Basic Practical Skills in Obstetrics and Gynaecology

Guidance Notes
I. Introduction

The Basic Practical Skills in Obstetrics and Gynaecology course has been designed to introduce trainees to safe surgical techniques and obstetric clinical skills in a structured workshop environment.

The course is standardised to ensure that common objectives, content structure and assessment methods are followed. The content is designed to complement the RCOG Training Portfolio Logbook and is linked to OSATs.

The course consists of 3 modules and covers basic surgical skills and basic skills in obstetrics. The Participant Manual includes a suggested course outline, which covers the three ‘modules’ (basic open general surgical techniques, obstetric skills, and gynaecological procedures; hysteroscopy and laparoscopy) on two consecutive days. However, the manual can be used flexibly to facilitate the delivery of the training over a series of one-day or half-day courses, as appropriate to regional/local needs.

The course is run at the RCOG, but can be run at regional franchised centres provided the necessary requirements in terms of facilities, equipment and faculty are met. This must be confirmed through the submission of the accompanying proposal form to the RCOG, who are responsible for approving the proposals received. The RCOG will provide a copy of the Participant Manual to the Convenor and to each course candidate to keep. Additional copies of the Participants Manual for course faculty must be purchased as required via Cambridge University Press via this link: http://www.cambridge.org/gb/academic/subjects/medicine/obstetrics-and-gynecology-reproductive-medicine/basic-practical-skills-obstetrics-and-gynaecology-participant-manual-2nd-edition

These faculty copies may be reused.
Part 1: eLearning

The RCOG has produced a series of eTutorials which cover the theoretical aspects of the Basic Practical Skills Course. This is to enable those attending the face-to-face sessions to spend as much time as possible practising surgical techniques and clinical skills in the presence of an experienced instructor. Delegates should be sent a link to the tutorials at least one week prior to the practical course, and are encouraged to work their way through the online tutorials in their own time before attending the face-to-face training.

The online tutorials should take approximately 6-7 hours to complete and delegates are asked to achieve a minimum 70% pass rate for the assessments. All delegates will need to be logged in to their StratOG account when completing the tutorials to enable them to print off a completion certificate.

Those delegates without a StratOG account should register for one by clicking on the ‘register for StratOG’ button on the StratOG home page.

Completion certificates for the tutorials should be provided to the course convenor during the practical sessions, or up to one week afterwards.

A certificate of attendance for the course will only be issued once delegates have completed the practical course AND online tutorials.

If delegates are experiencing problems accessing the online tutorials the eLearning team at the RCOG can be contacted on stratog@rcog.org.uk

Part 2: Course assessment

Each candidate must be provided with the separate Basic Practical Skills Course Assessment Form at the start of the course (see Appendix 3). The form lists the learning objectives for each module, all of which must be satisfied during the course/s. Trainers are asked to sign off the achievement of each learning objective. A continuous feedback approach is expected and every reasonable opportunity must be given to each candidate to allow him or her to demonstrate the achievement of the learning objectives during the course, if necessary with repeat assessments on the last day for some trainees. Achievement of the various learning objectives may be demonstrated as outlined in Appendix 3 of these notes. If a delegate is incapable of demonstrating achievement of one or more learning objectives during the course, they may be required to repeat the module/s in question at a later date. The Convenor should contact the RCOG for guidance in such instance.

Convenors

The Convenor must be a consultant obstetrician/gynaecologist and must be active in the delivery of the course. Course Leads and Trainers must be suitably experienced to train and assess the delegates and it is the responsibility of the Convenor to ensure this.

The Convenor bears the ultimate responsibility to ensure RCOG policies are met, guidelines are followed and revenue is collected and sent to the RCOG.

Course Leads

It is expected that Course Leads should be experienced teachers/trainers who have taught on several courses. They will be responsible for organising the teaching sessions each day including allocating lectures to each trainer.

Trainers

The Trainers will form the course faculty and should deliver the set lectures and evaluate the delegates. They will be required to teach a minimum of one course held in their local area and participate at the Basic Practical Skills course held at the RCOG if required. All Trainers who are unfamiliar with the former Basic Practical Skills course should observe at least one course prior to teaching.

Ratio of trainers: delegates

A minimum of 4 trainers must be provided for groups of up to 12, and 6 trainers for groups up to 18. All trainers must be familiar with the contents of the RCOG Basic Practical Skills participant manual, lectures and video-resources in advance of the course.

3. Faculty requirements
4. Marketing and advertising

The following information will be included free of charge in specific marketing resources available on the RCOG website and in print as a lineage advertisement in the classified section of *The Obstetrician & Gynaecologist*: Date, Venue, Convenor, Administrative Contact Details (names, telephone and email). Additional information can be added to the basic lineage advertisement at the standard rate; display advertising is also available, which will also be charged at the standard rate, for more information visit rco.org.uk/media-pack

Approved centres will receive an electronic version of various marketing templates in the SIG. This will include the marketing brochure and website banners with RCOG branding. All material provided by the RCOG is copyright protected and should be used only for the duration of the organised course.

5. Evaluation of the course

In order to continue to monitor the performance of the Basic Practical Skills course at the RCOG and regional centres all trainees will be required to complete a feedback survey. Delegates will receive an email from the RCOG with a link that will direct them to SurveyMonkey.com, where they will complete feedback on the course. Once the feedback has been completed, they will be automatically diverted to another webpage where the certificate of attendance will appear.

Delegates must type their names on the certificate and remember to save a copy. They will have only two weeks to ensure they complete the feedback and obtain their certificates, after which the feedback link will be deactivated and the results will be sent to you.

The centre must retain the list of faculty and delegates who attend each course for 5 years. The RCOG reserves the right to review all course records and/or to visit regional courses for evaluation purposes.

6. Payment

It is the Convenor’s responsibility to ensure delegate revenue is collected and payment for the minimum numbers (as per the application form) is sent to the College. Please note if you are unable to reach your minimum numbers stated in the application form please contact the Meetings Department at least 6 weeks before the course.

In the event that numbers exceed the minimum requirement please contact the College with final numbers two weeks prior to the course to ensure additional manuals are sent in time for the course. An invoice will be raised shortly after the course has taken place, which needs to be settled within 30 days of receipt.
7. Sutures

Ethicon products has made a major contribution to the RCOG Basic Practical Skills course initiative by providing a purpose-designed suture pack to all delegates undertaking the course in the UK. These packs are provided free of charge via the College at the time of supply of the Participant Manuals (1 pack per manual supplied) and will meet all of your suture requirements for running the course. Each suture pack will also contain printed educational materials.

8. RCOG contacts

For further information about the Basic Practical Skills Course please contact the Meetings Team:

Andrea Dias
Conference Co-ordinator

T: +44 20 7772 6281
E: adias@rcog.org.uk
A large room with enough space for around 25 people to work in comfort and safety, both seated and standing, together with up to five other spaces for smaller group stations.

The course works most effectively if sited in a single main room, with multiple smaller breakout rooms nearby for specific practical demonstrations, individual evaluations, or one-to-one coaching. The space must be time effective, allowing set-up, operation, and change around to meet the course timetable. Changeovers (during coffee/lunch breaks) can be constrained. Therefore it is essential that the technician has prepared in advance each station space with all the necessary equipment and models to avoid disturbance.

Other facilities to consider are:
- Access to sinks and a cleaning facility
- A material and equipment preparation area as near to the station areas as is possible
- Plenty of storage space. This Basic Practical Skills course has been designed so that animal tissue is not needed, however, if regional centres do use animal tissue a refrigerator and/or freezer may be required
- A computer connected to projection and sound to play the lectures and videos
- Internet/Wi Fi access is useful when referring to specific on-line teaching resources

Miscellaneous items
- First Aid Kit
- Flipchart and marker pens
- Hand wipes
Day One (morning stations)

Suggested requirements:
Each table (shared between two trainees) requires the following items:

General equipment
- 1 x Non-sharps waste disposal bin on the floor
- 1 x Sharps bin on the table
- 2 x Knot tying jig plus a string and a length of suture material
- 2 x Skin simulation suture/dissection pad
- 2 x Suture pad holder

2 x Kidney bowl each containing the following:
- 6 x Size 10 scalpel blade
- 1 x Size 4 scalpel handle

1 x Instrument tray containing:
- 2 x Mayo needle holders
- 2 x Metzenbaum curved dissection scissors
- 2 x Mayo straight scissors
- 1 x West self retaining retractor
- 2 x Langenback retractors
- 2 x Haemostats (curved)
- 2 x Haemostats (straight)
- 2 x Gillies half teeth forceps
- 2 x Mcindoe (not fine) non-toothed forceps
- 2 x Variety pack of suture material or Ethicon/RCOG BPS suture folder

For the opening and closing of the abdomen
- 1 x Abdominal opening and closure wall simulator per two trainees, containing inflated balloon and covered with at least two layers of (different coloured) neoprene to represent the layers of the abdominal wall
- 1 x Short length of plastic tubing to represent a drain per trainee (optional)
Day One (afternoon stations)

Suggested requirements:

Station 1: Gynaecological examination/pelvic swabs/smear taking/endometrial biopsy/IUD insertion/ring pessary
- 1 x Pelvic examination trainer (with optional diagnostic problems) for every two trainees
- Examination equipment including vaginal swabs, endometrial aspiration sampler, liquid based cytology brush, IUD and insertion simulator, pessary
- Cuscoe specula of various sizes
- Sims speculum of various sizes
- Lubricant

Station 2: D&C/Uterine evacuation
- Examples of suction cannulae – curved and straight, sizes 6, 8 and 10 (pump unit – optional) and other suction devices (manual vacuum aspiration – optional)
- Examples of uterine curettes
- Hollowed out dyed potato (one per two trainees) to simulate uterus. Clingfilm, sellotape, and rubber bands to hold potato model together
- Rubbish bin
- Plastic sheet to cover work surface

Station 3: Hysteroscopy
- 2 x Hysteroscopy stack
- 2 x Hysteroscope with in/out flow and IV giving set
- 2 x Saline bag and drip stand
- 2 (or more) x Diagnostic hysteroscopy uteri
- 2 x Buckets for saline outflow collection
- Plastic sheeting
- Hand towel
Day One (afternoon stations)

Station 4: Laparoscopy
- 2 x Laparoscopic trainer box
- 2 x Laparoscopic stack
- 2 x 10mm Laparoscope
- 2 x Veress needle and insufflation tubing
- 2 x 10ml Syringe (Palmer’s test)
- 2 x Insufflator (optional – if included on stack)
- 4 or 6 x 5mm Trocar and cannula
- 2 x 10-12mm Trocar and cannula
- 2 x 10-12mm Blunt/Hassan trocar and cones with suture wing and suture material (optional – to demonstrate open entry technique if time allows)
- 2 x Endoscopic needle holders
- 2 x Endoscopic Metzenbaum scissors with curved jaw
- 4 x Endoscopic sharp tipped grasping forceps
- 4 x Endoscopic dolphin nosed grasping forceps
- Variety of training tasks/skills tests (endoloops, peas/polos, stack cubes, etc)

Station 5: Basic gynaecology instruments/ laparotomy instrument tray
- 1 x Theatre tray for abdominal hysterectomy with a complete set of instruments
- 1 x Theatre tray for caesarean section with a complete set of equipment
- 1 x Theatre tray for minor gynaecological surgery and uterine evacuation with a complete set of equipment
Suggested requirements:

**Station 1: CTG interpretation and fetal blood sampling**
- CTG large printed trace (included in the BPS Participant's Manual) for annotation
- 1 x Fetal blood sampling (FBS) equipment trolley/set with enough disposable sample tubes and swabs for each trainee to undertake an FBS
- 1 x Fetal head simulator per six trainees for blood sampling (an orange covered with a red dye soaked sanitary towel and enclosed securely within a plastic bag). This allows trainees to collect mock blood within the sample tube after perforation of the bag
- Sellotape dispenser (to reseal hole in the fetal head simulator)
- Pelvic simulator to hold the fetal head simulator
- Aprons and box of gloves
- Box of hand wipes
- Hand towel
- Sharps bin and rubbish bin

**Station 2: Instrumental deliveries (forceps/ventouse)**
- 2 x Birthing trainer and doll with head designed for ventouse cup application
- Lubricant
- 2 (or more) x Kiwi cup
- 1 x Silastic cup
- 1 x Bird's metal cup
- 1 x Ventouse vacuum machine (optional)
- 2 x Neville Barnes forceps
- 1 x Bone pelvis
- 2 (or more) x Pudendal needle
- Box of gloves
- K-Y jelly or similar
- Box of hand wipes
- Hand towel
- Rubbish bin

**Station 3: Episiotomy and perineal repair**
- 1 x Episiotomy repair jig per trainee
- 1 x Good light source
- 1 x Instrument tray (containing needle holder, forceps, scissors)
- Suture material (eg: Vicryl-Rapide included in the Ethicon/RCOG BPS suture folder)
- Sharps bin and rubbish bin
Day Two (morning/afternoon stations)

Station 4: Shoulder dystocia
- 2 x Birthing trainer and doll designed for shoulder dystocia and lubricant
- Box of gloves
- Hand towel
- Rubbish bin

Station 5: Postpartum haemorrhage and MRP
- 1 x Birthing trainer and placenta
- 1 x PPH Kit/trolley (including uterine tamponade balloon, fake drug store, IV access and tubing etc)
APPENDIX 2: Approaches to assessment of achievement of learning objectives

**MODULE 1 Basic open general surgical techniques**

<table>
<thead>
<tr>
<th>Learning objective</th>
<th>How assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrate proper handling of instruments</td>
<td>By observation during knot-tying/suturing exercises</td>
</tr>
<tr>
<td>Demonstrate secure knot tying</td>
<td>By observation during knot tying exercise using jigs and suturing exercises using skin pads</td>
</tr>
<tr>
<td>Demonstrate satisfactory suturing ability</td>
<td>By observation during suturing exercises using skin pads</td>
</tr>
<tr>
<td>Display an appropriate regard for safety</td>
<td>By observation during knot-tying/suturing exercises</td>
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</tbody>
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**MODULE 2 Obstetric skills**

<table>
<thead>
<tr>
<th>Learning objective</th>
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<tbody>
<tr>
<td>Demonstrate the correct method of ventouse delivery</td>
<td>By observation during exercise using birthing model and ventouse equipment</td>
</tr>
<tr>
<td>Demonstrate satisfactory episiotomy repair</td>
<td>By observation during exercise using episiotomy models</td>
</tr>
<tr>
<td>Demonstrate the correct application of forceps delivery</td>
<td>By observation during exercise using birthing model and forceps equipment</td>
</tr>
<tr>
<td>Demonstrate appropriate management of shoulder dystocia</td>
<td>By observation during exercise using birthing model</td>
</tr>
<tr>
<td>Undertake fetal blood sampling satisfactorily</td>
<td>By observation during exercise using FBS mode</td>
</tr>
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**MODULE 3 Gynaecological procedures, hysteroscopy and laparoscopy**

<table>
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<tbody>
<tr>
<td>Demonstrate/explain the principles of gynaecological examination</td>
<td>By observation during exercise using abdominal trainer</td>
</tr>
<tr>
<td>Demonstrate/explain the principles of IUD insertion</td>
<td>By observation during exercise using abdominal trainer</td>
</tr>
<tr>
<td>Demonstrate the principles of an effective hysteroscopic survey</td>
<td>By observation during exercise using hysteroscopy trainer</td>
</tr>
<tr>
<td>Demonstrate/explain the principles of uterine evacuation</td>
<td>By observation during exercise using uterine trainer</td>
</tr>
<tr>
<td>Demonstrate/explain the principles of laparoscopic closed entry</td>
<td>By observation during exercise using hysteroscopy trainer</td>
</tr>
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Notes:

1. Knot tying jigs, as supplied by Ethicon for example, allow delegates to demonstrate the tying of the various knots described in the participants manual. Jigs allowing simple knot tying, including knot tying at depth, to be practiced and demonstrated are readily improvised.

2. A range of skin pads is available allowing incision and suturing. Most employ multiple tissue layers and some incorporate vessels to allow practice and demonstration of tissue dissection.

3. A range of birthing models are available. Limbs & Things Ltd. has a birthing model allowing satisfactory representation of shoulder dystocia.

4. A range of perineal repair models of differing complexity are available which allow delegates to undertake episiotomy repair. Simple foam models are satisfactory for the purposes of the course although the more complex models provide multiple tissue layers and their use gives a clearer indication of a candidate’s true ability.

5. A fetal scalp blood sampling model is available from Pharmabiotics Ltd. Delegates can be given an opportunity to collect mock blood from a ‘fetal scalp’ clamped within a pelvic model. This allows ample opportunity to demonstrate satisfactory FBS skills. Improvisation of such a model is readily achievable.

6. A suitable exercise for delegates to undertake, which allows ready assessment of their instrument-handing skills, is a mock Filshie sterilisation. Using an abdominal trainer, such as a simple MAT trainer containing suitable tubular material or an anatomically correct pelvic model (both obtainable from Limbs & Things Ltd. for example).

7. A suitable exercise is to use the hysteroscope to observe the interior of a uterine model (obtainable from Limbs & Things Ltd. for example), to observe the positioning of an IUCD within, and to correctly remove of the latter with graspers.
APPENDIX 3: Candidate Assessment Form – reference copy only

BASIC PRACTICAL SKILLS COURSE ASSESSMENT FORM

Trainee’s name:

Course venue and dates:

Course Organiser:

**MODULE 1 Basic open general surgical skills**

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**MODULE 2 Basic obstetric skills**

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Feedback from instructor/s to trainee (continue overleaf as necessary):

_________________________________________________________________________

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_________________________________________________________________________

_________________________________________________________________________

I confirm that the trainee named above has achieved all the required learning objectives

Signature of Course Organiser: ___________________________________________

Date: ____________________________
How to get in contact

For more information visit:
www.rcog.org.uk/franchising

For an initial discussion please
call or email the Meetings Team:
Tel: +44 207 772 6281
Email: adias@rcog.org.uk

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