

The following Standards and Criteria are applicable to all Gynaecological Oncology (CGO) training units in both Australia and Aotearoa New Zealand but allow for variations in location and function.

It is recognised that not all individual training locations can provide the depth and breadth of training necessary to fulfil all the requirements of the subspecialty training programs. Collaboration and flexibility are necessary to ensure a trainee has the opportunity to meet the requirements across the three years of their training within those units.

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1	Support for RANZCOG Officers and Engagement with Unit Accreditation	

STANDARD 2 Supervision

Criteria	
2.1	An appropriate number of Training Supervisors has been appointed to ensure Subspecialty trainees receive effective education and clinical supervision.
2.1.1	Ratio of Training Supervisors and Onsite Presence
	<ul style="list-style-type: none"> Each certified gynaecologic oncology (CGO) training supervisor is available onsite on a regular weekly basis and holds a minimum of a 0.2 FTE contract at the unit where their allocated subspecialty trainees are employed. If there is only one CGO subspecialist, then the unit can only be approved for a maximum of one year of training per trainee. If a unit consists of more than one site, each site must have a supervisor who holds a CGO.
2.2	Training Supervisors undertake training in order to perform their supervisory role.
2.2.1	Clinical Educator Training (CET) Modules
	Training supervisors undertake the relevant Clinical Educator Training (CET) modules within one year of appointment, subject to confirmation of completion.
2.3	Training Supervisors conduct their roles and responsibilities as outlined in the RANZCOG Subspecialty Training Supervisor Position Description.
2.3.1	Roles and Responsibilities
	<p>Training supervisors are familiar with and perform the roles and responsibilities required of a RANZCOG Training Supervisor including conducting the three-monthly Formative Appraisal Report (FAR) and six-monthly Training Assessment Record (TAR), as per the RANZCOG Training Supervisor Position Description – Roles and Responsibilities available on the RANZCOG website.</p> <p>As per 1.1.1, where possible, the Program Director and Training Supervisor roles should not be shared by the same individual.</p>
2.3.2	Training Program Requirements
	Training s

2.4 Subspecialty consultants are actively involved and engaged in the teaching and training of subsp



STANDARD 4 Education Programs and Activities

Criteria	
4.1	Provision of Structured Education Programs, Teaching Sessions and Learning Opportunities
4.1.1	Units will ensure appropriate educational program relevant to the level of the appointed subspecialty trainee or trainees is in place, and to implement strategies to ensure trainees are able to attend these sessions. Trainees shall also be involved in the teaching of others where possible.
	<p>Rostering arrangements and strategies are in place to ensure that all subspecialty trainees have protected time to:</p> <ul style="list-style-type: none"> • attend regular minuted tumour board / clinicopathology meetings • attend regular education, peer review, practice review, and clinical management meetings at a subspecialty level • attend as representative at hospital and local clinical, multidisciplinary, and scientific meetings • have involvement in education at nurse, undergraduate and postgraduate levels • arrangements are in place to ensure subspecialty trainees are not rostered for other duties when education sessions are scheduled, except for the provision of emergency cover.
4.2	Paid and protected non-clinical time
4.2.1	Scholarly elective and training/teaching time
	<ul style="list-style-type: none"> • Minimum of four (4) hours per fortnight scholarly elective (research) time • Minimum of four (4) hours per fortnight training/teaching time
4.2.2	Administrative Time
	<ul style="list-style-type: none"> • Minimum of four (4) hours per week administrative

STANDARD 5 Facilities

Criteria	
5.1	The CGO training unit must provide appropriate resources and facilities
5.1.1	<p>Facilities</p> <ul style="list-style-type: none"> • Access to appropriately staffed/resourced inpatient gynaecological oncology beds. • Access to relevant diagnostic modalities including CT, MRI and PET scanning, ultrasound, and interventional radiology. • Facilities for high dependency care appropriate for assessment and follow-up.
5.1.2	<p>Adequate range of education resources to support the learning environment</p> <ul style="list-style-type: none"> • Internet access. • Adequate access to library and information technology facilities to support subspecialty work, training and research, over and above that required for the recognition of subspecialty and higher training posts. • Access to CGO specific journals e.g.: Cancer, IJGC, Gynaecologic Oncology. • A fully equipped, appropriately sited, and resourced space for the sole use of trainees.

STANDARD 6 Research, Publications and Presentations

Criteria

- 6.1 Units shall support Subspecialty trainees to undertake their compulsory research project and to participate in ongoing clinical research activities relate

STANDARD 8 Workplace Culture, Safe Working Hours and Leave Arrangements

Criteria

8.1 A supportive, harmonious workforce culture and team environment is evident

