

Guidelines

The RANZCOG *Training Support Plan* (TSP) focuses on supporting trainees, training supervisors, and training sites in providing support for trainees returning from extended periods of leave and/or where development and learning opportunities have been identified that will benefit the trainee progressing in a training program.

The TSP can be used for the following:

- Trainees returning from extended leave to establish a return to training requirements
- To address development and or learning opportunities identified at a three-monthly and or six-monthly assessment
- To address development and or learning opportunities identified through workplace-based assessments across RANZCOG training programs
- To address development and or learning opportunities and or a “not satisfactory” six monthly summative assessment
- To support trainees with examination failure

Please note this is not intended to replace the Learning Development Plan that is currently in place.

A TSP is particularly important at the Three-Monthly Formative Appraisal if areas for development are identified. This provides a measurable plan for both the trainee and supervisor which can later be considered as part of the Six-Monthly Summative Assessment process.

Ongoing monitoring of TSP is the responsibility of the supervisor in collaboration with the trainee. This includes regular meetings to review the Plan and amend as appropriate.

Changing training sites and/or supervisors with a TSP

It is important when a trainee moves training sites and/or supervisors that the new supervisor is provided with a copy of any TSP that is currently in place. The new supervisor should either agree to continue the plan or, when appropriate, form a new agreement that is appropriate to the trainee's learning and that is appropriate to the new training position.

Preparing a *Training Support Plan*

Preparation and implementation of the plan is a joint agreement between the trainee and training supervisor. Curriculum learning outcomes, outstanding training requirements, examination status, and future training needs should be considered when preparing a plan.

Preparation

- Compile a summary of areas for consideration before meeting with the trainee/supervisor
- Areas for consideration may include one/some of the key attribute categories listed on the three- and six-monthly report form. (*Refer to [RANZCOG website](#)*)
- Speak to other team members, including consultants, senior registrars, senior midwives, etc., and request examples of areas of strength and areas where learning opportunity may lie.
- Supervisors – can access trainee *My.RANZCOG* records including appraisals and assessments, requirements summary, time summary, and logbook summaries.
- For Subspecialist and DRANZCOG and DRANZCOG Advanced contact the College training teams to access trainee information as appropriate.
- The trainee should be encouraged to have support person or mentor present.
- Meetings to discuss TSP should be separate from a three- or six-monthly assessment meetings. The initial meeting should be scheduled as soon as possible prior to/ following return from a period of leave or following commencement of a new role or training site.
- Training supervisors are encouraged to discuss complex trainee matters with the ITP Coordinator and where appropriate tabled for discussion at the local State/Territory and New Zealand TAC meetings.
- For Subspecialist and DRANZCOG and DRANZCOG Advanced trainees, Training Supervisors are encouraged to notify the respective College training teams, who can escalate to the relevant Chairs and committees.

Environment

Meetings should be held in a private room avoiding interruptions, and at a mutually convenient time to ensure all parties feel safe to discuss issues, strengths, and opportunities.

The focus of meetings is to be supportive, with the aim to provide guidance and facilitating learning. Confidentiality should be assured and both trainee and supervisor provided an opportunity to provide input.

What to include in a Training Support Plan:

Training Support Plans are an agreement between a trainee and supervisor and should include areas for support, additional supervision, and guidance, and learning opportunities.

A Training Support Plan form is available on the RANZCOG website and can be attached to Six-Monthly Summative Assessment forms on My.RANZCOG for RANZCOG Trainees.

Subspecialist and DRANZCOG and DRANZCOG Advanced Trainee Support Plans can be forwarded to the College training teams.

- Define areas for support (include specific examples if appropriate).
- State the desired outcome.
- Include recommended/available resources available.
- Identify possible barriers to learning, and ways to overcome these matters.
- Include relevant dates and timelines.
- Discuss progress meeting and review.
- Include measurable outcomes/targets where appropriate.

Return to training procedure numbers

Recommended procedure numbers for FRANZCOG return to training support have been prepared as per [Appendix I](#). These procedure numbers are intended as a guide and are not mandatory.

Sign-off

Training Support Plans must be signed-off by both the trainee and supervisor at the:

- beginning of the plan indicating agreement of the content
- end of the plan indicating that both parties are comfortable with progress.

Copies of Training Support Plan documentation

A copy of TSPs should be uploaded to My.RANZCOG to the relevant trainee document pertaining to the plan e.g. Prospective Approval form for return to training after extended leave, or Three-Monthly Summative Appraisal form, or Six-Monthly Summative Assessment form. The notes section on the system can be used to record meetings between the trainee and Training Supervisor.

College contacts

For support regarding TSPs please contact your local State/Territory/New Zealand office or the College House training team on the below email addresses.

Contact	Email
FRANZCOG Training	training@ranzcog.edu.au
State/Territory/New Zealand offices	
• Queensland	qldtraining@ranzcog.edu.au
• New South Wales and Australian Capital Territory	nswtraining@ranzcog.edu.au
• Victoria	vic-tas@ranzcog.edu.au
• Tasmania	vic-tas@ranzcog.edu.au
• South Australia and Northern Territory	sa-nt@ranzcog.edu.au
• Western Australia	wa@ranzcog.edu.au
• New Zealand	nztraining@ranzcog.org.nz
• Subspecialist Training Program	cgo@ranzcog.edu.au cu@ranzcog.edu.au cogu@ranzcog.edu.au crei@ranzcog.edu.au cmfm@ranzcog.edu.au
• DRANZCOG and Advanced DRANZCOG Training Program	dts@ranzcog.edu.au

Training Support Plan

– Appendix I



Recommended procedure numbers for FRANZCOG return to training support

These procedure numbers are intended as a guide and are not mandatory.

Time out of Training	Procedure or Clinical Task	Number of Cases (Procedures) or Clinics		
		FRANZCOG training level ¹		
		1 or 2	3 or 4	5 or 6
< 6 months	All	0	0	0
>= 6 & <12 months	Major Gyn Surgery	*	*	1
	Minor Gyn Surgery	2	0	0
	Caesarean Section – Non-Complex	5	2	0
	Caesarean Section –Complex	*	*	2
	PPH Mx in Theatre	*	*	2
	Instrumental Birth	2	0	0
	Outpatient Clinic	*	2	0
>=12 & <24 Months	Major Gyn Surgery	*	*	1
	Minor Gyn Surgery	4	0	0
	Caesarean Section – Non-Complex	10	4	2
	Caesarean Section – Complex	*	*	3
	PPH Mx in Theatre	*	*	4
	Instrumental Birth	4	2	0
	Outpatient Clinic	*	3	0
>= 24 Months	Major Gyn Surgery	*	*	1
	Minor Gyn Surgery	6	0	0
	Caesarean Section – Non-Complex	15	3	3
	Caesarean Section –Complex	*	*	6
	PPH Mx in Theatre	*	*	4
	Instrumental Birth	6	3	0
	Outpatient Clinic	*	4	0