



# Integrate Trainee 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

# Contents

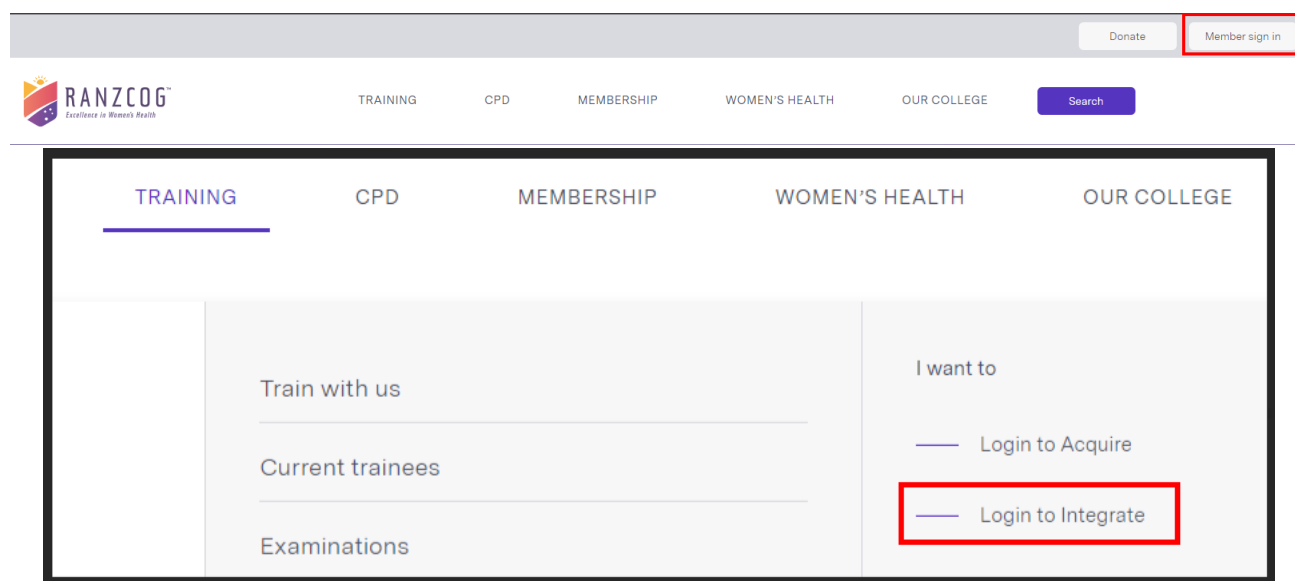
Contents .....	3
1. Access .....	5
1.1 How do I access the system? .....	5
1.2 What do I do if I forget my password? .....	6
1.3 What if I am currently completing a paper/PDF logbook? .....	6
1.4 Mobile Access .....	6
2. Training Mentors, Supervisors and Assessors .....	7
2.1 Training Mentors .....	7
2.2 Training Supervisors .....	7
2.3 Approved Assessors .....	7
3. Logbook .....	9
3.1 Logbook Overview .....	9
3.1.1 Purpose of Logbook .....	9
3.1.2 Instructions for completion of the Logbook .....	9
3.2 In-Training Skills Log .....	10
3.2.1 Adding In-Training Skills .....	10
3.2.2 Approval of In-Training Skills .....	12
3.3 Training Experience Log (CWH / PTP) .....	13
3.3.1 Adding Training Experience .....	13
3.3.2 Approval of Training Experience .....	14
3.4 Clinical Procedures (PTP / APTP) .....	16
3.4.1 Adding Clinical Procedures .....	16
3.4.2 Approval of Clinical Procedures .....	18
3.5 Workshops/Education Sessions .....	19
3.5.1 Adding Workshop/Education Sessions .....	19
3.5.2 Approval of Workshop/Education Sessions .....	20
3.6 Workplace-based Assessments .....	21
3.6.1 Adding Workplace-based Assessments .....	21
3.6.2 Completing the Assessment .....	23
3.6.3 Outcome of Workplace-based Assessments .....	24
3.7 Case Syntheses (APTP) .....	25
3.7.1 Adding Case Syntheses .....	25
3.7.2 Approval of Case Syntheses .....	26
3.8 Summative Assessment (APTP) .....	27
3.8.1 Adding Summative Assessment .....	27
3.8.2 Completing the Assessment .....	27
3.8.3 Outcome of Summative Assessments .....	28

4.	Completion of Training .....	29
4.1	Training Summary page .....	29
4.2	Submission of Logbook .....	29
4.3	Review of Logbook .....	30
5.	Training Details .....	31
5.1	How to change your supervisor.....	31
5.2	How to change your employment details.....	31
6.	Frequently Asked Questions .....	32

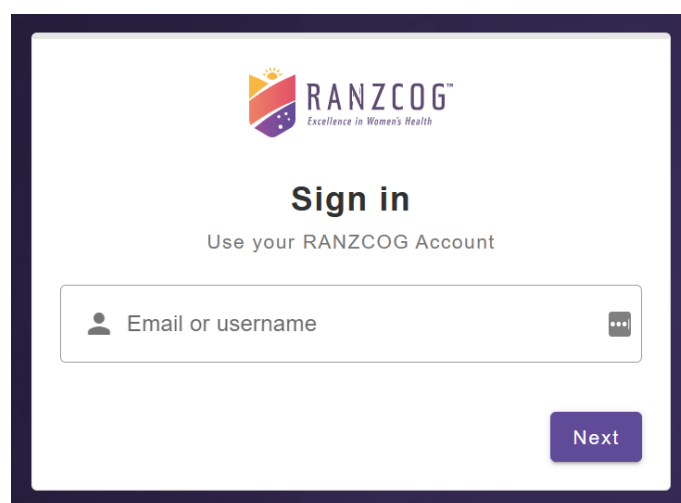
The RANZCOG Training Programs require trainees to record their training experience and assessments in their logbook. From July 2023 this will be done in a digital logbook available on the Integrate platform.

## 1. Access

### 1.1 How do I access the system?



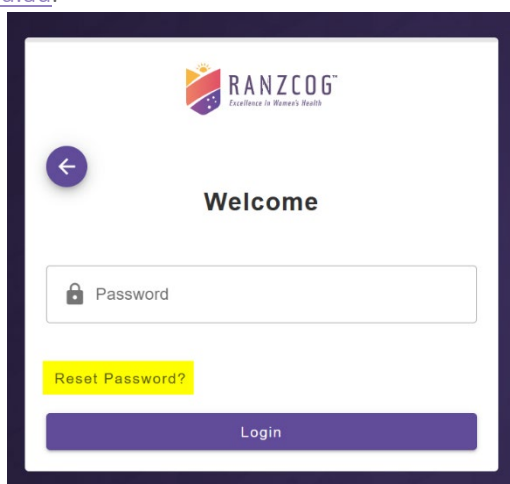
1. Go to the Integrate web page via one of the below pathways
  - a. Go to the RANZCOG website at [www.ranzcog.edu.au](http://www.ranzcog.edu.au) and either:
    - i. Select the Training Menu then click 'Login to Integrate'; or
    - ii. Select the 'Member sign in' button on the top right hand corner
  - b. Type in [www.integrate.ranzcog.edu.au](http://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. From here, you can add to your logbook or use the navigation menu to access the 'CWH/PTP/APTP' pages



## 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@ranzcog.edu.au](mailto:support@ranzcog.edu.au).



## 1.3 What if I am currently completing a paper/PDF logbook?

If you are currently completing a paper or PDF version of the training logbook you will need to contact us if you want to gain access to the digital logbook. Please email [cptp@ranzcog.edu.au](mailto:cptp@ranzcog.edu.au) with the details of your request and allow up to 10 business days for requests to be processed.

It will be your responsibility to re-enter all of your logbook entries online, and everything will need to be approved (or reapproved) by your Supervisor. Hybrid logbooks will not be accepted for submission.

## 1.4 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
  - Dip. 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 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 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 will be rejected by your Supervisor.**



## 3. Logbook

### 3.1 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 for completion of the Logbook



The add to logbook button is available on the Dashboard, Logbooks and Training Summary pages

- Record training experience daily.
- 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 once a month (minimum) to review the Logbook, discuss your training experience and plan continued training.
- 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.

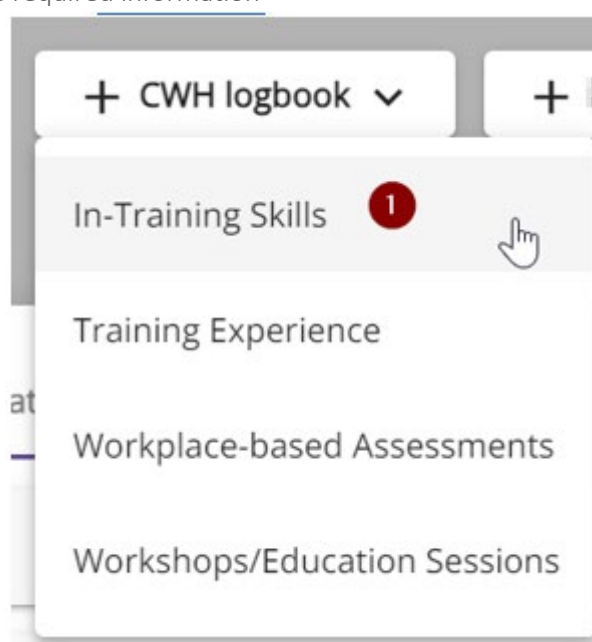
## 3.2 In-Training Skills Log

### General Information

- In-Training Skills Logs are aligned with the program curricula and are designed to be used during training, both as a tool for feedback (formative assessment) and as a progressive record indicating that the trainee has reached the desired level of performance (summative assessment).
- 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.
- Through discussion, and direct observation wherever possible, [an approved Assessor](#) must make a judgement on whether the trainee is able to apply each skill in the In-Training Skills Log to a level of performance that allows the trainee to practice independently.
- Once satisfied that an independent level of performance has been achieved, the Trainee must add the skill to their Logbook for approval by their Mentor/Supervisor/s.
- Training Mentors/Supervisors must review the In-Training Skills as they are submitted to monitor the Trainee's progress and identify areas which require further development.

### 3.2.1 Adding In-Training Skills

1. Select In-Training Skills from the add to logbook button.
2. Open the accordion for the module you want to add.
3. Select the skills that you want to add. You can select multiple skills but you will not be able to select a skill that you have already added.
4. Scroll down and select whether the skill is observed by your Training Mentor/Supervisor or by an [Approved Assessor](#). If it is an approved assessor you will need to provide their Name, Email Address and Qualification. Note: your Assessor **will not** receive an email and the information provided is a point of contact should your mentor/supervisor require to discuss the entry further
5. Add a comment (optional)
6. If you have accidentally clicked on a skill you do not want to add, you can click the trash icon to remove it
7. Once you are happy with your entry click the Save button. The Save button will be disabled until you have provided all of the required information



Add Training Skills

CWH1: Basic skills

CWH2: Introduction to Antenatal & Postnatal Care

3

+

Be able to do independently: Conduct initial antenatal visit

+

Be able to do independently: Identify obstetric risk factors and initiate appropriate management

+

Be able to do independently: Manage common symptoms of pregnancy

+

Be able to do independently: Manage postnatal care including perineal, sphincter or caesarean abdominal wound, PV loss, breast feeding, mastitis, continence, contraception, and mental health assessment

+

Be able to do independently: Neonatal examination and manage neonatal immunisation

2

^

Save

Close

Add Training Skills

CWH5: Special topics in Gynaecology

Observed By ☐ Training Supervisor ☒ Approved Assessor

Name \*

Email \*

Qualification \*

Qualification

Comment

Paragraph

**B** *I* Source

Be able to do independently: Conduct initial antenatal visit

Be able to do independently: Identify obstetric risk factors and initiate appropriate management

7

Save

Close

### 3.2.2 Approval of In-Training Skills

Your Training Supervisor will be required to review the skills that you have added and approve or reject them.

#### Approved Skills

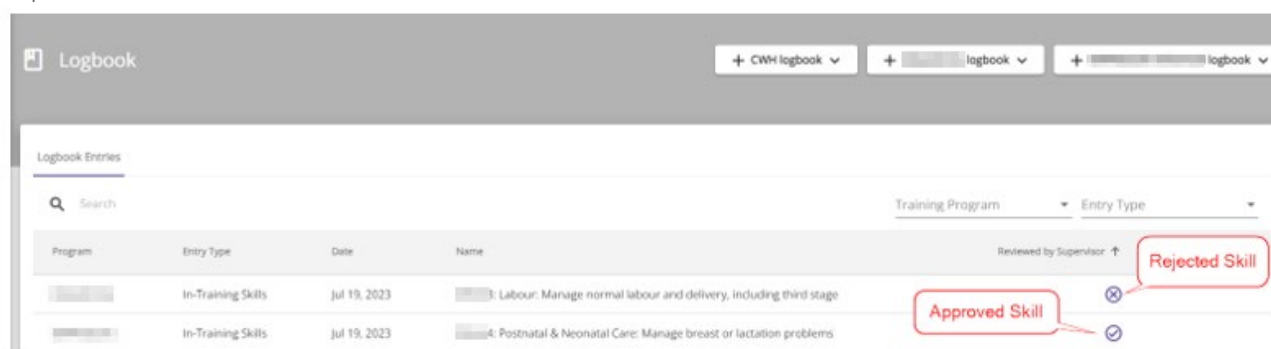
When a skill is approved it will appear as Approved in your Logbook Entries list. It will also show on your Training Summary page.



#### Rejected Skills

When a skills is rejected it will appear as Rejected in your Logbook Entries list. You can open it to view the rejection reason. You will also receive an email notifying you of the rejection.

You will need to add the skill again once your Supervisor is satisfied that you have reached the required level of performance.



Logbook

+ CWH logbook + logbook + logbook

Logbook Entries

Search Training Program Entry Type

Program	Entry Type	Date	Name	Reviewed by Supervisor
	In-Training Skills	Jul 19, 2023	3: Labour: Manage normal labour and delivery, including third stage	Rejected Skill
	In-Training Skills	Jul 19, 2023	4: Postnatal & Neonatal Care: Manage breast or lactation problems	Approved Skill

### 3.3 Training Experience Log (CWH / PTP)

#### General Information

The Training Experience Log must be maintained by all CWH and PTP trainees. It acts as a progressive record of the experiences that trainees must obtain as part of their training:

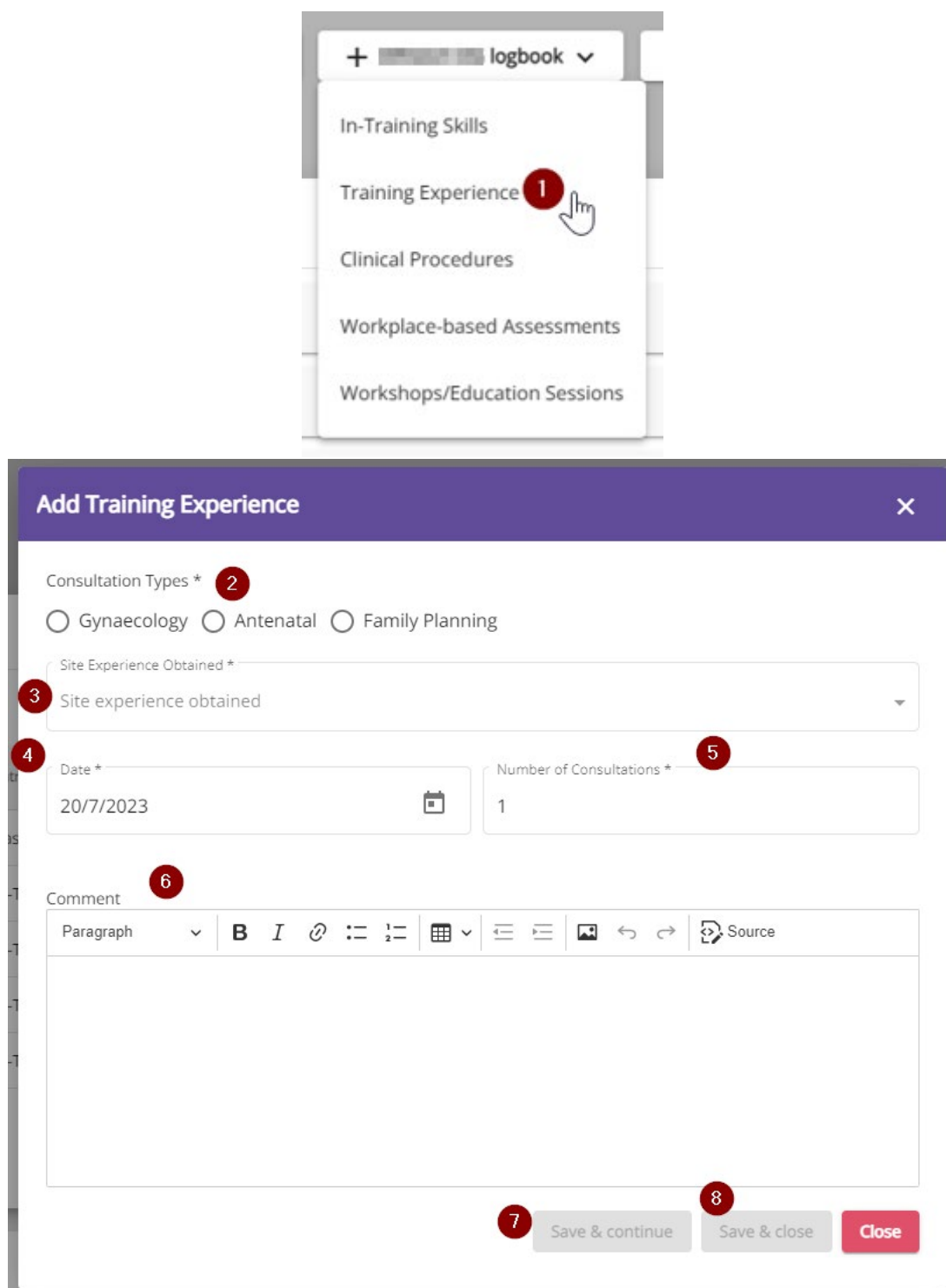
Training Experience	CWH	PTP
Family Planning consultations	12	N/A
Antenatal consultations	70	70*
Gynaecology consultations	70	70*

\* procedure details must differ between CWH and PTP (the same cases cannot be recorded for both)

- Maintaining the Training Experience Log is the responsibility of the trainee.
- **Please note that you should record ALL consultations in each area of experience rather than just the minimum numbers required. Most trainees should be able to accumulate more than the defined minimum numbers for each experience.**

#### 3.3.1 Adding Training Experience

1. Select Training Experience from the add to logbook button
2. Select the Consultant Type that you want to add
3. Select the Site where the experience was obtained – these will be the sites you have added as [Employment Details](#) on the Training Details page.
4. Select the date that the consultants were conducted on
5. Select the Number of Consultations
6. Add a comment (optional)
7. Select Save & Continue if you want to add another Training Experience for a different consultation type, site or date
8. Select Save & Close if you have finished adding your training experience



The screenshot shows the 'Add Training Experience' form. At the top, a 'logbook' dropdown menu is open, showing options: 'In-Training Skills', 'Training Experience' (highlighted with a red circle 1 and a hand cursor), 'Clinical Procedures', 'Workplace-based Assessments', and 'Workshops/Education Sessions'.

The main form has a purple header 'Add Training Experience' with a close button (X). The form fields are:

- Consultation Types \*** (2): Radio buttons for 'Gynaecology', 'Antenatal', and 'Family Planning'.
- Site Experience Obtained \*** (3): A dropdown menu showing 'Site experience obtained'.
- Date \*** (4): A text field with '20/7/2023' and a calendar icon.
- Number of Consultations \*** (5): A text field with '1'.
- Comment** (6): A rich text editor with a toolbar (Paragraph, Bold, Italic, Link, Unlink, Bulleted List, Numbered List, Table, Indent, Outdent, Image, Undo, Redo, Source) and a large text area.
- Buttons** (7, 8): At the bottom right, there are three buttons: 'Save & continue' (7), 'Save & close' (8), and 'Close'.

### 3.3.2 Approval of Training Experience

Your Training Supervisor will be required to review the experience that you have added and approve or reject it.

#### Approved Experience

When an experience is approved it will appear as Approved in your Logbook Entries list. It will also show on your Training Summary page.



## Rejected Experience

When an experience is rejected, it will appear as Rejected in your Logbook Entries list. You can open it to view the rejection reason.

You will also receive an email notifying you of the rejection.

Logbook Entries

Search

Training Program: Training Experience

Program	Entry Type	Date ↓	Name	Reviewed by Supervisor
	Training Experience	Jul 19, 2023	Antenatal - The Northern Hospital [Epping] - 5	Rejected Experience
	Training Experience	Jul 15, 2023	Gynaecology - The Northern Hospital [Epping] - 3	Approved Experience

### 3.4 Clinical Procedures (PTP / APTP)

#### General Information

The Clinical Procedures Log must be maintained by all PTP and APTP trainees. It acts as a progressive record of the procedures which must be performed by trainees as part of their training.

#### PTP PROCEDURES

1. Personally conducted management of labour and delivery (minimum 25 of which 5 must be instrumental vaginal deliveries)
2. Personally conducted management of post-partum haemorrhage (minimum 10)
3. Personally conducted management of first trimester miscarriage (may/may not include surgical evacuation of the uterus) (minimum 10)
4. Personally conducted management of retained placenta (minimum 3)
5. Performance of dilatation and curettage (minimum 10)
6. Personally conducted at least 5 episiotomies
7. Personally inserted and removed an intra-uterine device (minimum insertions and removals - at least 4 of which are in an outpatient setting without a general anaesthetic)
8. Personally conducted repair of vulval, vaginal and first and second degree perineal tears (minimum 25)

#### APTP PROCEDURES

1. Personally performed a minimum of 40 Caesarean sections including:
  - A minimum of 10 elective caesarean sections - first or repeat (of which a minimum of 3 must be repeat)
  - A minimum of 10 emergency caesarean sections.
2. Personally performed instrumental vaginal delivery (minimum 20).
3. Personally conducted management of postpartum haemorrhage (minimum 5).
4. Personally conducted management of first trimester surgical abortion or missed miscarriage (minimum 10).
5. Personally performed repair of second and third degree perineal and vaginal tears (minimum 15; minimum 5 third degree tears)
6. Personally conducted first trimester ultrasound scanning, transvaginal and transabdominal (minimum 15).
7. Personally conducted third trimester ultrasound scanning (minimum 15).
8. Additional procedures performed/assisted/observed e.g. Pelvic laparotomy, hysterectomy etc.

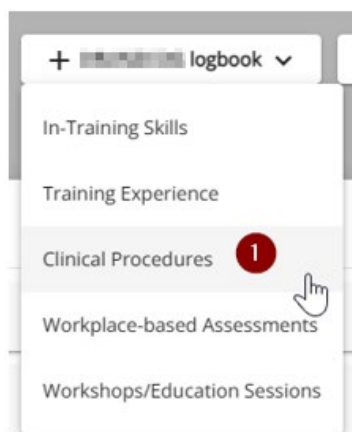
**Please note that trainees should record ALL the procedures performed rather than just the minimum number required. Most trainees should be able to accumulate more than the defined minimum number for each procedure.**

#### 3.4.1 Adding Clinical Procedures

1. Select Clinical Procedures from the add to logbook button
2. Select the type procedure that you want to add – for some procedures you will see additional fields that you need to complete.
3. Enter the Patient Initial/Number - Collecting information about patients has important privacy implications. In collecting and using patient information it is your responsibility to ensure all privacy obligations are met, and any necessary consent is obtained
4. Enter the Indication/Diagnoses
5. Enter the Outcome
6. Enter the date of the procedure



7. Select whether the procedure was observed by your Training Mentor/Supervisor or by an [Approved Assessor](#). If it is an approved assessor you will need to provide their Name, Email Address and Qualification.
8. Add a comment (optional)
9. Select Save & Continue if you want to add another procedure
10. Select Save & Close if you have finished adding your clinical procedures



### Add Clinical Procedure

2

Procedure Type \*

Select procedure type

3

Patient Initial/Number \*

4

Indication/Diagnosis \*

5

Outcome \*

6

Date \*

20/7/2023

7

Observed By

☐ Training Supervisor
 ☐ Approved Assessor

8

Comment

Paragraph
 **B**
*I*

9

Save & continue

10

Save & close

Close

### 3.4.2 Approval of Clinical Procedures

Your Training Supervisor will be required to review the procedure that you have added and approve or reject it.

#### Approved Procedure

When a procedure is approved it will appear as Approved in your Logbook Entries list. It will also show on your Training Summary page.

Clinical Procedures		^
Personally performed repair of second and third degree perineal and vaginal tears	0 / 15	
Additional procedures performed/assisted/observed	0 / 0	
Personally conducted management of postpartum haemorrhage	0 / 5	
Personally conducted management of first trimester surgical abortion or miscarriage	0 / 10	
Personally performed Caesarean sections	1 / 40	1 approved procedure

#### Rejected Procedure

When a procedure is rejected it will appear as Rejected in your Logbook Entries list. You can open it to view the rejection reason. You will also receive an email notifying you of the rejection.

Logbook Entries					
Search		Training Program		Entry Type Clinical Procedures	
Program	Entry Type	Date ↓	Name	Reviewed by Supervisor	
	Clinical Procedures	Jul 20, 2023	Personally perform instrumental vaginal birth	Rejected procedure	⊗
	Clinical Procedures	Jul 19, 2023	Personally performed Caesarean sections	Approved procedure	⊙

## 3.5 Workshops/Education Sessions

### General Information

During the course of the training programs, trainees will complete the following workshops or education sessions and be assessed at those sessions:

#### CWH

1. Online mTOP training – MS-2Step

#### PTP

1. Management of obstetric emergencies
2. CPR of a pregnant woman
3. Neonatal resuscitation
4. Fetal Surveillance Education Program (FSEP)

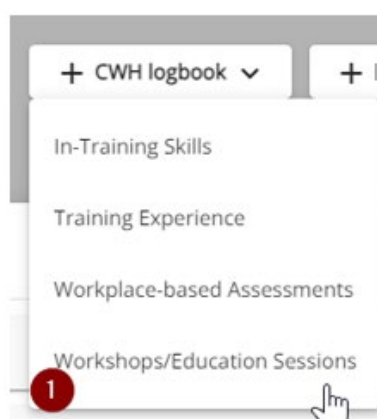
#### APTP

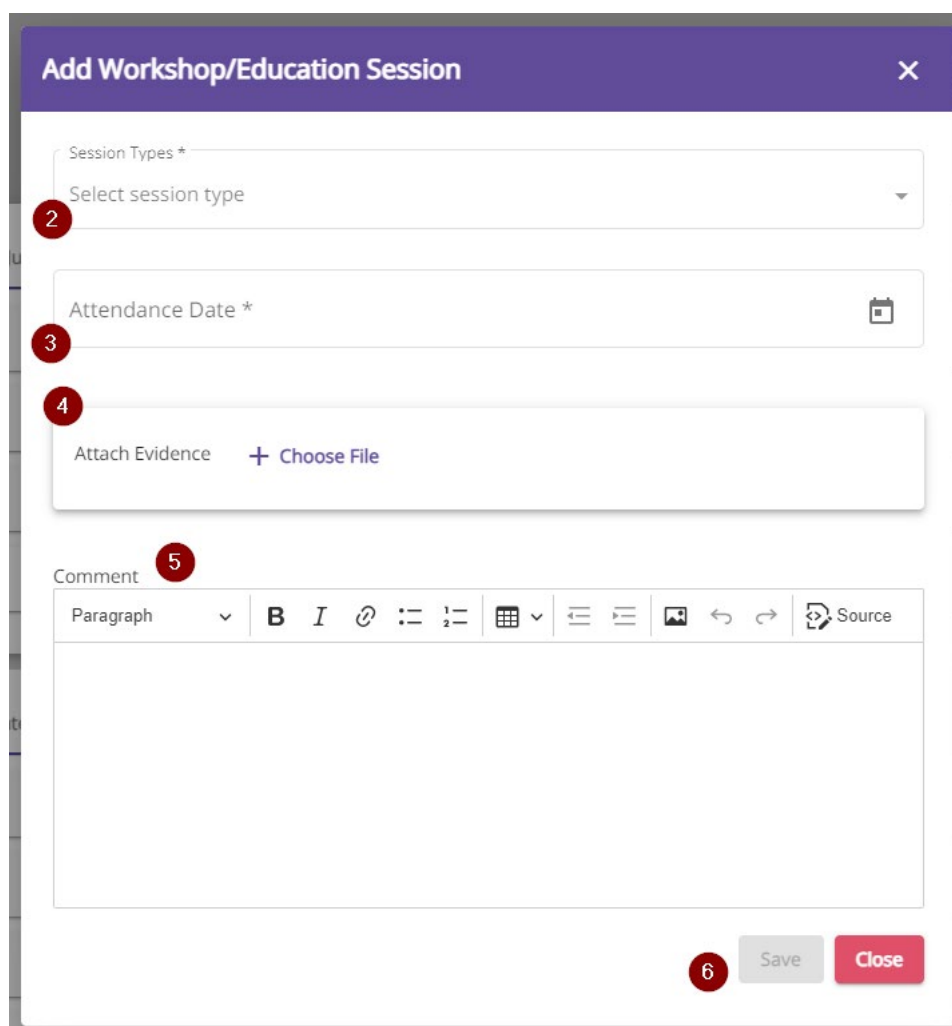
1. Basic Obstetrics Skills (BOS) Workshop
2. Obstetric Anal Sphincter Injuries (OASIS) Workshop
3. Online mTOP training – MS-2Step

- Trainees are expected to address these requirements during training, usually through in-hospital training, workshops or education sessions.
  - The Training Facilitator must provide a certificate of attendance which should be uploaded to Integrate
- Please note that brief sessions on any of these skills which are part of a revision course organised by RANZCOG are NOT regarded as valid training. Only a substantial session at a revision course (e.g. half a day on neonatal resuscitation or CPR of a pregnant woman) would be accepted as appropriate.

### 3.5.1 Adding Workshop/Education Sessions

1. Select Workshop/Education Sessions from the add to logbook button
2. Select the workshop that you want to add
3. Select the attendance date
4. Attach evidence of attendance
5. Add a comment (optional)
6. Save the workshop/education session. The save button will not be enabled until all required fields are completed





**Add Workshop/Education Session** [X]

2 Session Types \*  
Select session type

3 Attendance Date \*

4 Attach Evidence + Choose File

5 Comment

Paragraph [B] [I] [Link] [List] [Table] [Image] [Undo] [Redo] [Source]

6 Save Close

### 3.5.2 Approval of Workshop/Education Sessions

Your Training Supervisor will be required to review the workshop that you have added and approve or reject it.

#### Approved Workshop

When a workshop is approved it will appear as Approved in your Logbook Entries list. It will also show on your Training Summary page.

Workshops/Education Sessions		
CPR of a pregnant woman	Completed Workshop	Incomplete
Fetal Surveillance Education Program (FSEP)		Completed
Management of obstetric emergencies		Incomplete
Neonatal resuscitation		Incomplete

#### Rejected Workshop

When a workshop is rejected it will appear as Rejected in your Logbook Entries list. You can open it to view the rejection reason.

You will also receive an email notifying you of the rejection.

Logbook Entries					
 Search		Training Program		Entry Type Workshops/Education Sessions	
Program	Entry Type	Date ↓	Name	Reviewed by Supervisor	
	Workshops/Education S...	Jul 19, 2023	Management of obstetric emergencies	Rejected Workshop	⊗
	Workshops/Education S...	Jul 5, 2023	Obstetric anal sphincter injuries (OASIS) course		✓
	Workshops/Education S...	Nov 8, 2022	Fetal Surveillance Education Program (FSEP)	Approved Workshop	✓

### 3.6 Workplace-based Assessments



WBA forms should be completed on a computer screen or large tablet as they are not mobile-friendly.

#### 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](#).

#### 3.6.1 Adding Workplace-based Assessments

##### 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 your mentor (CWH program) or can be your 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 your assessment form via an email link sent to the Assessor (if they do not have access to Integrate). If your Assessor is your mentor/supervisor, they can access the WBA from Integrate provided the email details entered match their Integrate profile details.

This option can be used when:

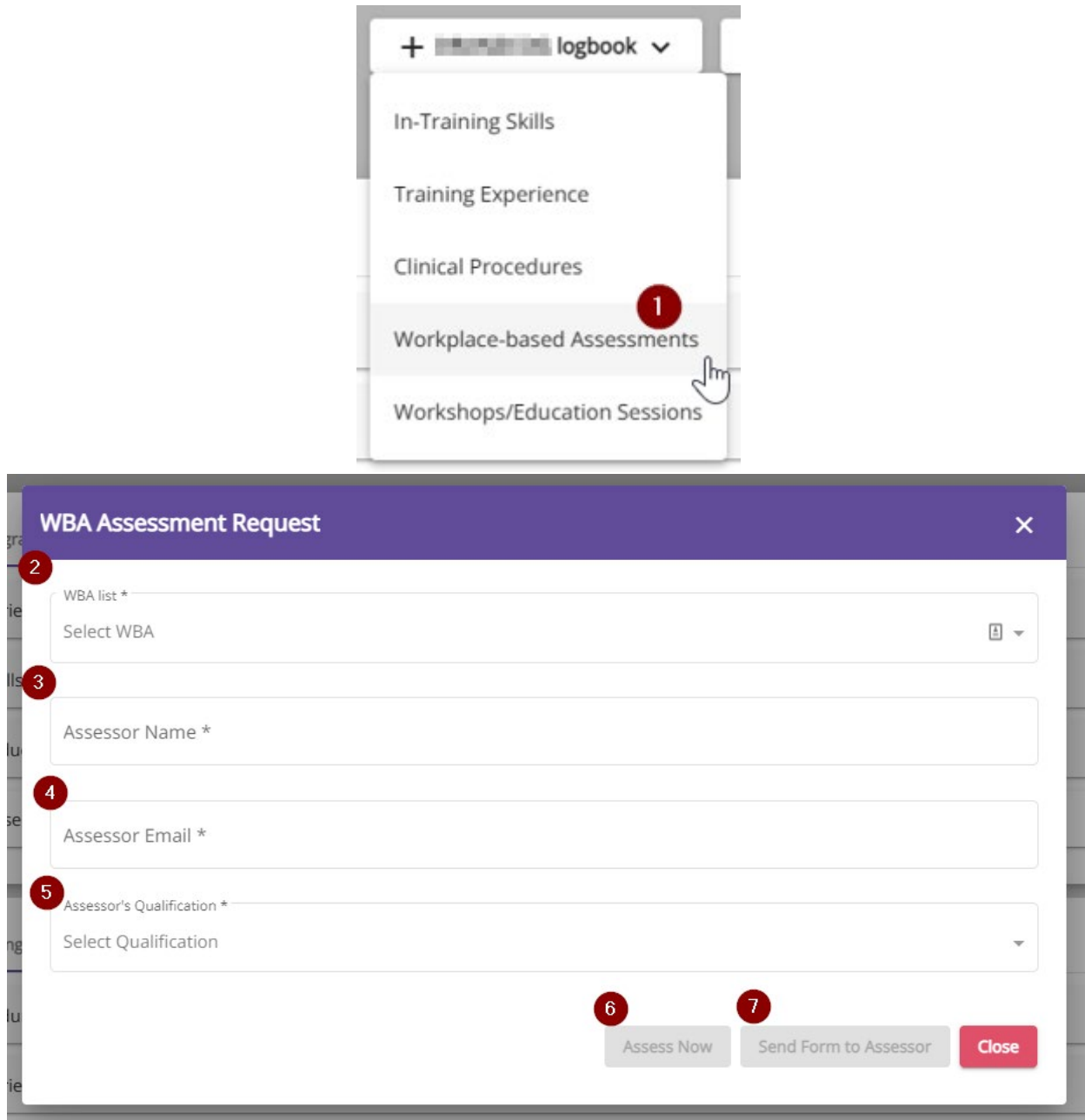
- The assessment will **not** be conducted with the Assessor face – to – face or
  - the Assessor is not your supervisor and requires access to the assessment form
  - the Assessor needs to familiarise themselves with the assessment criteria in advance
1. Select Workplace-based Assessments from the add to logbook button
  2. Select the WBA that you want to add
  3. Enter the name of your Assessor (**for CWH it will be the Training Mentor, or an Assessor approved by your 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. Select the assessor’s qualification

If the Assessor is unable to locate the email link, **please ask them to check their spam/junk folder. Do not re-submit the WBA again** as each link is unique and will create multiple entries in your logbook. If the Assessor still cannot locate the email, please contact [cptp@ranzcog.edu.au](mailto:cptp@ranzcog.edu.au)

### Assess Now

Select this option when your Assessor will conduct the assessment face-to-face and you have access to your Integrate account display during the assessment.

When you select the ‘**Assess Now**’ button, the assessment form will be displayed on your screen:



The image shows a user interface for requesting a Workplace-based Assessment (WBA). It consists of two parts: a dropdown menu and a main form.

**Dropdown Menu:** A button labeled "logbook" with a plus icon and a dropdown arrow is shown. The dropdown menu is open, displaying the following options: "In-Training Skills", "Training Experience", "Clinical Procedures", "Workplace-based Assessments" (highlighted with a red circle and the number 1), and "Workshops/Education Sessions". A hand cursor is pointing at the "Workplace-based Assessments" option.

**WBA Assessment Request Form:** The form has a purple header with the title "WBA Assessment Request" and a close button (X). The form contains the following fields and buttons:

- Field 2:** "WBA list \*" with a dropdown menu showing "Select WBA" and a selection icon (red circle 2).
- Field 3:** "Assessor Name \*" (red circle 3).
- Field 4:** "Assessor Email \*" (red circle 4).
- Field 5:** "Assessor's Qualification \*" with a dropdown menu showing "Select Qualification" (red circle 5).
- Buttons:** At the bottom right, there are three buttons: "Assess Now" (red circle 6), "Send Form to Assessor" (red circle 7), and a red "Close" button.

### 3.6.2 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**. Click to open and complete the Trainee Declaration and submit.

Logbook Entries

Search

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

Entry Type  
Training Process Workplace-based Assessments

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

3. Lastly, the **Supervisor** can now review/approve the WBA on their **My Trainees Page** under the **“Pending Reviews”** section and can complete the Outcome fields.

### 3.6.3 Outcome of Workplace-based Assessments

Approved WBA

When a WBA is approved and Satisfactory it will appear as Approved in your Logbook Entries list. It will also show on your Training Summary page.

Workplace-based Assessments

Assessment	Status
Caesarean Delivery	Completed
First Trimester Ultrasound Scanning - Transabdominal	Incomplete
First Trimester Ultrasound Scanning - Transvaginal	Completed
Instrumental Delivery (Forceps)	Incomplete
Instrumental Delivery (Vacuum)	Completed
Management of first trimester (surgical) abortion OR miscarriage	Completed
Third trimester ultrasound scanning	Incomplete

**Satisfactory & Approved**

**Unsatisfactory or Rejected**

## Rejected WBA

When a WBA is rejected it will appear as Rejected in your Logbook Entries list. You will also receive an email notifying you of the rejection.

Logbook Entries				
<input type="text"/> Search		Training Program <span>▼</span> Entry Type <span>▼</span> Workplace-based Assessments <span>▼</span>		
Program	Entry Type	Date ↓	Name	Reviewed by Supervisor
██████████	Workplace-based Assess...	Jul 19, 2023	Labour and delivery	<div>Rejected WBA</div> <div>✗</div>
██████████	Workplace-based Assess...	Jul 19, 2023	First Trimester Ultrasound Scanning - Transvaginal	<div>Approved WBA</div> <div>✓</div>



### 3.7 Case Syntheses (APTP)

## General Information

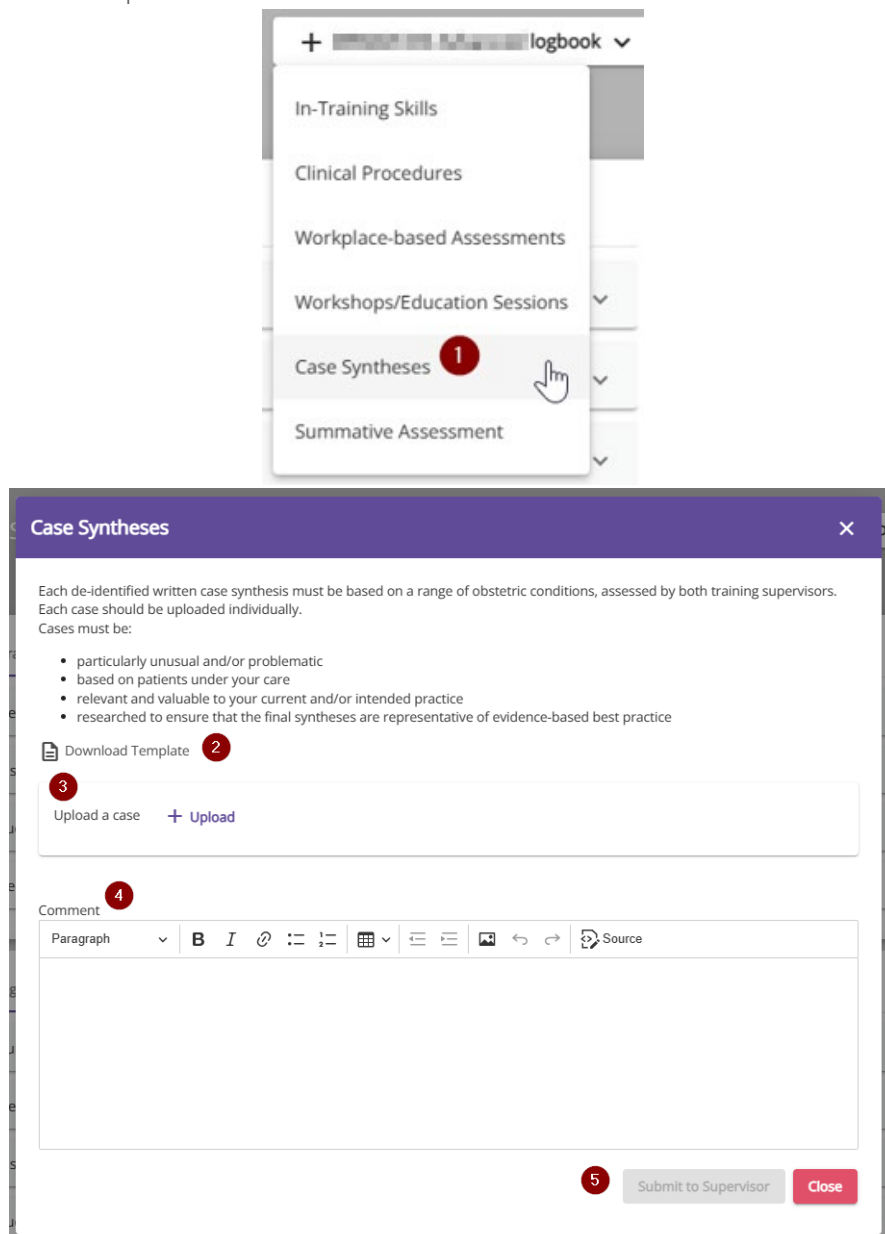
Trainees must submit five de-identified written case syntheses on a range of obstetric conditions, each assessed by both training supervisors.

Cases must be:

- particularly unusual and/or problematic
- based on patients under your care
- relevant and valuable to your current and/or intended practice
- researched to ensure that the final synthesis is representative of evidence-based best practice

### 3.7.1 Adding Case Syntheses

1. Select Case Syntheses from the add to logbook button
2. Optional – Download the Case Syntheses template
3. Upload the document with your Case. **Only attach one (1) case per submission.**
4. Add a comment (optional)
5. Select the Submit to Supervisor button



### 3.7.2 Approval of Case Syntheses

Both of your Training Supervisors will be required to review the case that you have added and approve or reject it. A member of the Conjoint Committee for Associate Procedural Training (CCAPT) will also review your case once both supervisor's have approved it.



#### Approved Case

When a case is approved by CCAPT it will appear as Approved in your Logbook Entries list. It will also show on your Training Summary page.

#### Rejected Case

When a case is rejected, it will appear as Rejected in your Logbook Entries list. You can open it to view the rejection reason. You will also receive an email notifying you of the rejection.

Logbook Entries					
<input type="text"/> Search		Training Program		Entry Type Case Syntheses	
Program	Entry Type	Date ↑	Name	Reviewed by Supervisor	
	Case Syntheses	Jul 19, 2023	Case Syntheses - 1	Approved Case	✓
	Case Syntheses	Jul 19, 2023	Case Syntheses - 2	Rejected Case	✗

## 3.8 Summative Assessment (APTP)

### General Information

A summative assessment is completed by your training supervisors to assess your performance against standard domains and criteria to verify your ability to practice obstetrics independently.

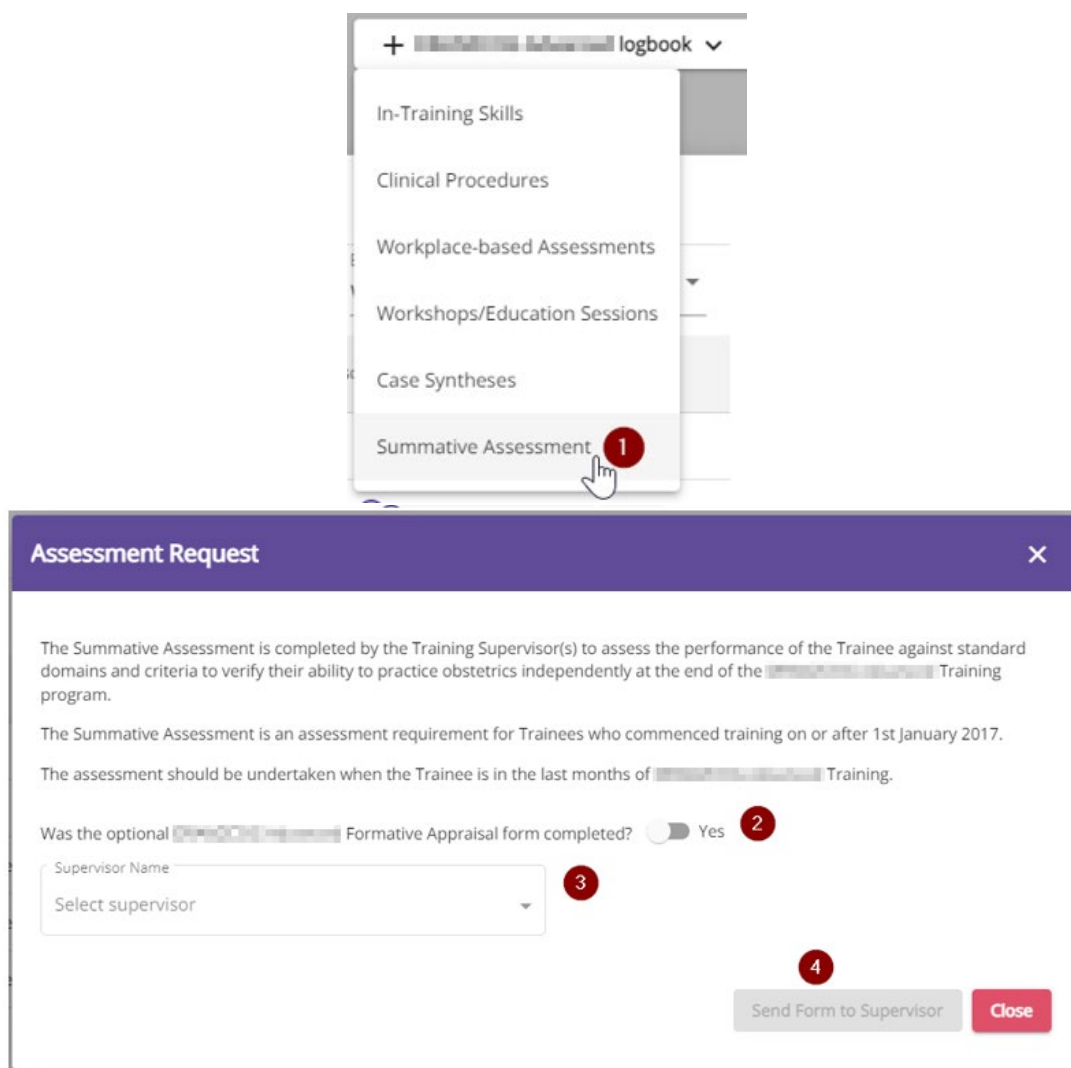
The assessment should be undertaken during your last months of Advanced Diploma training.

### 3.8.1 Adding Summative Assessment

1. Select Summative Assessment from the add to logbook button
2. Select the toggle to 'Yes' if the optional APTP Formative Appraisal was completed
3. Select the Supervisor that will be completing the Summative Assessment.

**Note: Both Supervisors will need to approve the Summative Assessment once it has been completed**

4. Click Send Form to Supervisor

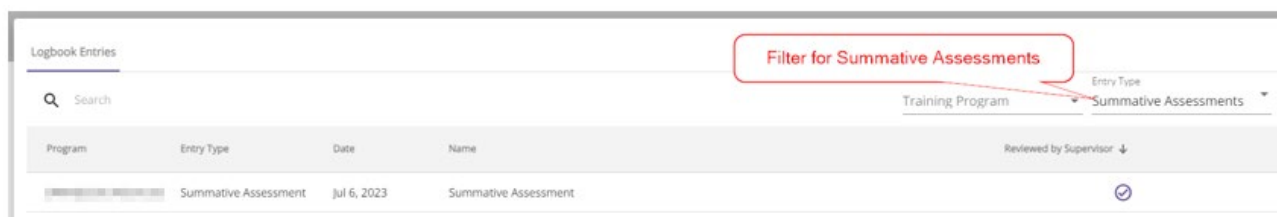


The screenshot shows the 'Assessment Request' form. At the top, a dropdown menu is open, showing options: In-Training Skills, Clinical Procedures, Workplace-based Assessments, Workshops/Education Sessions, Case Syntheses, and Summative Assessment (highlighted with a red circle 1). Below the menu, the form has a purple header 'Assessment Request' with a close button. The form contains the following text: 'The Summative Assessment is completed by the Training Supervisor(s) to assess the performance of the Trainee against standard domains and criteria to verify their ability to practice obstetrics independently at the end of the [redacted] Training program.' and 'The Summative Assessment is an assessment requirement for Trainees who commenced training on or after 1st January 2017. The assessment should be undertaken when the Trainee is in the last months of [redacted] Training.' Below this, there is a toggle switch for 'Was the optional [redacted] Formative Appraisal form completed?' with a red circle 2 next to the 'Yes' option. A dropdown menu for 'Supervisor Name' with the text 'Select supervisor' is highlighted with a red circle 3. At the bottom right, there is a 'Send Form to Supervisor' button (highlighted with a red circle 4) and a 'Close' button.

### 3.8.2 Completing the Assessment

1. The **nominated supervisor** will see the Summative Assessment on their My Trainees Page. They will fill in the assessment criteria and 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:
  - o Assessment Date
  - o Assessment Criteria
  - o Comments

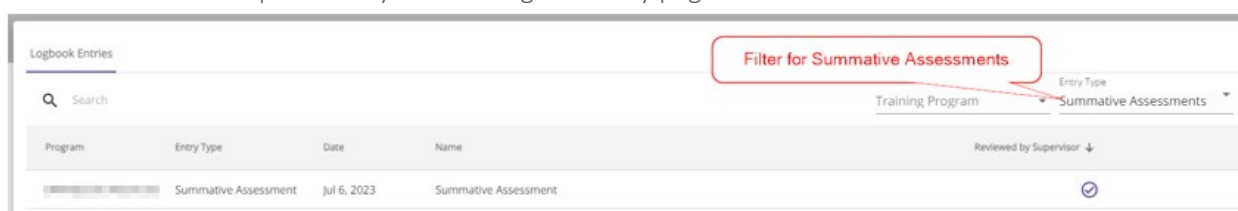
2. The **second supervisor** will see the Summative Assessment on their My Trainees Page once it has been submitted by the nominated supervisor. They will need to approve or reject it.
3. Lastly the **Trainee** should then find the Summative Assessment on their **Logbooks page** and complete the trainee declaration.



### 3.8.3 Outcome of Summative Assessments

#### Approved Assessment

When an assessment is approved and Satisfactory it will appear as Approved in your Logbook Entries list. It will also show as completed on your Training Summary page.



#### Rejected Assessment

When an assessment is rejected it will appear as Rejected in your Logbook Entries list. You will also receive an email notifying you of the rejection.

## 4. Completion of Training

### 4.1 Training Summary page

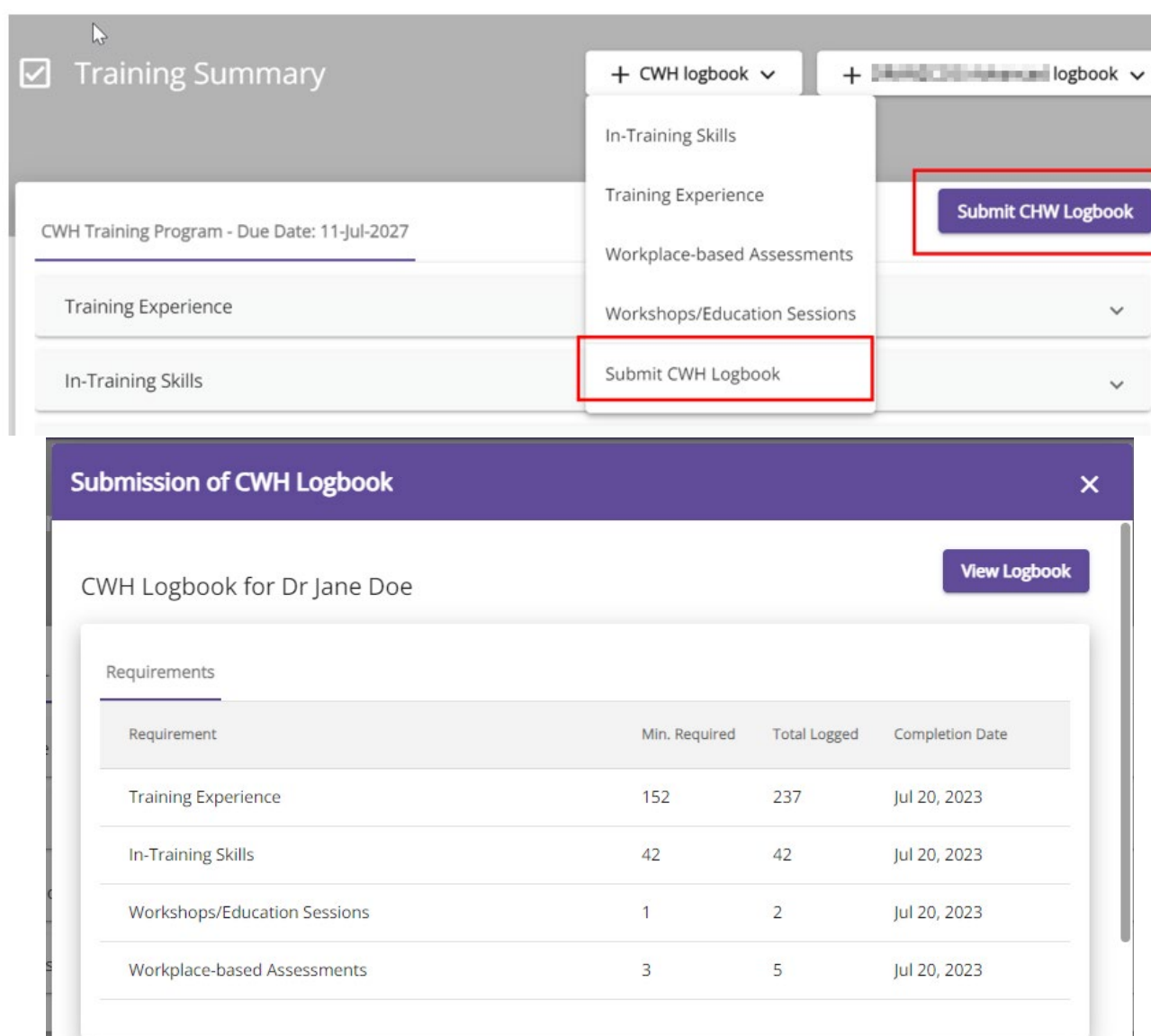
Your Training Summary page will show you your progress against your training requirements. Progress is displayed for only logbook entries approved by your Training Mentor/Supervisor/s.

When the minimum training requirements have been completed, the progress bar will turn green.

### 4.2 Submission of Logbook

When all the training requirements have been completed and approved the button to submit your logbook will appear on the Training Summary page. The Submission Pop Up will summarise what has been added to your logbook and the date that each requirement was completed. You will also be asked to confirm your address (mandatory).

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



The screenshot shows the 'Training Summary' page with a dropdown menu open for 'CWH logbook'. The dropdown menu lists: In-Training Skills, Training Experience, Workplace-based Assessments, Workshops/Education Sessions, and Submit CWH Logbook. The 'Submit CWH Logbook' button is highlighted with a red box. Below the dropdown, the 'Submit CHW Logbook' button is also highlighted with a red box.

The 'Submission of CWH Logbook' pop-up shows the 'CWH Logbook for Dr Jane Doe' with a 'View Logbook' button. The 'Requirements' section contains the following table:

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

Submission of CWH Logbook

Confirm Address

Contact Address

Type	Street Address	Line 2	City	State	Post Code	Country		
Residential	1 Bowen Crescent		MELBOURNE	VIC	3004	Australia		
Mailing	1 Bowen Crescent		MELBOURNE	VIC	3004	Australia		

Please confirm or update your mailing address for when we send your Certificate.

Trainee Declaration

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

Comment

Paragraph

**B**

*I*

Submit to Supervisor

Close

### 4.3 Review of Logbook

1. Your **Training Mentor/Supervisor/s** will be notified that you have submitted your logbook and be asked to review it. If they reject it, they must provide a reason for doing so.
2. After your **Training Mentor/Supervisor/s** approves your logbook submission, your Logbook will be sent to **College Staff** for review. 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 your logbook. If they reject it, they must provide a reason for doing so.

If your logbook submission is rejected you will be able to re-submit it once you have addressed the feedback and it will go through the whole review process again.

When your logbook is approved you will receive an email from RANZCOG about next steps, which will depend on whether you have passed your exam(s).

## 5. Training Details

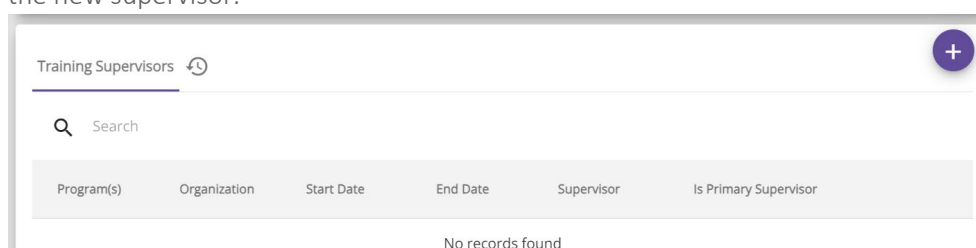
### 5.1 How to change your supervisor



You must have a training supervisor in order to add to your logbook.

**Note:** It is imperative if you intend to change your mentor/supervisor during your training, that **ALL** training modules under the current mentor/supervisor are approved and signed off by the existing supervisor as modules **cannot** be forwarded to the new supervisor.

1. Go to the Training Details page. At the bottom of the page is your Training Supervisors list.
2. Select your current supervisor that you want to change.
3. Enter an end date – this should be the date the supervisor stops supervising you
4. Select the Save button.
5. Select the Add New Supervisor button
6. Enter the details of your new supervisor.  
**Note:** The Start Date of your new supervisor cannot be before the end date of your previous supervisor.
7. Save the new supervisor.



### 5.2 How to change your employment details

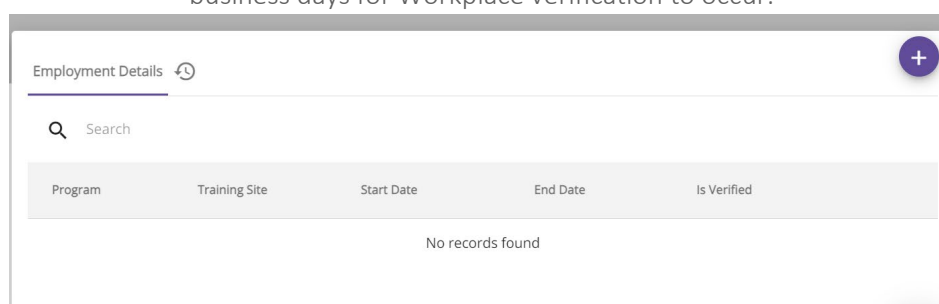


You must have a verified workplace in order to add to your logbook and are required to upload a copy of an Employment Contract or Letter of Offer that covers (minimum) the start date of your training period at the site. Rosters are not a valid form of documentation.

**Note:** your Logbook will not be accessible until an updated Employment Contract or Letter of Offer is uploaded in your Integrate account.

1. Go to the Training Details page. At the top of the page is your Employment Details list.
2. Select your current workplace that you want to change.
3. Enter an end date – this should be your last day of work at the training site
4. Select the Save button.
5. Select the Add New Employment Details button
6. Enter the details of your new workplace.  
**Note:** You cannot add a workplace without providing evidence of placement or appointment.
7. Save the new workplace.

**Note:** College Staff will verify all workplaces using the provided evidence. Please allow up to 3 business days for Workplace verification to occur.



## 6. Frequently Asked Questions

### Why can't I see my add to logbook buttons?

There are a few reasons why you might not be able to add to your logbook:

1. Your training has not started yet. You can check your training start date on your Relationships page. To change your training start date please contact [cptp@ranzcog.edu.au](mailto:cptp@ranzcog.edu.au)
2. You do not have a current workplace. You can add a new workplace on your Training Details page. Your new workplace must be verified by the College. Please allow up to 3 business days for Workplace verification to occur.
3. You do not have a current training supervisor. You can add a new supervisor on your Training Details page.
4. Your current Employment Contract or Letter of Offer has **expired**. Please upload the new copy in Integrate (as above in point 2).

### Why aren't the Training Summary page progress bars showing my entry?

Only logbook entries that have been approved by the Training Supervisor will appear in the progress bars. WBA's will not appear in the progress bar until all stage of the WBA process is completed and the mentor/supervisor has submitted the final outcome.

### What are the steps to complete a WBA?

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 will receive an **email link** to the email address nominated in point 1, **if they do not have access to Integrate** to complete the assessment form. Mentor/Supervisors can access the WBA form from their Integrate account provided the email address you listed in point 1 matches the email recorded on the supervisors Integrate profile.
3. The Assessor completes the assessment form via the **email link** and submits or opens the form from Integrate to complete.
4. The Trainee now reviews the assessed WBA in Integrate and is required to open, complete the "Trainee Declaration", and submit.
5. The Supervisor will now have access to the WBA via their Integrate My Trainees **pending review** section to finalise.
6. 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. 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.



### How do I upload a paper logbook into my Integrate account?

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

### Do I need to submit my logbook before applying for an exam?

Satisfactory completion of the Logbook, including approval of the appointed Training Supervisor, is not required before the trainee can sit an examination. However, training is not completed until all assessment requirements, including this Logbook, have been completed and assessed as satisfactory. All training and assessment requirements must be completed within two (2) years of commencement of training (unless undertaking 2 or more programs concurrently where trainees will have four (4) years to complete all requirements).

### What do I need to do after my Logbook is submitted and approved?

Once the Logbook has been approved by the appointed Training Mentor/Supervisor/s and the examination has been passed, trainees must apply for their certification. The certificate will NOT be issued automatically. To apply, trainees must submit a completed Application for Certification form:

- [CWH/Associate \(Procedural and Advanced Procedural\) Training Program Certification Application \(cognitofrms.com\)](https://cognitofrms.com)

### Why can't I save or submit my logbook entry?

Please check that you have completed all mandatory requirements. If your submit Logbook button is still not clickable then please select the Help '?' icon on the bottom right hand corner of your screen.

### Can I add to my logbook on an app?

[See here for instructions on accessing your logbook on your phone and/or tablet.](#)

### What do I need to do if my Supervisor and/or Workplace changes?

You can update your Supervisor and Workplace on the Training Details page. [See here for further information.](#)

### My previous Supervisor hasn't signed off my training modules and I have now changed workplace and supervisor. What do I do?

Trainees should ensure any training modules commenced at their workplace with the assigned supervisor are completed before you move locations. Training modules cannot be forwarded to a new Supervisor for sign off and will need to be cancelled and re-assessed if your previous supervisor is unwilling to complete the review and sign these off.



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