



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

Continuing Professional Development

# Framework Definitions

November 2020



The following definitions work with the RANZCOG CPD Framework, providing clarity relating to activities.

Domain	Descriptor
<b>Educational Activities</b>	Includes participation in self-directed learning and/or involvement in College roles and/or educational events.
<b>Outcome Measurement</b>	Includes measurement of outcomes of care, benchmarking of performance with peers and reflecting on patient outcomes.
<b>Performance review</b>	Includes reviewing and reflecting on actual work processes and can include feedback from peers, colleagues and patients.



## Educational Activities

### Committee Work

<b>External medical committees</b>	A group of health professionals affiliated with a hospital/clinic or medical organisation meeting regularly to address arising issues and maintain quality of service. May have specific O&G focus or may be multi-professional, multi-disciplinary.
<b>Organising committee</b> e.g. conference, educational event	One of a group with direct responsibility for the planning, implementation and post conference evaluation. Event has an educational focus and is relevant to the claimant's professional practice.
<b>RANZCOG committees / working party / panel</b>	Committees and sub-groups appointed by RANZCOG to oversee a particular College role, or to support a particular project, with recommendations made to the Council and Board.
<b>Regional, government or national policy advisory bodies</b>	Committees that represent health interests for patients and/or the medical community across many jurisdiction, for example Government advisory bodies, professional and health and safety monitoring bodies.

### Conferences / Workshops

<b>Conference / workshop / educational meeting attendance</b>	Conference: A formal meeting of people with a shared interest, typically one that takes place over multiple days. Workshop / Educational meeting: A meeting at which a group of people engage in discussion and activity on a particular subject or project.  May be O&G focused or related to some other aspect of clinical or professional practice.
<b>Reviewer of scientific meeting abstracts</b>	Reviewing abstracts of scientific papers and posters submitted for presentation at a scientific meeting to determine their merit.



**Formal presentation at conferences / workshops / educational meetings**

A planned presentation on an agreed topic and/or supporting panel discussions in person or via video conferencing.

**Convening / chairing educational meetings**

Responsibility for the in-person coordination and/or chairing of an educational session at a larger conference or meeting or a smaller stand-alone meeting or event.

## Research

**Developing surveys**

Having a major role in the design, development and data collection of a survey. Survey is defined as a research method used for collecting data from a pre-defined group of respondents either in person, on paper, by phone or electronically, to gain information and insights on various topics of interest.

**Clinical research projects**

Principal investigator in a clinical research project including study design and patient selection. The definition of clinical research includes retrospective outcomes analysis, observational studies & clinical trials, including multi-centre and smaller local studies.

**Author of grant application**

Claimant has a major role in the writing of a grant, or application for financial support by an external body such as a government agency, corporation, foundation or trust.

**Research / clinical projects related to further formal education e.g. Masters / PhD**

Research / clinical projects undertaken as part of a further qualification completed relevant to your medical practice e.g. PhD, Masters, Subspecialty training.

## Self-education / E Learning

**Online learning/audio/video**

A course or program delivered completely online. Includes E-learning modules, webinars, podcasts etc.

**Professional Reading / Journal Clubs**

Professional Reading: Reading journal articles, educational magazines or books, whether in hard print or online.  
Journal Clubs: Participation in a group discussion with peers to critically evaluate recent articles in academic literature.



## Teaching / Supervision / Mentoring / Examining

<b>Examiner for non-RANZCOG exams e.g. university, hospital, DDU</b>	A formally appointed examiner by an organization outside of RANZCOG, such as a hospital or university with responsibilities for testing clinicians knowledge. Covers activities which include: setting exam questions, marking exams responses & participation in oral examinations.
<b>Teaching e.g. registrars, medical students, in-hospital</b>	Teaching clinicians in training eg medical students and registrars, either by formal presentation, case discussion or by example, where this activity is by intention and outside of everyday clinical practice.
<b>Supervision</b>	Supervision of students or more junior medical staff by a formal arrangement where the supervisor takes on a responsibility to provide oversight and guidance for a particular activity, set of activities or outcomes that the supervisee is assigned to do or deliver.
<b>Mentoring (e.g. trainee, SIMG, or other O&amp;G mentee)</b>	Mentoring is a relationship in which a more experienced or more knowledgeable person helps to guide a less experienced or less knowledgeable person eg trainee, SIMG or junior fellow, to help them reach their full potential. A mentor may share with a mentee (or protege) information about his or her own career path, as well as provide guidance, motivation, emotional support, and role modelling. A mentor may help with exploring careers, setting goals, developing contacts, and identifying resources. The relationship should be formalised with agreed goals and opportunities for feedback.
<b>RANZCOG Exam question - author</b>	Preparing and setting of exam questions for RANZCOG
<b>RANZCOG Examiner</b>	Examining RANZCOG exams (may include preparation time)
<b>RANZCOG Assessor / interviewer</b>	Preparing, assessing and interviewing RANZCOG trainees/SIMGs (may include preparation time)
<b>RANZCOG Training supervision</b>	A formally appointed RANZCOG Training Supervisor in relation to any RANZCOG training programs.



## Research supervisor

Research supervisor role is a formal appointment to oversee the research of another including supporting the planning of their research studies, defining their research topic, supporting the analysis of outcomes and providing critical feedback on the write up of the research study.

## RANZCOG Programs

### C-QulP program

The Cervical Quality Improvement Program (C-QulP) is a RANZCOG Quality Assurance activity for practising colposcopists.

### C-QulP Stage 1 - Recertification (Colposcopy online learning program (COLP) or Colposcopy course/scientific meeting)

Every three years, aligned to the CPD triennium, a C-QulP certified colposcopist must undertake at least one of the following activities:

1. Attendance at a face to face or online colposcopy meeting, workshop, course or conference recognised by the Australian Society for Colposcopy and Cervical Pathology (ASCCP) or RANZCOG.
2. Completion of a RANZCOG approved local, or international, online colposcopy module.

### FSEP program

The Fetal Surveillance Education Program (FSEP) aims to improve professional levels of understanding and confidence in the area of fetal surveillance, thereby reducing the risks of adverse perinatal outcomes, by providing training and educational resources.

### FSEP Stage 1 - Pre-education intervention audit

To be undertaken prior to the workshop

Perform an audit of 30 consecutive deliveries, (or all deliveries for three months), where CTG was used during labour.

### FSEP Stage 2 - FSEP Full-day workshop

Includes: Participation in the workshop, completion of the FSEP Assessment and completion of the FSEP Feedback form.

### FSEP Refresher program

*No Definition*

### Online FSEP (OFSEP)

Completion of the online FSEP module.



## NT Stage 1 - Nuchal Translucency Online Learning Program (NTOLP)

Completion of the Nuchal Translucency online learning program.

The Nuchal Translucency Program is an ultrasound, education and monitoring program. The Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) under the auspices of the Fetal Medicine Foundation (FMF) in the United Kingdom, administers a process for certification in the 11-14 Week Scan to ensure that all those performing this ultrasound examination, using the Fetal Medicine Foundation (FMF) software, have been adequately trained to do so and that high standards of performance are maintained by continuous education and audit.

## Cultural Competency Programs

### RANZCOG course 1: Intercultural Competency (eLearning module)

*No Definition*

### RANZCOG course 2: Aboriginal and Torres Strait Islander Women's Health and Cultural Competency (eLearning module)

*No Definition*

### RANZCOG course 3: Application of Hui Process / Meihana Model to Clinical Practice (eLearning module)

*No Definition*

### External cultural competency course

An educational course/activity directly related to Cultural competency that requires an awareness of cultural diversity and the ability to function effectively and respectfully when working with and treating people of different cultural backgrounds.

## RANZCOG Site Visits

### RANZCOG Practice Visits - Visiting Fellow

*No Definition*

### RANZCOG Accreditation Visit

*No Definition*



## Outcome Measurement

### Audits / Data Review

<b>Clinical audit</b>	A healthcare audit where the focus is clinical care with the aim to identify areas for improvement and monitor/evaluate patient outcomes. e.g. a clinical audit of resources required to deliver care (PPE to support COVID-19).
<b>Compare processes or health outcomes with best practice</b>	An approach to evaluate and improve the effectiveness of a process which contributes to the safety, effectiveness or efficiency of healthcare delivery.
<b>Analysis of patient outcomes</b>	An audit of a clinician practice or aspects of practice against agreed standard with the aim of ensuring practice meets defined standards or as a way of measuring improvements in practice outcomes as a result of practice change.
<b>Surgical audit</b>	Surgical performance reviews refer to the steps taken to track procedures and complications with a view to improving patient outcomes e.g. using surgical performance review tool
<b>Pre/post operation/procedure audit</b>	The monitoring and evaluation of pre/post operation/procedure outcomes over a period of 3-6 months.
<b>UGSA Pelvic floor data audit</b>	UGSA uses the Pelvic Floor Database and helps keep progress in medical & surgical management in the control of the appropriate medical bodies with the aim of expanding the horizons of Female Health Care.





## Resources where contribution is based on review of data/measurement of outcomes

Develop or review educational resources (e.g. RANZCOG, university, hospitals) *No Definition*

Guideline / Protocols / Statement (e.g. RANZCOG, hospital, regional) *No Definition*

## Publications where contribution is based on review of data/measurement of outcomes

Author or reviewer - Chapter, book *No Definition*

Author or reviewer - Scientific journal / medical publication *No Definition*

Author or reviewer - Paper in scientific peer reviewed journal / Scientific meeting abstracts *No Definition*



## Reports where contribution is based on review of data/measurement of outcomes

### Assessing incident reports

The process of reviewing, analysing and providing feedback on an incident report. Incident reports are a quality tool used to capture events or “near misses”.

Leading, analysing, writing reports on healthcare outcomes

### Co-reporting ultrasound examinations

Writing or authorising formal ultrasound reports with a peer, to compare interpretations with peers and ensure uniformity of reporting.

## Quality Programs where contribution is based on review of data/measurement of outcomes

National Cancer Screening Register (NCSR) Audit report

*No Definition*

Nuchal translucency (NT) program annual audit and software renewal

*No Definition*

Fetal Surveillance Education Project pre/post audit

*No Definition*

Quality improvement activities (e.g. quality improvement committees etc.)

*No Definition*



## Research

Research project/activity that is analysing and reflecting on outcomes

*No Definition*

## Review of Medical Records

Medico-legal work (report, expert witness)

Medico legal involves both medical and legal aspects, mainly: Medical jurisprudence, a branch of medicine. Medical law, a branch of law.

Clinical case review

A clinical case review is a detailed report of the symptoms, signs, diagnosis, treatment, and follow-up of an individual patient. Case reports usually describe an unusual or novel occurrence and as such, remain one of the cornerstones of medical progress and provide many new ideas in medicine

Root cause analysis

Root Cause Analysis (RCA) is a method or methodology used to investigate an incident in order to assist in the identification of health system failures that may not be immediately apparent at initial review. The purpose of an RCA is to identify system issues that contributed to or resulted in the incident occurring and to provide recommendations on actions to be taken to prevent or minimise a recurrence of a similar incident.

## RANZCOG Site Visits

RANZCOG Accreditation visit report

*No Definition*

RANZCOG Accreditation progress report review

*No Definition*

RANZCOG Practice Visits - Visiting Fellow final written report

*No Definition*



## Performance Review

### Professional Development Plan (PDP) and Annual Conversation

#### Annual Conversation

*No Definition*

#### Creating and maintaining a Professional Development Plan (PDP)

A projected yearly plan of your requirements for ongoing professional development, based on reflection of your current practice and educational needs. The PDP is an annual mandatory requirement for all RANZCOG Fellows and Associate Members AUS/NZ from 1 July 2022.

### Clinical Meetings

#### Case review meetings

A meeting amongst health professionals to discuss clinical cases and formulate a plan for their ongoing care needs. Case review meetings are an opportunity for health professionals to receive feedback from peers and reflect on their own performance.

#### Mortality & Morbidity meetings

Meetings held at regular intervals between physicians (+/- allied health professionals) to review cases complicated by unexpected morbidity or mortality, with the aim of learning from issues discovered and instituting modifications within the health environment to avoid repetition of the events

M&M meetings are an opportunity for health professionals to receive feedback from peers and reflect on their own performance.

#### Pathology Audit / Clinicopathological meetings

Pathology Audit / Clinicopathological meetings are meetings between clinicians and pathologists to review histopathology reports and discuss case outcomes or ongoing care requirements

Pathology Audit / Clinicopathological meetings are an opportunity for health professionals to receive feedback from peers and reflect on their own performance



**Multidisciplinary team meetings \***  
**\* Mandatory activity for CGO subspecialists.**

A forum for clinicians and health care professionals from different disciplines to review cases and agree to individualised treatment plans with the aim of optimising patient outcomes.

Multidisciplinary team meetings are an opportunity for health professionals to receive feedback from peers and reflect on their own performance.

**Presenting at grand rounds**

Presenting a case and discussion of the associated medical problems and treatment to an audience of senior and junior doctors and medical students, for the purposes of education and review of care.

Presenting a case during grand rounds is an opportunity for health professionals to receive feedback from peers and reflect on their own performance.

**Self-evaluation and reflection for any activity**

*No Definition*

*No Definition*

**Operating / Performing procedure with a peer**

**Operating / Performing procedure with a peer**

Operating with a colleague to receive/provide supervision, mentoring or preceptorship for a procedure. This includes logging procedures.

**Pre/post operation/procedure review and reflection**

Reviewing and reflecting upon either current practice before operating with a colleague, or feedback and experience gained from operating time with a colleague.



## Peer Review/feedback

<b>Undertake 360 degree MSF as participant</b>	360-degree multi source feedback (MSF) is a process of collecting feedback from peers, patients and employers and reflecting on your own performance.
<b>Peer review of own performance</b>	Peer review is the evaluation of work by one or more people with similar competences and focuses on the performance of professionals, with a view to improving quality and upholding standards.
<b>Workplace performance appraisal</b>	Workplace performance appraisal is a process often combining both written and oral elements whereby management evaluates and provides feedback on employee job performance, including steps to improve or redirect activities as needed.
<b>Mentoring (review of own performance)</b>	<i>No Definition</i>
<b>Joint review of cases</b>	<i>No Definition</i>
<b>Peer support groups / Network group</b>	<i>No Definition</i>
<b>Teaching (Review of feedback from medical students/Registrars)</b>	<i>No Definition</i>
<b>RANZCOG Training supervision (Review of feedback from trainees)</b>	<i>No Definition</i>
<b>RANZCOG Examiner (Review of feedback from peers, candidates)</b>	<i>No Definition</i>
<b>RANZCOG Assessor / interviewer</b>	<i>No Definition</i>
<b>Articles for journals – peer review/feedback</b>	<i>No Definition</i>
<b>Surgical feedback from a peer</b>	<i>No Definition</i>



## RANZCOG Site Visits Feedback and Reflection

RANZCOG Practice Visits - Visited Fellow performance feedback and reflection

*No Definition*

RANZCOG Practice Visits - Visiting Fellow performance feedback and reflection

*No Definition*

RANZCOG Site Accreditation - Visiting Fellow performance feedback and reflection

*No Definition*

## Satisfaction Questionnaires

Practice visit patient satisfaction questionnaire (PSQ)

*No Definition*

Self-adapted satisfaction questionnaire (SASQ)

The RANZCOG Self-adapted patient satisfaction questionnaire (SAPSQ) focuses on:

- Patients' perceptions of various aspects of the practice, such as the practice's location, accessibility, waiting area, staff and appointment wait time;
- Aspects of the doctor-patient relationship, such as the doctor's communication and people skills; and
- Quality of the information provided to the patients regarding their condition or treatment plan, such as the costs or side effects of any medications prescribed or pathology/imaging tests ordered, or the reasons for these being recommended.