstrated by Assessors who conduct WBAs on my trainees?

Quality control surrounding the standards being attained and maintained by Assessors is the responsibility of the RANZCOG. However, if you notice a gross breach of conduct in any aspect of the assessment process or procedures, you are advised to alert the RANZCOG immediately.

FREQUENTLY ASKED QUESTIONS about WORKPLACE-BASED ASSESSMENTS for ASSESSORS



I am interested in assessing Workplace Based Assessments for the trainees undertaking the Certificate of Women's Health, Diploma and Diploma Advanced trainees. How can I formalise this process?

If you are approached by a trainee to participate in a Workplace Based Assessment you need to be approved by the trainee's Training Supervisor prior to undertaking the activity. For Diploma and Diploma Advanced trainees your qualifications must be equal to, or above, that of the trainee's current training program i.e., you must hold the Diploma or above to conduct the assessment for a candidate who is in the Diploma Training Program or hold the Diploma Advanced or above to conduct the assessment for a candidate who is in the Diploma Advanced Training Program. Only the designated Training Mentor can conduct Workplace Based Assessments for their Certificate of Women's Health trainees.

Training Supervisors will have a list of approved Assessors (and the qualification level at which they can conduct Workplace Based Assessments), which will be updated each calendar year.

I have been asked by a trainee to conduct one of their Workplace Based Assessments: What do I need to do?

You must have prior approval from the trainee's Training Supervisor to conduct the assessment activity (can be done at the start of the year) and you must be familiar with the MAPS standard (see below) consistent with the trainee's training level. The trainee will supply you with the relevant assessment form. You need to observe the trainee in the clinical setting as they undertake the activity to be assessed and indicate on the form (against a series of predetermined criteria) whether or not the trainee is performing below, at or above MAPS. The completed assessment form must be discussed with the trainee immediately or very soon after the WBA activity to inform them whether or not they have been deemed unsatisfactory or satisfactory and provide feedback. You must sign the form where indicated and forward a copy of the assessment to the Training Supervisor. The trainee will keep the original form in their Logbook.

What is MAPS?

MAPS literally means Minimal Acceptable Passing Standard. When the term is applied to Workplace Based Assessments, it reflects the minimal standard of care the trainee provides to ensure the safety of their patient. An Assessor will utilise the MAPS definition only against the level of the qualification that the trainee is currently enrolled in, irrespective of the previous clinical experience that they have had. The MAPS standard required for each Workplace Based Assessment is articulated on the form against each criterion.

Which trainees will I be allowed to assess?

You can conduct a Workplace Based Assessment for any Diploma or Diploma Advanced trainee provided you hold the appropriate qualification level. Only the approved Training Mentor can undertake Workplace Based Assessments for Certificate of Women's Health trainees.

How will I know that my judgments regarding a trainee's performance are accurate?

Assessors must utilise the clinical descriptors for each criterion on the Workplace Based Assessment forms to guide their judgment. These descriptors articulate the standards of trainees performing below, at and above the Minimum Acceptable Passing Standard, or MAPS. To support Assessors in their roles, the RANZCOG will make available online calibration resources and is in the process of developing face-to-face calibration workshops. Training Mentor, Training Supervisor and Assessor participation in the workshops will be strongly encouraged. The online resources and workshops will aim to ensure that Assessors, across all accredited training sites, are assessing the same assessments with a consistent understanding of the trainees' scope of practice and the required MAPS.

What happens if I do not see the trainee demonstrate one of the skills listed on the Workplace Based Assessment form during the assessment activity?

If you do not see a trainee demonstrate any one of the skills listed on the Workplace Based Assessment form you cannot give the trainee a final grade of satisfactory. All of the Workplace Based Assessment forms are available online. Trainees and Assessors are advised to thoroughly familiarise themselves with the criteria and clinical descriptors **before** they undertake the Workplace Based Assessment activity.

What happens to the Workplace Based Assessment if I have to step in and assist with the consultation/ procedure?

If you are required, for patient safety, to participate in the clinical activity in which you are conducting a Workplace Based Assessment, the assessment is automatically deemed unsatisfactory. However, as Workplace Based Assessments can be used as either a formative learning or a summative assessment tool, your intervention can provide a crucial learning point to discuss with the trainee.

Can I provide verbal prompts to a trainee to assist them in making the correct decision in an activity for which I am conducting a Workplace Based Assessment?

If you are required to provide the trainee with verbal prompts to ensure that they elicit the correct response from a patient or undertake the appropriate next step, the assessment is automatically deemed unsatisfactory.

Do I have to explain to the trainee the reasons why I have marked the Workplace Based Assessment the way that I have?

A key feature of all Workplace Based Assessments is the provision of feedback to aid learning after the assessment activity. Irrespective of the final grade given (unsatisfactory or satisfactory) you will be expected to discuss your assessment judgments, against the listed criteria, to inform the trainee's future learning.

What do I do with the assessment form once it has been completed and I have provided the trainee with the appropriate feedback?

A copy of the assessment form is to be handed to the trainee's Training Supervisor and the trainee is to place the original copy of the assessment form at the rear of their Logbook. The Workplace Based Assessment Log in the trainee's Logbook must also be annotated.

Can I assess the same procedure with the same trainee on more than one occasion?

All unsuccessful Workplace Based Assessments are deemed 'formative' and as such a trainee may undertake any number of the same Workplace Based Assessments until they achieve a result of satisfactory. You can assess the same procedure with a trainee on multiple occasions as they work toward achieving a satisfactory outcome.

Can I refuse to undertake a Workplace Based Assessment?

You are not obliged to undertake a Workplace Based Assessment for a trainee and reasons for refusing may include: conflict of interest with the trainee, work demands, inappropriate qualifications. However, it should be pointed out that undertaking a Workplace Based Assessment for a trainee is assisting the trainee with their learning journey, developing your feedback skills and enhancing your professional profile.

Will my assessment forms be subject to scrutiny by others?

The original Workplace Based Assessment forms will be kept by the trainee and a copy of each form must be forwarded to the Training Supervisor and, as such, will be viewed to ensure that all relevant portions of the document have been completed. The forms may also (but not necessarily) be viewed by College House staff and by the Chair of the State Reference Committee. No judgment of your abilities as an Assessor will be made on the basis of the Workplace Based Assessment form(s) that you complete.

USEFUL LINKS



Contacts

Contact details for the College and the individual Regional Offices in Australia:

<https://www.ranzcog.edu.au/Our-College/regional>

Training Documentation

Download and print copies of training and assessment forms for CWH/DRANZCOG/DRANZCOG Advanced trainees.

<https://www.ranzcog.edu.au/Training/Certificate-Diploma/Training-Requirements>

Handy Links

Direct links to individual sections of the RANZCOG website relating to key components of the training program and essential College publications you should be familiar with.

- RANZCOG Regulations— [RANZCOG Regulations—https://www.ranzcog.edu.au/Our-College/Governance/Constitution-Regulations](https://www.ranzcog.edu.au/Our-College/Governance/Constitution-Regulations)
- CWH/DRANZCOG/DRANZCOG Advanced Training Program Handbook— https://www.ranzcog.edu.au/RANZCOG_SITE/media/RANZCOG-MEDIA/Training%20and%20Assessment/Certificate%20and%20Diploma/Training-Handbook-CWH-DIP-DIPAd.pdf
- CWH/DRANZCOG/DRANZCOG Advanced Curricula— https://www.ranzcog.edu.au/RANZCOG_SITE/media/RANZCOG-MEDIA/Training%20and%20Assessment/Certificate%20and%20Diploma/Curriculum-2nd-Edition-2017-v2.pdf
- CWH/DRANZCOG Written Examinations— [https://www.ranzcog.edu.au/Training/Certificate-Diploma/CWH-Diploma-Examinations-\(1\)](https://www.ranzcog.edu.au/Training/Certificate-Diploma/CWH-Diploma-Examinations-(1))
- Training documentation, including Workplace-based Assessment forms— <https://www.ranzcog.edu.au/Training/Certificate-Diploma/Training-Requirements/Workplace-Based-Assessments>

CWH & DRANZCOG CALENDAR 2019



1 February	CWH and DRANZCOG Written Examinations 1
1 February	Final date to submit certification applications for March RANZCOG Board meeting (i.e. upon completion of training and assessment requirements)
20– 22 March	RANZCOG Board and committee meetings
7 April	DRANZCOG Oral Examination 1
12 April	Closing date for applications to sit the 2019 Written and Oral Examinations 2
8 June	Final date to submit certification applications for July RANZCOG Board meeting (i.e. upon completion of training and assessment requirements)
24 - 26 July	RANZCOG Board and committee meetings
12 July	CWH and DRANZCOG Written Examinations 2
8 September	DRANZCOG Advanced Oral Examination 2
5 October	Final date to submit certification applications for November RANZCOG Board meetings (i.e. upon completion of training and assessment requirements)
31 October	Closing date for applications to sit the 2020 Written and Oral Examinations 1
13–15 November	RANZCOG Board and committee meetings

**NOTE: LATE APPLICATIONS FOR RANZCOG EXAMINATIONS AND CERTIFICATION WILL NOT BE ACCEPTED.
Please refer to the relevant CWH, DRANZCOG & DRANZCOG Advanced Regulations.**

COLLEGE CONTACTS



Education & Training

General training email address: dts@ranzco.edu.au

General assessment email address: assessment@ranzco.edu.au

Name & Position	Area of responsibility	Contact Details
Mr Brendan Grabau Director, Education & Training	Education & training policy	tel +61 9417 1699 bgrabau@ranzco.edu.au
Ms Rina Lekkas Manager, Training Programs	Training policy	tel +61 3 9417 1699 rlekkas@ranzco.edu.au
Ms Maree Brislin Senior Coordinator, CWH/Diploma Training Programs	Trainee enquiries Registration/training documentation Certification	tel +61 3 9417 1699 mbrislin@ranzco.edu.au
Ms Lynsey Billings Coordinator, CWH/Diploma Training Programs	Training documentation Administration support	tel +61 3 9417 1699 lbillings@ranzco.edu.au
Ms Gina Cathro Senior Coordinator, Education Development	CWH, DRANZCOG & DRANZCOG Advanced Workplace-based Assessment implementation & Assessor training	tel +61 3 9417 1699 gcathro@ranzco.edu.au
Ms Bronwyn Chandler Senior Coordinator, eLearning	CWH, DRANZCOG & DRANZCOG Advanced online modules	tel +61 3 9417 1699 elarningsupport@ranzco.edu.au
Ms Kellen Lowrie Coordinator Assessment	CWH & DRANZCOG Written Examinations	tel +61 3 9417 1699 klowrie@ranzco.edu.au
Ms Hannah Lange Coordinator Assessment	DRANZCOG Advanced Oral Examination	tel +61 3 9417 1699 hlange@ranzco.edu.au

COLLEGE CONTACTS



RANZCOG Regional Offices

State	Staff	Contact Details
Victoria & Tasmania	Executive Officer: Ms Bec McPhee	RANZCOG Victorian Regional Office 254-260 Albert Street EAST MELBOURNE VIC 3002 tel +61 3 9412 2904 vic-tas@ranzcoг.edu.au
New South Wales	Executive Officer: Ms Lee Dawson	RANZCOG New South Wales Regional Office Suite 2, Ground Floor 69 Christie Street St Leonards NSW 2065 tel +61 2 9436 1688 nsw@ranzcoг.nsw.edu.au
Queensland	Executive Officer: Ms Sylvia Williamson	RANZCOG Queensland Regional Office Level 2 56 Little Edward Street Spring Hill QLD 4000 tel +61 7 3252 3073 qld@ranzcoг.edu.au
South Australia & Northern Territory	Executive Officer: Ms Tania Back	RANZCOG SA/NT Regional Office Level 1 213 Greenhill Road Eastwood SA 5063 tel +61 8 8274 3735 taniaback44@ranzcoг.edu.au
Western Australia	Executive Officer: Ms Carly Moorfield	RANZCOG WA Regional Office 34 Harrogate Street West Leederville WA 6007 tel +61 8 9322 1051 wa@westnet.com.au

TRAINING MENTORS

RESIGNATION FORM



CERTIFICATE OF WOMEN'S HEALTH TRAINING MENTORS RESIGNATION

I, _____ hereby notify the Chair of the relevant State Reference Committee and the College that I wish to resign my position as Training Mentor at the following site:

SUCCESSOR

I will cease to mentor Certificate of Women's Health trainees as of:

____/____/____

In consultation with the relevant Head of Department/State Reference Committee Chair, it has been agreed that I will be succeeded as Certificate of Women's Health Training Mentor by:

Please note that the nominated successor **must** be approved by CCDOG. Contact Ms Lynsey Billings, Coordinator, CWH/Diploma Training Programs for further details (03 9412 2973; lbillings@ranzcog.edu.au)

Effective from: ____/____/____

Please fax/email the completed form to the Chair of your State Reference Committee for consideration and ratification (via the relevant RANZCOG Regional Office).

New South Wales Ms Lee Dawson fax: +61 2 9436 4166 email: nsw@ranzcog.nsw.edu.au	Australian Capital Territory Ms Victoria Peisley fax: +61 2 9436 4166 email: act@ranzcog.edu.au
South Australia / Northern Territory Ms Tania Back fax: +61 8 8271 5886 email: taniaback44@ranzcog.edu.au	Queensland Ms Sylvia Williamson fax: +61 7 3257 2370 email: qld@ranzcog.edu.au
Western Australia Ms Carly Moorfield fax: +61 8 6263 4432 email: wa@ranzcog.edu.au	Victoria & Tasmania Ms Bec McPhee fax: +61 3 9419 0672 email: vic-tas@ranzcog.edu.au

