



**APPLICATION FOR ACCREDITATION AS AN  
AUSTRALASIAN GYNAECOLOGICAL ENDOSCOPY AND  
SURGERY SOCIETY CERTIFIED GYNAECOLOGICAL  
ENDOSCOPY TRAINING UNIT**

# Application Process

This application must be completed for the initial accreditation of a training unit by the Australasian Gynaecological Endoscopy and Surgery (AGES) Society.

This application must also be completed for subsequent accreditation or if there is any material change in the conduct of the training program over the accreditation period.

All applications must be received by January 22, 2017.

Incomplete applications will be returned with a request to provide the missing information, which may delay processing.

Each accredited training unit will be approved for a period of up to four years. Accreditation will be based on the information presented in this application and site visits by AGES Society assessors as required.

Applicants are advised to complete the application form in accordance with the standards outlined in the document *Australasian Gynaecological Endoscopy and Surgery Society Training Program in Gynaecological Endoscopy*. This document is sent out with the application form and additional copies are available from the AGES secretariat.

**(NB: A training unit may be comprised of more than one hospital and/or training site.)**

The following must accompany each application:

1. Application for Accreditation of a Gynaecological Endoscopy Training Unit
2. Application Fee  
AUD3300 (Inclusive of GST)
3. Training Fee per Trainee  
AUD1500 per annum (Inclusive of GST)

Please forward this application directly to:

Education Services  
AGES Secretariat  
YRD Event Management  
PO Box 717  
INDOOROPILLY QLD 4068

Email: [education@ages.com.au](mailto:education@ages.com.au)

# APPLICATION FOR ACCREDITATION AS A GYNAECOLOGICAL ENDOSCOPY TRAINING UNIT

This form is to be completed by the training unit's proposed Training Director who will oversee training within the unit.

<b>NAME OF CENTRE</b>	
<b>Number of trainees applied for (max 2):</b>	

<b>TRAINING SITE 1</b>	
<b>ADDRESS</b>	
<b>TELEPHONE</b>	<b>FACSIMILIE</b>
<b>WEBSITE</b>	

<b>TRAINING SITE 2</b>	
<b>ADDRESS</b>	
<b>TELEPHONE</b>	<b>FACSIMILIE</b>
<b>WEBSITE</b>	

<b>TRAINING SITE 3</b>	
<b>ADDRESS</b>	
<b>TELEPHONE</b>	<b>FACSIMILIE</b>
<b>WEBSITE</b>	

<b>TRAINING SITE 4</b>	
<b>ADDRESS</b>	
<b>TELEPHONE</b>	<b>FACSIMILIE</b>
<b>WEBSITE</b>	

<b>TRAINING DIRECTOR</b>	
<b>ADDRESS</b>	
<b>TELEPHONE</b>	<b>FACSIMILIE</b>
<b>EMAIL:</b>	
<b>DATE:</b>	

# 1. WORKLOAD

## 1.1 Clinical Services

Please list and quantify the clinical services provided in the training unit in the last 12 months, with details of trainee participation. In the case of new units, please estimate expected trainee participation. Please note that trainees are not expected to perform each of the procedures independently.

Procedure	Number of procedures performed / patients provided with this service	Number of procedures in which trainee will act as first assistant	Number of procedures performed by trainee
<b>Laparoscopic procedures</b>			
Peritoneal Surgery			
Minimal/mild endometriosis			
Severe endometriosis			
Advanced adhesiolysis			
Ovarian Surgery			
Ovarian cysts			
Ovarian transposition			
Tubal Surgery			
Ectopic pregnancy			
Salpingectomy for tubal pathology			
Reanastomosis			
Neoalpingostomy and salpingoplasty			
Uterine Surgery			
Laparoscopic hysterectomy			
Laparoscopic myomectomy			
Urogenital Prolapse			
Bladder neck suspension procedures			
Uterine suspension procedures			
Pelvic organ prolapse procedures			
<b>Hysteroscopic procedures</b>			
Outpatient hysteroscopy			
Resection of fibroid			
Resection of polyp			
Division of septum			

Division of adhesions			
<b>Robotic procedures</b>			
<b>Urological procedures</b>			
Diagnostic cystoscopy			
Ureteric catheterization			
Ureteric stenting			
Ureteric reanastomosis			
<b>Colorectal procedures</b>			
Anterior Resection			
Hemicolectomy (left)			
Ileostomy and reversal			
Sigmoidoscopy			
Small bowel resection			
Bowel repair			
<b>Other</b>			

## 2. STAFF

### 2.1 Specialists

Please detail the practitioners working at a specialty level in the unit. A minimum of two (2) supervisors are required for each training position.

Name	Qualifications/	Title/Position	Site at which specialist practices	Proportion of time spent at this site	Responsibility for RANZCOG trainees in the past 5 years	Will this practitioner act as a Training Supervisor?*
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No

\* **NB:** - Training Supervisors must be gynaecological endoscopists.

- If more than one site is part of the training unit, there must be a Training Supervisor at each centre, with one having overall responsibility for each trainee.

### 2.2 Allied/Other Health Professionals

Please provide details of liaison/ collaboration with other health professionals. eg physiotherapists, counselors, physicians, general surgeons, urologists, colorectal surgeons etc

Name	Area of Health Expertise	Details of liaison/interface/collaboration

### 3. FACILITIES

#### 3.1 Services & associated equipment

List the diagnostic services that the trainee may access.

Service	Description	Practice location
<b>Reproductive histopathology</b>		
<b>Organ imaging facilities, including ultrasound, interventional radiology, CT and MRI</b>		
<b>Ethical and Administrative</b>		

### **3.2 Comprehensive care provision**

Describe the comprehensive care provided to patients with gynaecological conditions at the training site.

1) Consultative and nonsurgical care:

2) Surgery:

3) Critical Care:



4) Access to other surgical specialties and subspecialties

5) Community education and liaison

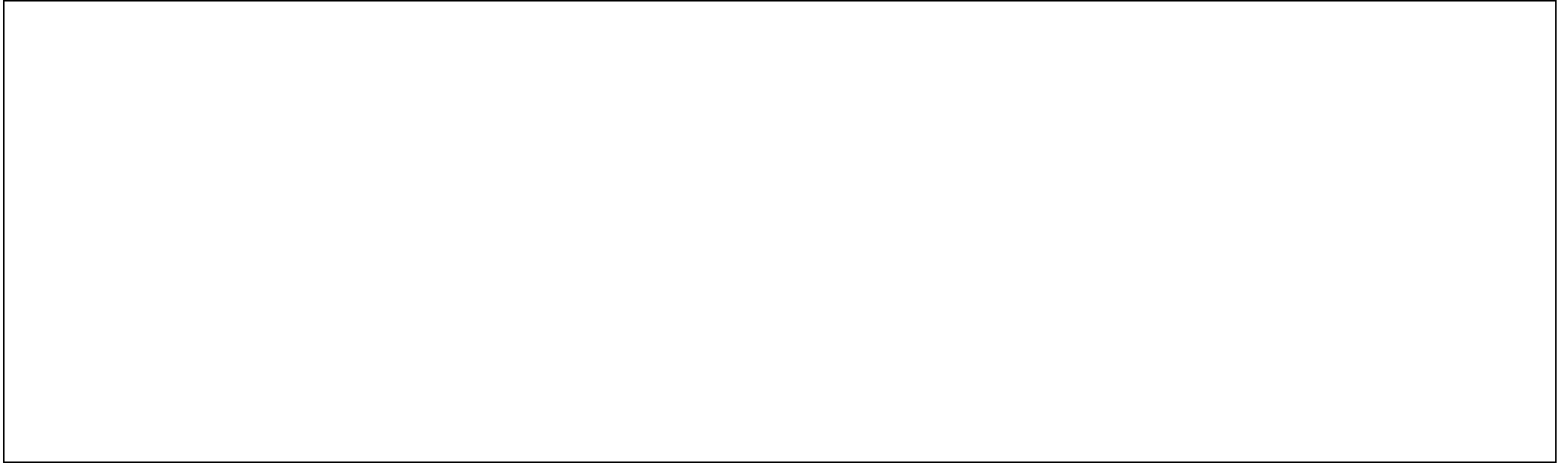
### 3.3 Library & Information Technology facilities

Describe the **library facilities** within the training unit. Library collections should be extensive, up-to-date and have access to an efficient inter-library loan facility. Please describe after hours access to library facilities.

Describe the **information technology** facilities within the training unit. Trainees should have ready access to computers, including online access to a university library and / or medical databases. Please describe after hours access to information technology facilities.

### **3.4 Research facilities**

Describe the facilities and resource personnel available within the unit to support specialty research.

A large, empty rectangular box with a thin black border, intended for the user to provide a detailed description of the research facilities and resource personnel available within the unit to support specialty research.

## 4. ACTIVITIES

### 4.1 Meetings

#### a) Specialty meetings

Provide a timetable of regular education, peer review, practice review, and clinical management meetings at a specialty level.

Name of Meeting	Description	Meeting Schedule

#### b) Representation

Describe the representation of specialists in the unit at hospital and local clinical, multidisciplinary and scientific meetings.

Name of Specialist	Representation

## 4.2 Teaching and Education

Describe the unit's involvement in the teaching and education of:

Audience	Description	Trainee involved? Yes/no
Nurses		
Undergraduate: Medical Students		
Post graduate: Medical Practitioners (residents, registrars and specialists)		

### 4.3 Trainee timetable

For each site present a typical weekly timetable for each trainee.

Site:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

Site:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

Site:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

Site:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

## 4.4 Publications

List, or attach as an appendix, the publications, published or in preparation, in the last 5 years by specialists in the unit.





## 4.6 Research

### a. Current research

List the current research projects in progress by practitioners working in the unit.

Title of research project	Names of researchers	Brief description of research	Expected completion date

### b. Research opportunities

Describe the opportunities for research for prospective trainees and how trainees will be encouraged to participate in clinical research during the course of their training.

## 5. Funding

Every training unit must demonstrate evidence of prospective funding. It is expected that trainees be remunerated no less than other trainees in a comparable training level, as described by the regional health authority.

Expected trainee salary:

<b>Source</b>	<b>Amount</b>	<b>Time period Funding confirmed</b>
Training hospital salary:		
Private unit salary		
Surgical assisting		
Grants		
Other		

## **6. Declaration of Interest**

Program Directors must declare any material interest that would influence training at the unit, such as directorships and commercial sources of funding.

## **GLOSSARY**

Trainee: a person accepted into an AGES Accredited Training Program

Training director: a specialist (FRANZCOG) responsible for the overall supervision and conduct of a training unit

Training site: the physical location of the training unit

Training supervisor: a specialist (FRANZCOG) accredited to advanced laparoscopic and hysteroscopic level (AGES – RANZCOG Level 5 and above), working as part of a training unit

Training unit: the medical unit providing the training program for each trainee; each unit may have a number of training sites; the training unit must have on program director and one or more training supervisors