

FRANZCOG Training and Assessment Documentation Policy and Procedure

Purpose and Scope

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.

Policy

RANZCOG training program requires completion of several assessments to be eligible to be awarded a RANZCOG qualification. All information regarding program requirements can be found in the applicable sections of the RANZCOG Regulation.

This policy covers the following assessments and training documents:

- Training and Assessment Documentation
 - Logbook
 - Three-Monthly Formative Appraisal
 - Six-Monthly Summative Assessment
- In-Hospital Clinical Assessment (IHCA) Modules (Ultrasound <Dec 2016)
- Assessment of Procedural and Surgical Skills (APSS)
- Research
- Mandatory Workshops
- Acquire eLearning Modules
- Advanced Training Modules (ATMs)

Procedure

1. Training and Assessment Documentation

1.1 Pre 2016 Logbook - Training and Assessment Record (TAR)

A Training Assessment Record (TAR) is a record of a trainee's training history and experience during their FRANZCOG training. The record consists of a Logbook, Three-monthly Formative Appraisals, Six-monthly Summative Assessment Reports and any other applicable training and assessment documentation.

The logbook is a Record of a Trainee's training, procedures, clinics and scans. The pre-2016 paper-based Logbook must be reviewed, initialled and dated by the Training Supervisor.

On commencing a new training post, trainees must, upon request, provide an up-to-date record of their training and assessments to their new Training Supervisor. Trainees who fail or refuse to submit an up-to-date record of their training and assessments to their new Training Supervisor will not gain credit for

any training undertaken and/or assessment of the FRANZCOG Training Program attempted and/or completed during the period in which the TAR was not made available to the Training Supervisor.

Trainees who commenced the program prior to 1 December 2015 are required to retain their paper-based Training Assessment Record, which contains their Clinical Training Summaries, Six-monthly Summative Assessment Reports, Three-monthly Formative Appraisal Reports and other training and assessment documentation.

The Certificate of Satisfactory Completion (CSCT) must be submitted by the trainee to consolidate their paper based and online training, including submission of the TAR

The CSCT must also be reviewed and signed by the Chair of the relevant State and Territory or New Zealand Training Accreditation Committee, who review completed training requirements before certification of that Training can occur.

1.2 Post 2016 – Online Training Platform

The online training platform maintains a record of a trainee's training history and experience during their FRANZCOG training.

1.2.1 Online Logbook

The online logbook is a Record of a Trainees training, procedures, clinics and scans. The online Logbook must be reviewed and electronically approved by the Training Supervisor.

The Chair of the relevant State and Territory or New Zealand Training Accreditation Committee must review and approve a trainee's online logbooks when assessing the Six-monthly Summative Assessment

1.2.2 Three-Monthly Formative Appraisal

Completion of Three-monthly Formative Appraisal Reports for each trainee are compulsory. They must be completed by the Training Supervisor and discussed with the Trainee prior to submission.

1.2.2.1 Submission and Approval of Three-monthly Formative Appraisal

Three-monthly Formative Appraisal Reports must be submitted to the the relevant State and Territory or New Zealand Office via RANZCOG's online training platform within four (4) weeks of the end of the relevant training period to which a Three-monthly Formative Appraisal Report relates. When leave has been taken, or a trainee trains for less than five (5) calendar weeks in the first 13 weeks of the relevant six-month training block, a Three-month Formative Appraisal will not be required.

If there are concerns about a trainee's performance and progress, it is essential that this is indicated to the trainee and recorded at the time of the Three-monthly Formative Appraisal.

1.2.2.2 Failure to Submit Training Documentation

If a trainee fails to submit a Three-monthly Formative Appraisal by the stipulated deadline, the relevant three-month training period will not be credited.

1.2.3 Six-Monthly Summative Assessment Reports

Completion of Six-monthly Summative Assessment Reports for each trainee are compulsory. They must be completed by the Training Supervisor, discussed with the Trainee prior to submission.

1.2.3.1 Submission and Approval Six-Monthly Summative Assessment Reports

Six-monthly Summative Assessment Reports must be submitted to relevant State and Territory or New Zealand Office via RANZCOG's online training platform within six (6) weeks of

the end of the relevant training period to which a Six-monthly Summative Assessment Report relates.

These reports must be approved by the relevant State and Territory or New Zealand Training Accreditation Committee Chair.

1.2.3.2 Six-monthly Summative Assessment Reports and 'Referred for Review'

The trainee must ensure the assessment is initiated and lodged within the Online Training Platform. Once completed, Six-monthly Summative Assessment will be assessed by Training Supervisors as either 'Satisfactory' or 'Referred for Review'.

The Training Supervisor may refer any trainee of concern for review to the State, Territory and New Zealand TAC. 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 occur, the report must be referred for review to the State, Territory and New Zealand TAC.

Any Six-monthly Summative Assessment which is 'Referred for Review' must be forwarded to the Chair of the relevant State and Territory or New Zealand Training Accreditation Committee for further consideration and action by that committee and must be accompanied by a written Learning Development Plan for the trainee

1.2.3.3 Review of Summative Assessment Reports

All Six-monthly Summative Assessment Reports '*Referred for Review*' will be considered by the relevant State and Territory or New Zealand Training Accreditation Committee at the next meeting following the conclusion of the relevant six-month training period. The Committee, after discussion and at its discretion, will decide if the trainee's assessment will be deemed 'Satisfactory' or 'Not Satisfactory'. In making their decision, the Committee may discuss the trainee's report with the relevant Training Supervisor and/or the ITP Coordinator. Previous reports and progress should also be reviewed and specific areas of concern identified and noted.

In the event that a trainee who has transferred to another state/region in the course of their training has a Six-monthly Summative Assessment Report 'Referred for Review' while in the new region, the Training Accreditation Committee in that region will be responsible for making the final decision as to whether the report should be rated 'Satisfactory' or 'Not Satisfactory', regardless of the total period of training being assessed since the trainee's previous summative assessment. This decision may be made in consultation with the trainee's previous Training Accreditation Committee and with the Training Department if further information about the trainee's performance/progress prior to the transfer is required.

1.2.3.4 Outcome for 'Referred for review'

If the Six-monthly Summative Assessment Report is assessed by the State and Territory or New Zealand Training Accreditation Committee as 'Satisfactory', the Chair will write to the trainee informing them of the Committee's decision.

If the Committee's view is that there are still areas of concern in relation to the trainee's performance and progress, this must be communicated to the trainee in the same letter. Copies of the letter should be sent to the relevant Training Supervisor and ITP Coordinator (where applicable), and to the Training Department at RANZCOG. The Chair must also indicate the Committee's decision on the report.

If the Six-monthly Summative Assessment Report assessed by the State and Territory or New Zealand Training Accreditation Committee is deemed by the Committee to be 'Not Satisfactory', the Chair will write to the trainee notifying them of the decision and of the fact that the relevant six-month period will not be credited.

The letter should advise the trainee of the reasons for the Committee's decision and make recommendations for improvements in performance and progress, including appropriate supervision and mentoring. The letter should also remind the trainee that three (3) 'Not Satisfactory' Six-monthly Summative Assessment Reports in the course of the training program will result in recommendation for removal from the program. Copies of the letter should be sent to the relevant Training Supervisor and ITP Coordinator (where applicable), and also to the Training Department at RANZCOG.

In case of the either of above of outcomes, a (written) Learning Development Plan for the trainee, with any revisions considered necessary by the relevant State and Territory or New Zealand Training Accreditation Committee, submitted with the Six-monthly Summative Assessment Report must be implemented as soon as possible. A copy of this plan should be retained in the trainee's file.

1.2.3.5 Failure to Submit Training Documentation

If a trainee fails to submit a Six-monthly Summative Assessment Report within six (6) weeks of the end of the relevant training period, the relevant six month training period will automatically be assessed as 'Not Satisfactory'. The trainee will be advised of this by the relevant Training Accreditation Committee. Should there be a second failure to submit a Six-monthly Summative Assessment Report within the stipulated timeframe, they will be recommended for removal from the training program. No further warnings will be provided.

2. In-Hospital Clinical Assessment Module (pre-December 2016)

The required In-Hospital Clinical Assessment (IHCA) module is Diagnostic Ultrasound for all trainees commencing prior to 1 December 2016.

2.1 Attempts

Each IHCA may be repeated as a summative assessment as many times as is necessary, but not within four (4) weeks of an unsuccessful attempt.

In the event of a repeat summative attempt, the candidate must be assessed by two assessors from the College list of approved assessors of the IHCA module. In the event of a conflict or recurrent failure, the relevant State and Territory or New Zealand Training Accreditation Committee Chair may assist the candidate in the selection of assessors and/or a mentor.

2.2 Timeframe

Each IHCA module may be attempted at any time during Basic Training.

2.3 Approved Assessors

In Australia and New Zealand, assessors for summative assessments must be a RANZCOG approved IHCA Assessor.

Outside Australia and New Zealand, an assessor for a summative assessment must be a specialist obstetrician/gynaecologist of consultant status who is in active clinical practice in the specialty and has been approved for this purpose by the Chair of the Examination and Assessment Committee.

The choice of an assessor to assess a summative IHCA module should be made using the College list of approved assessors of IHCA modules.

3. Assessment of Procedural and Surgical Skills (APSS)

The assessment of procedural and surgical skills (APSS) is an evaluation of your competence to perform obstetric and gynaecological surgical procedures.

3.1 Assessors

Assessments may be conducted by your training supervisor or an appropriate consultant (or by a FRANZCOG advanced trainee for assessments due at or before the end of Year 2)

3.2 Formative assessment

To maximise your exposure to consultant feedback, the College strongly encourages you to complete at least three formative assessments per skill before attempting a summative assessment.

3.3 Summative assessment

The College recommends that you attempt a summative assessment when you feel confident in being able to perform the skill with minimal input from your assessor.

4. Research

The research requirement is compulsory for all trainees.

Research submissions must be made according to the directions on RANZCOG's website and as per FRANZCOG Research Training Requirement Policy

5. Mandatory Workshops

Trainees must complete a number of workshops and courses as part of the FRANZCOG training program. The requirements for each training cohort are listed in the Requirement Summary in the online training platform

6. Acquire eLearning Modules

Trainees must complete several eLearning modules via Acquire.

The requirements for each training cohort are listed in the Requirement Summary in the online training platform

7. Advanced Training Modules (ATMs)

Advanced Training Modules (ATMs):

Trainees commencing training before 1 December 2014, are not required to undertake the Advanced Training Modules.

Trainees commencing training on or after 1st December 2014, must complete the ATM requirement, which can be undertaken full-time or part-time at any time during Advanced Training.

The requirements for each training pathway are listed in the Requirement Summary in the online training platform

8. Related RANZCOG documents

- RANZCOG Regulation
- Exceptional Circumstances and Special Consideration Policy and Procedure
- Reconsideration, Review and Appeal of Decisions Policy
- Fellowship of RANZCOG Training Program Handbook (after 1st December 2013)
- Fellowship of RANZCOG Training Program Handbook (before 1st December 2013)

Version	Date of Version	Pages revised / Brief Explanation of Revision
Version 1	November 2022	Extraction from Regulation

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