



Integrate Training Supervisor User Guide for the CWH, PTP and APTP

ROYAL AUSTRALIAN & NEW ZEALAND COLLEGE OF OBSTETRICS &
GYNAECOLOGISTS
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v1.0	July 2023	Version 1
V2.0	February 2024	Version 2 – Name change and minor updates to WBA process

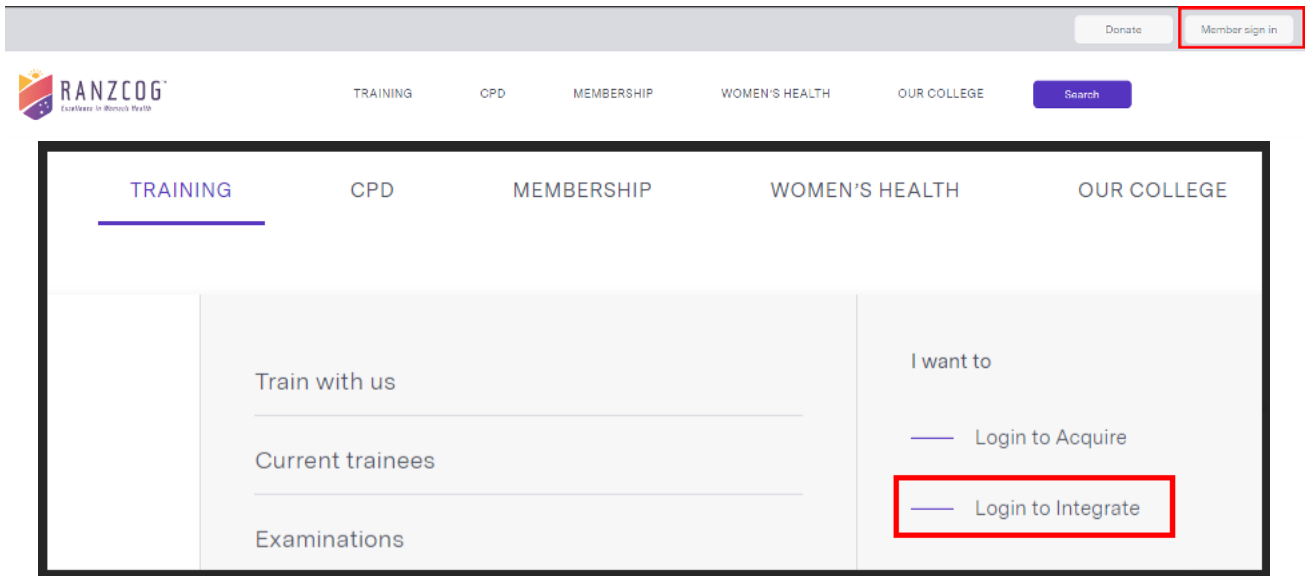
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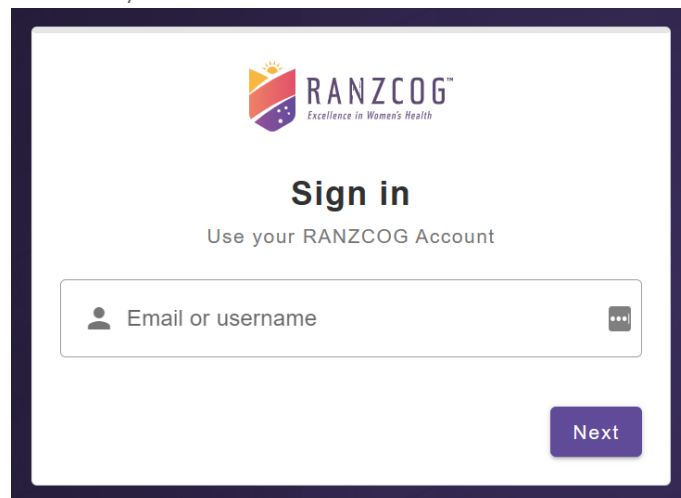
The RANZCOG Training Programs require trainees to record their training experience and assessments in their logbook. From July 2023 this will be done in a digital logbook available on the Integrate platform.

1. Access

1.1 How do I access the system?



1. Go to the Integrate web page via one of the below pathways
 - a. Go to the RANZCOG website at www.ranzcog.edu.au and either:
 - i. Select the Training Menu then click 'Login to Integrate'; or
 - ii. Select the 'Member sign in' button on the top right hand corner
 - b. Type in www.integrate.ranzcog.edu.au to your web browser
2. Enter your username (your 5 digit RANZCOG ID or email address)
3. Enter your password
4. Once logged in you will see your Dashboard

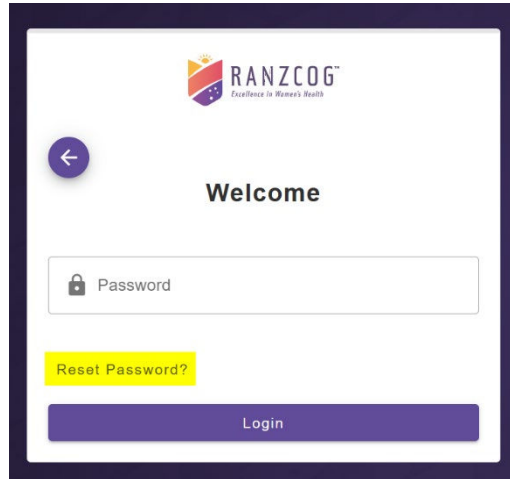


1.2 What do I do if I forget my password?

1. Enter your email address or 5-digit RANZCOG ID
2. Select 'Reset Password' option

3. Confirm your email address
4. You will receive an email with a link and instructions on how to set your password

If you still require assistance, please select the '?' icon at the bottom right-hand corner of your screen or send an email to support@ranzcoг.edu.au.



1.3 Mobile Access

RANZCOG does not currently have any mobile phone apps available. However, you can save the Integrate website to your mobile phone or tablet by following these instructions.

- **iPhone/iPad:** Open Integrate in Safari and tap the share button. Choose "Add to Home Screen" from the menu.
- **Android:** Open Integrate in Chrome, Edge, or Firefox and select "Add to Home Screen" or "Add to Phone" from the menu.

Note: All logbook features will work in mobile except for the Workplace-Based Assessments.



2. Training Mentors, Supervisors and Assessors

2.1 Training Mentors

- One (1) RANZCOG approved Training Mentor is required to provide training supervision when completing the Certificate of Women's Health (CWH)
- Training Mentors must have completed:
 - RANZCOG Associate Training Program (Procedural) (PTP) or
 - RANZCOG Associate Training Program (Adv. Procedural) (APTP)
 - Fellowship of RANZCOG (FRANZCOG); or
 - Diploma of the Royal Australian College of Obstetricians and Gynaecologists (DipRACOG) and affiliated with the Royal Australian College of General Practitioners (RACGP) or the Australian College of Rural and Remote Medicine (ACRRM)

2.2 Training Supervisors

- One (1) RANZCOG approved Training Supervisor is required to provide training supervision when completing the RANZCOG Associate Training Program (Procedural) (PTP)
- PTP Training Supervisors must have completed:
 - PTP; or
 - APTP; or
 - FRANZCOG
- Two (2) RANZCOG approved Training Supervisors are required to provide training supervision when completing the RANZCOG Associate Training Program (Adv. Procedural) (APTP)
- APTP Training Supervisors must have completed:
 - APTP; or
 - FRANZCOG

2.3 Approved Assessors

The intention of in-training assessment is that clinical skills are assessed as the trainee performs them during normal day-to-day work. Assessors must work closely with the trainee so that judgement of performance is based on direct knowledge of the trainee's clinical performance

- An Assessor can either be the appointed Training Mentor/Supervisor OR must have completed:
 - PTP (for assessing CWH/ PTP Trainees only); or
 - APTP; or
 - Fellows of the Royal Australasian College of Physicians (FRACP - Paediatrics) for the PTP Examination of a Neonate Workplace-based Assessment
 - Specialist International Medical Graduates (SIMGs) assessed as Substantially or Partially Comparable
 - FRANZCOG Basic training (FRANZCOG trainees must be in Advanced training); or
 - FRANZCOG.
- Assessors must:
 - Be preapproved by the trainee's Mentor/Supervisor for the specific trainee and the particular assessment
 - Directly observe the trainee performing the skill
 - Have current and appropriate practice to make an accurate assessment of the skill.
- **NOTE: Assessments signed off by a non-approved Assessor are invalid and should be rejected.**

3. Trainee's Logbook

3.1 Trainee's Logbook Overview

3.1.1 Purpose of Logbook

- It is a compulsory requirement for trainees to record the requested details of their training, irrespective of the type of training they are undertaking (e.g., full-time, part-time, hospital-based or practice-based training).
- The Logbook requirements have been designed with these training situations in mind and should enable all trainees to record the details relevant to the training undertaken in real time.
- The record of experience has the following functions:
 - It provides trainees with a personal record of all procedural and other training experiences, which are requirements for satisfactory completion of the RANZCOG Training Programs.
 - The Logbook will be used by the RANZCOG-approved Training Mentor/Supervisor to monitor the trainee's progress to ensure that it is appropriate for the level of training. The information contained in the Logbook will also be used by the College to monitor each trainee's training experience.

3.1.2 Instructions to Trainee's for completion of the Logbook

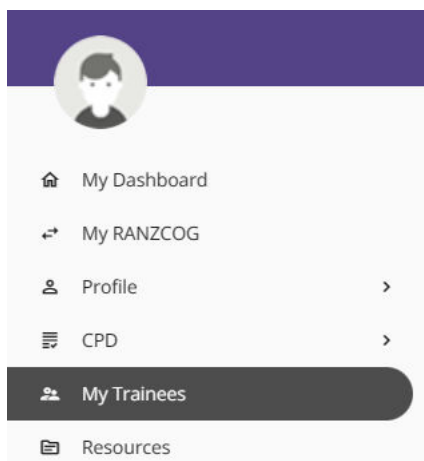
- Record training experience on a daily basis.
- Completion of additional training programs build on the knowledge and skills developed during the previous training program so procedure details should differ between each Logbook.
 - It is not permissible to transfer procedures completed in one logbook to the other logbook e.g. an instrumental vaginal birth involving patient ID AB123 on 24/07/2023 cannot be recorded in both the PTP and APTP logbooks
- Meet with the appointed Training Mentor/Supervisor at least monthly to review the Logbook, discuss your training experience and plan continued training.
- All training that is added to the logbook must be reviewed by the Training Supervisor
- Satisfactory completion of the Logbook is a compulsory assessment requirement.
- Trainees must submit their completed logbook within two (2) years from the commencement of training when completing one (1) program, or four (4) years when completing 2 or more programs concurrently.

3.2 What if my trainees are currently completing a paper/PDF logbook?

Trainee's that started their training prior to July 2023 will be working from a paper or PDF version of the training logbook. These trainee's may convert to the Integrate Logbooks with your approval. It will be the responsibility of the trainee to re-enter all their logbook entries online, and they will all need to be approved (or re-approved) by you as the Supervisor. Hybrid logbooks or paper logbooks from trainees who commenced training or added a program after July 2023 will not be accepted for submission.

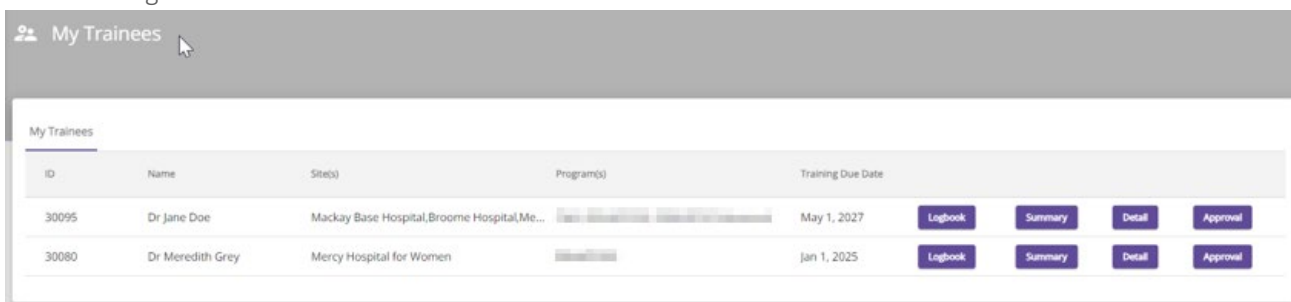
If your trainee would like to move to the Integrate Logbook they should email cptp@ranzcog.edu.au with the details of their request and allow up to 10 business days for requests to be processed.

4. My Trainees Page



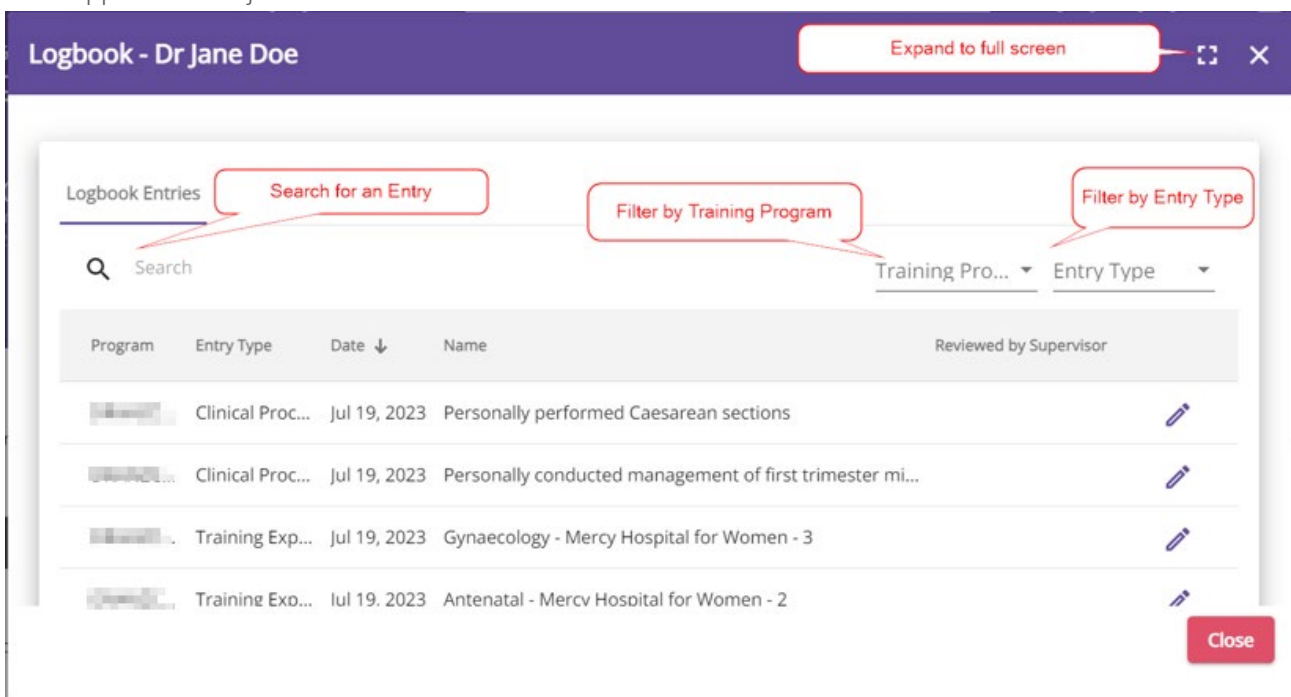
4.1 My Trainees List

This is a list of your trainees for the CWH, PTP and/or APTP training programs. Here you can view the programs for which you are their Supervisor and the sites where they are conducting their training.



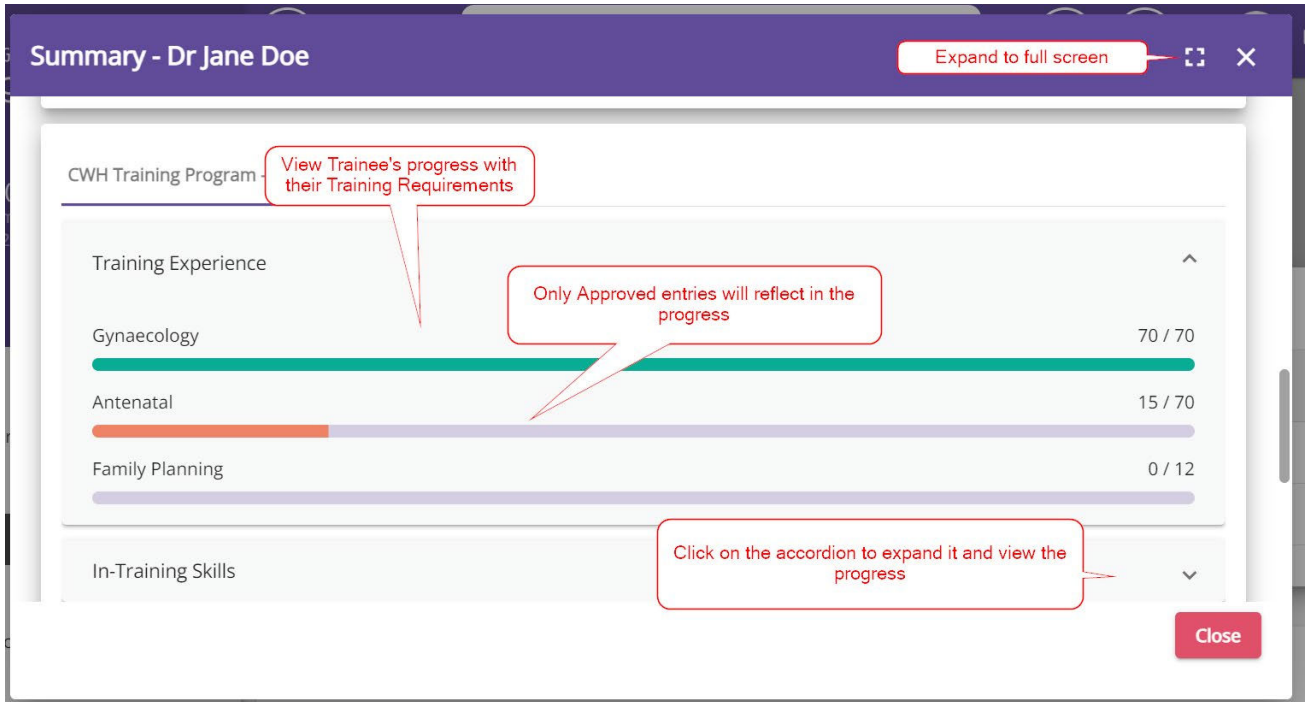
4.1.1 Logbook button

Click on the Logbook button to see that trainee's logbook. Here you can search for entries that have already been approved or rejected.



4.1.2 Summary button

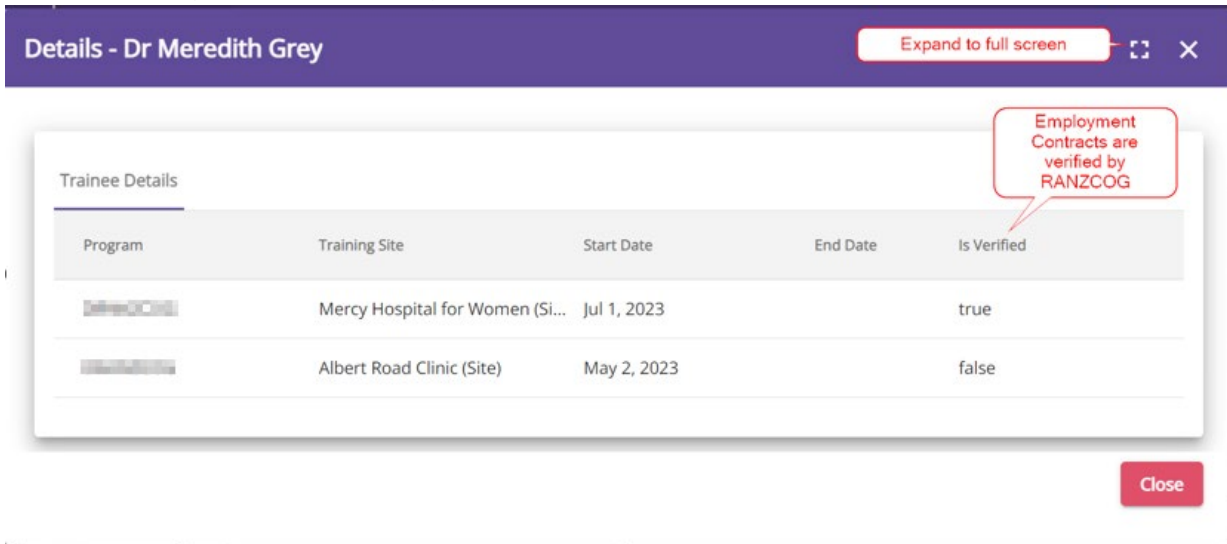
Click on the Summary button to see that trainee’s progress summary. Here you can view the training requirements and assess the trainee’s progress through their training.



4.1.3 Detail button

Click on the Details button to see that trainee’s employment details. Here you can view where they are working (both now and in the past).

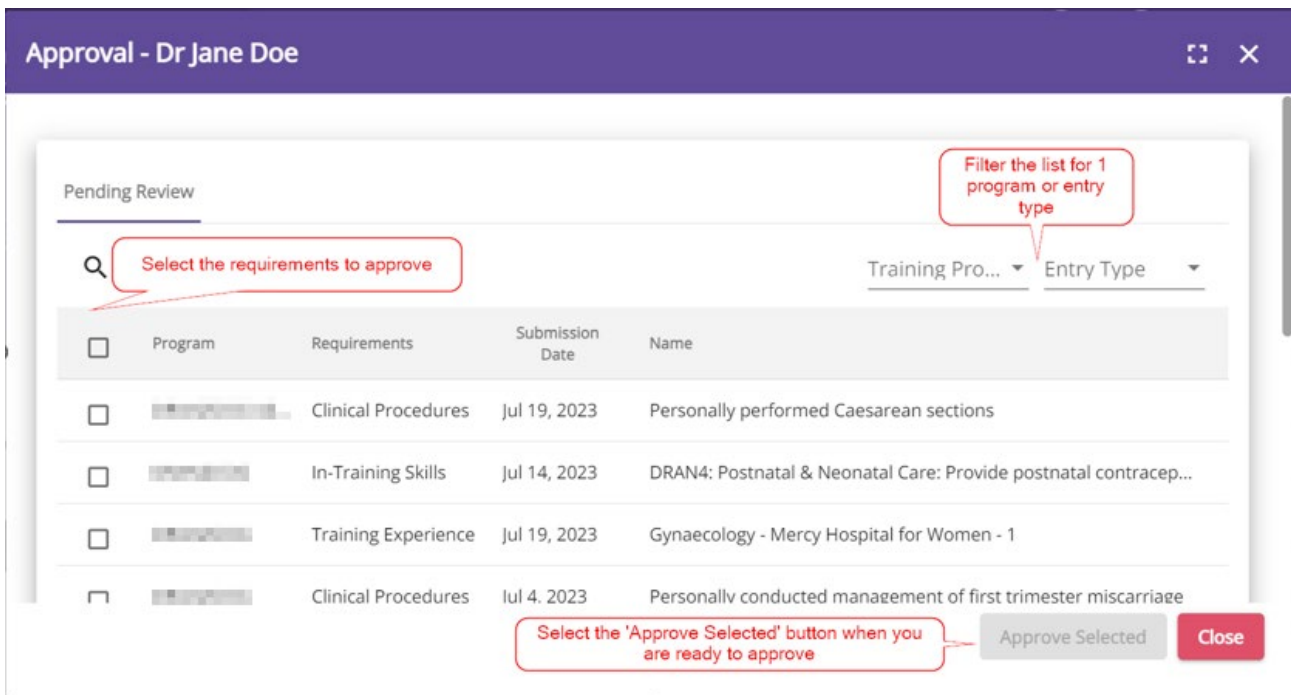
Note: Trainee’s can only add to their logbook when they have a verified workplace listed in their employment details. All workplaces are verified by RANZCOG.



4.1.4 Approval button

Click on the Approval button to perform **bulk approval of logbook entries**. You can approve the following entries here:

- In-training Skills
- Training Experience
- Clinical Procedures
- Workshops/Education Sessions



4.2 Pending Review

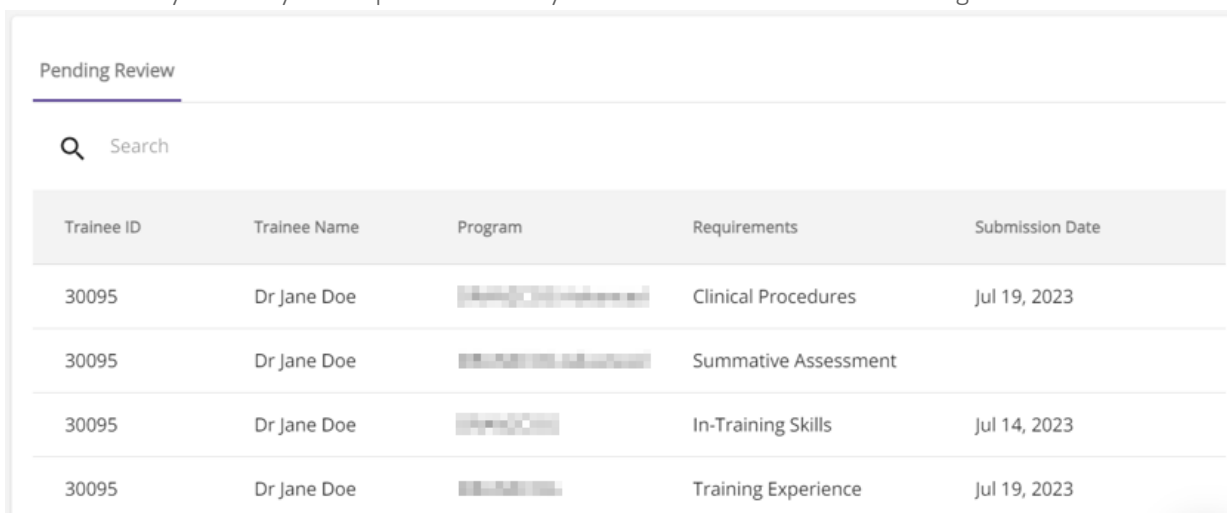
The Pending Review shows all the logbook entries that have not been reviewed and submitted as approved. Note: WBA’s will only appear under pending review once awaiting Final Outcome (See [Workplace-based Assessments \(WBA\)](#))

You can search the pending review list by any of the following:

- Trainee ID
- Trainee Name
- Program
- Entry Type

To review the logbook entries:

1. Click on the logbook entry
2. View the information that has been entered by the trainee
3. Select 'Approve' or 'Reject'
4. If you select Reject you will be asked to provide a Rejection Reason. The trainee will receive an email notifying them of the rejection.
5. Once you save your response the entry will be removed from the Pending Review list



4.3 Workplace-based Assessments (WBA)

4.3.1 General Information

During the training program, trainees will have their performance in the following assessed via workplace-based assessments (WBA's).

CWH

1. Communication Skills
2. Antenatal Examination
3. Cervical screening

Note: **CWH WBAs must be assessed by your Training Mentor.**

PTP

1. Low instrumental delivery (vacuum or forceps)
2. Episiotomy/vaginal/perineal tear repair
3. Examination of a neonate
4. Normal labour and delivery
5. Dilatation and curettage

APTP

1. Caesarean delivery
2. Instrumental delivery- Vacuum
3. Instrumental delivery- Forceps
4. Personal management of first trimester (surgical) abortion OR miscarriage
5. First trimester ultrasound scanning – transvaginal
6. First trimester ultrasound scanning – transabdominal
7. Third trimester ultrasound scanning

- The trainee may use the assessment of these skills, where appropriate, as a formative process prior to having a final satisfactory summative sign-off assessment.
- Formative assessments are encouraged and there is no limit to the number of formative attempts.
- For each WBA, either formative or summative, the relevant assessment MUST be completed by [an approved Assessor](#).

4.3.2 How a Trainee Completes a Workplace-based Assessment

WBA Workflow

1. Trainee selects the WBA to be assessed from their logbook
2. Assessor observes the procedure and completes the WBA assessment form
3. Trainee signs the Trainee declaration
4. Mentor/Supervisor approves the outcome and submits

All 4 steps must be completed for a successful WBA submission

Note: "Assessor" refers to the person who is conducting the assessment and must be the mentor (CWH program) or can be the supervisor or an approved assessor (PTP/APTP program).

Trainees can select one of two methods to complete a WBA:

1. Send form to Assessor
2. Assess Now

Send Form to Assessor

The **'Send Form to Assessor'** button, will create the trainees WBA assessment form via an email link (for Assessors who do not have access to Integrate) or via the mentor/supervisors Integrate portal.

This option can be used when:

- The assessment will **not** be conducted with the Assessor face – to – face or
 - the Assessor is not your supervisor and requires access to the assessment form
 - the Assessor needs to familiarise themselves with the assessment criteria in advance
1. The trainee selects Workplace-based Assessments from the add to logbook button
 2. Selects the WBA they want to add
 3. Enters the name of the Assessor (**for CWH it will be the Training Mentor, or an Assessor approved by the training supervisor for PTP/APTP**)
 4. Enter the email address of your mentor/supervisor as listed in Integrate. If your assessor does not have access to Integrate, enter a personal email address as workplace firewalls can prevent the email links from being delivered
 5. Selects the assessor's qualification

Important Note: If the Assessor is the not the mentor/supervisor or a different email for the mentor/supervisor is entered, the WBA assessment form will be emailed via a link.

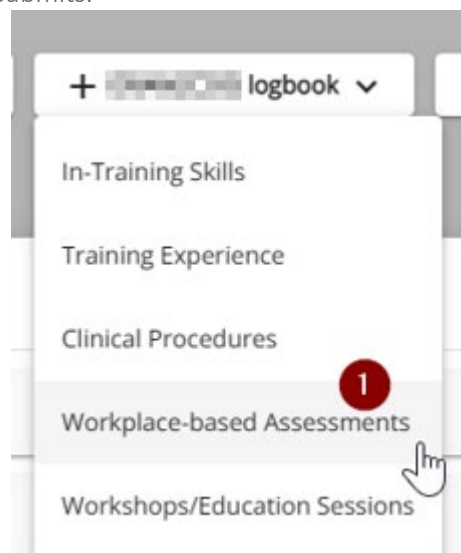
If the Assessor is unable to locate the email link, **please check spam/junk folder. Do not ask trainees to re-submit the WBA again** as each link is unique and will create multiple entries in their logbook.

If the Assessor still cannot locate the email, please contact cptp@ranzco.edu.au

Assess Now

The trainee selects this option when the Assessor will conduct the assessment face-to-face and the trainee will have access to their Integrate account during the assessment.

When the trainee selects the **'Assess Now'** button, the assessment form will be displayed on their screen, the Assessor completes the form and submits.



WBA Assessment Request

WBA list *
Select WBA

Assessor Name *

Assessor Email *

Assessor's Qualification *
Select Qualification

Assess Now Send Form to Assessor Close

4.3.3 Completing the Assessment

1. The **Assessor** will fill in the assessment criteria. The assessment result will be calculated automatically based on the responses. The Assessor should fill in the following mandatory fields and then submit the form:
 - Assessment Criteria
 - Assessor Comments
 - Assessor Declaration
 - Date Assessment Conducted
2. The **Trainee** should then find the assessed WBA on their **Logbooks page**. The trainee must open and complete the Trainee Declaration and submit.

Logbook Entries

Filter the list to only see 'Workplace-based Assessments'

Search

Training program

Entry Type Workplace-based Assessments

Program	Entry Type	Date	Name	Reviewed by Supervisor
CWH	Workplace-based Asses...	Jul 20, 2023	Communication Skills	

3. The **Supervisor** can now locate the WBA on their **My Trainees Page** under the **“Pending Reviews”** section to complete the Outcome fields.

4.3.4 Outcome of Workplace-based Assessments

Approved WBA

When a WBA is approved and Satisfactory it will appear as Approved in the trainees Logbook Entries list and Training Summary page.

Workplace-based Assessments

Caesarean Delivery	Completed	Satisfactory & Approved
First Trimester Ultrasound Scanning - Transabdominal	Incomplete	
First Trimester Ultrasound Scanning - Transvaginal	Completed	Unsatisfactory or Rejected
Instrumental Delivery (Forceps)	Incomplete	
Instrumental Delivery (Vacuum)	Completed	
Management of first trimester (surgical) abortion OR miscarriage	Completed	
Third trimester ultrasound scanning	Incomplete	

Rejected WBA

When a WBA is rejected it will appear as Rejected in the trainees Logbook Entries list. The trainee will also receive an email notifying them of the rejection.

Logbook Entries

Search

Training Program Workplace-based Assessments

Program	Entry Type	Date	Name	Reviewed by Supervisor
	Workplace-based Assess...	Jul 19, 2023	Labour and delivery	Rejected WBA
	Workplace-based Assess...	Jul 19, 2023	First Trimester Ultrasound Scanning - Transvaginal	Approved WBA

4.4 Logbooks to Approve

Logbooks to Approve

Trainee ID	Trainee Name	Program	Submission Date
30095	Dr Jane Doe	CWH	Jul 21, 2023

Once the Trainee’s training requirements are approved they will be able to submit their logbook. Submitted logbooks will be shown in the ‘Logbooks to Approve’ list.

The Submission Pop Up will summarise what has been added to your logbook and the date that each requirement was completed. You can view the logbook in detail via the ‘logbook’ button.

Once the logbook has been submitted, the trainee will not be able to add anything further to your logbook.

Submission of CWH Logbook
✕

CWH Logbook for Dr Jane Doe
View Logbook

Requirements

Requirement	Min. Required	Total Logged	Completion Date
Training Experience	152	237	Jul 20, 2023
In-Training Skills	42	42	Jul 20, 2023
Workshops/Education Sessions	1	2	Jul 20, 2023
Workplace-based Assessments	3	5	Jul 20, 2023

Trainee Declaration

This is to certify that the information contained in the Logbook is a true and accurate record of my training experience

Training Supervisor Declaration

This is to certify that Dr Jane Doe has completed the prescribed course of training, including the following training requirements, and has presented a satisfactory Logbook as required under the regulations for the CWH

Submit
Close

Review Cycle

1. **Training Supervisor Review:** You will be notified via email that your trainee has submitted their logbook and be asked to review and approve or reject the logbook. If you reject the logbook you will need to provide a reason for doing so
 - For APTP, logbooks will be reviewed by the primary training supervisor and then the secondary supervisor.
2. **College Review:** After it is approved by training supervisors the Logbook will be reviewed by RANZCOG. If they reject it, they must provide a reason for doing so.
3. For APTP, a member of the Conjoint Committee for Associate Procedural Training (CCAPT) will also review the logbook. If they reject it they must provide a reason for doing so.

If a logbook submission is rejected, then the trainee will be required to re-submit once they have addressed the feedback. It will need to go through the whole review process again.

5. Ending the Mentor/Supervisor Role before the end of a trainees training period

Trainees are permitted to move training sites and/or change supervisors during their training period. It is the responsibility of the Mentor/Supervisor to ensure ALL training modules the trainee completed under their supervision is finalised before the trainee changes to the new site/supervisor.

6. Frequently Asked Questions

Why can't my trainee see their add to logbook buttons?

There are a few reasons why a trainee might not be able to add to their logbook:

1. The trainees training has not started yet. Trainees can check their training start date on their Relationships page (this is the training start date provided in the training program application).
2. The trainee does not have a current workplace. Workplace details can be updated in Integrate and a new contract or letter of offer will be required.
3. The trainee does not have a current training supervisor. Supervisor details can be updated in Integrate
4. The trainees current Employment Contract or Letter of Offer has **expired**. The trainee will need to upload the new copy in Integrate (as above in point 2)

I can't access the WBA assessment form

WBA assessment forms can only be accessed via the email link sent to the nominated assessor. Please see the steps below for the complete WBA process.

Trainees can select one of the two methods to complete a WBA:

Send Form to Assessor

1. Trainee opens the WBA through Integrate and nominates the Assessors name, email, and qualification and submits by selecting Send Form to Assessor.
2. The Assessor (if not the mentor/supervisor) will receive an **email link** to the email address nominated in point 1, to complete the assessment form. Supervisors can access the WBA via the Pending Review section in Integrate
3. If receiving the assessment form via the email link - the Assessor completes the assessment form and submits.
4. If accessing the assessment form via Integrate pending review, click to open, complete and submit.
5. The Trainee now reviews the assessed WBA in Integrate and is required to open, complete the "Trainee Declaration", and submit.
6. The Supervisor will now have access to the WBA via their Integrate portal and it will appear in their My Trainees **pending review** section to finalise.
7. Once finalised, the Trainee will see a tick next to the WBA in their Logbook entries.

Assess Now

1. If your assessor is completing the assessment form in front of you, create the WBA in your Logbook, complete the assessor details and select **Assess Now** for the form to appear on your computer/screen.
2. The assessor completes the assessment on your device and submits
3. The Trainee now reviews the assessed WBA in their Integrate and is required to open, complete the "Trainee Declaration" and submit.
4. The Supervisor will now have access to the WBA via their Integrate portal and it will appear in their My Trainees **pending review** section to finalise.
5. Once finalised, the Trainee will see a tick next to the WBA in their Logbook entries.

I am the WBA assessor and do not have access to Integrate, but I can't locate the WBA email link

The WBA assessment form will be emailed to the email address as advised by the trainee. In the first instance, ensure the trainee has entered the correct email address. It is encouraged to nominate an email address that is nonwork related as firewalls can prevent the delivery. If the email address is correct, check your spam/junk folder. If you are unable to retrieve the email link, contact cptp@ranzcog.edu.au

I am the WBA assessor and have access to Integrate, but I can't locate the WBA in my pending review

The WBA assessment form is in your My Trainees pending review section to action once the trainee has submitted, provided the email address advised by the trainee is the same address listed in your Integrate profile. If the address advised is different, you will receive an email link.

Can my trainee complete a paper WBA?

Trainees who are completing an Online Logbook are **not permitted** to submit a paper WBA form and must complete the online process. Paper WBA forms received for these trainees will be rejected. If the trainee is competing a paper Logbook, they are permitted to submit paper WBA assessment forms.

I prefer my trainees to have a paper logbook.

All trainees who commenced training or added a training program to their existing training from July 2023, are required to submit their Logbooks electronically. Paper Logbooks for these trainees will not be accepted and cannot be uploaded to their Integrate account.

I unable to view all my trainees under the My Trainees tab.

Trainees who commenced training prior to July 2023 and did not transfer to the Integrate Online Logbook option will not appear in your My Trainees list. If you are unable to locate a trainee who enrolled after July 2023, please contact cptp@ranzcog.edu.au

What do I need to do if my trainee is changing Supervisor and/or Workplace?

All trainees should ensure any existing training modules under your supervision are complete **before** they move locations. It is the responsibility of the Mentor/Supervisor to ensure they have reviewed and assessed all training modules submitted by the trainee.



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