



Royal College of
Obstetricians &
Gynaecologists

Basic Practical Skills in Obstetrics and Gynaecology

Guidance Notes

1. 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.

It 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 for course faculty must be purchased as required via [Cambridge University Press](#), these faculty copies may be reused.

These guidance notes list the equipment and consumables likely to be needed to run the course (Appendix 1) and, where appropriate, suggest exercises/equipment upon which training. However, it is recognised that a number of centres have existing experience of running surgical skills courses for obstetricians and gynaecologists and have developed their own exercises and equipment to allow demonstration and practice of the prescribed skills. These can continue to be used in support of the RCOG course where appropriate. This is provided all elements of the RCOG Curriculum and participant manual are covered and that every reasonable opportunity is given to course delegates to demonstrate the achievement of the learning objectives.

2. Setting up an RCOG approved course

Centres that wish to run this course must first submit an application to the RCOG for approval. This is to ensure that the necessary requirements in terms of facilities, equipment and faculty are met.

To ensure your course is successful we suggest a few areas to consider when setting up your RCOG approved course:

- Ensure your application form is received no later than **6 weeks** prior to the course date
- It is advisable to check the RCOG website for an updated list of RCOG approved BPS courses www.rcog.org.uk/events to avoid clashes with nearby courses.
- Please remember the onus is on the centre to ensure the course meets the minimum delegate numbers stated on the application form.

All RCOG educational courses must be run in accordance with RCOG Franchising Policy which can be viewed here: www.rcog.org.uk/franchising-policy

3. Assessment of delegates

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 practicing surgical techniques and clinical skills in the presence of an experienced instructor. Delegates should be sent a link to the tutorials at least two weeks 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 RCOG eLearning account when completing the tutorials to enable them to print off a completion certificate.

Those delegates without an RCOG eLearning account should register for one by clicking on the 'Register Now' button on the [RCOG eLearning](#) home page.

Completion certificates for the tutorials should be provided to the course convenor during the practical sessions, or on the last day of the practical course.

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

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

4. Faculty requirements

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.

5. Advertising

If you have opted for your course to be advertised on the [RCOG events webpage](#), we will use the information provided on the application form to promote the course, i.e. venue, delegate fee, course convenor and how to book. We will aim to have the course published on the events page within 1-3 weeks of receiving the application form.

6. 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, where they will complete the feedback on the course. Once the feedback has been completed, they will receive an email with their certificate of attendance. 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 RCOG reserves the right to review all course records and/or to visit regional courses for evaluation purposes.

7. RCOG franchising fee

Franchising fee is **£61.67 +VAT** per delegate or **30% +VAT** of the fee charged to delegates, whichever is greater. In practice the 30% fee will apply if you are charging your delegates more than £203.56 +VAT, so for the majority of you, the fee will remain the same and there will be no change.

Minimum number of delegates per course must be 8.

8. Sutures

Ethicon products provide 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 & Ireland. Centres outside of UK & Ireland that require the sutures, should contact their local Johnson and Johnson office to ask about how they can apply for professional education or education support.

9. Payment

It is the centre's responsibility to ensure delegate registration fees are collected ahead of the course.

Following the course, an invoice will be raised and sent to you via email and this must be paid within 30 days of receipt. This invoice will be based on the final delegate numbers that attended the course or the number stated on your application form, whichever is higher. Where invoices are not paid within 30 days, the RCOG retains the right to suspend any future courses including confirmed dates until the outstanding payment has been received.

10. Cancellation policy

If you are unable to meet the minimum number stated in the application form please contact the Events Team at least **6 weeks** before the course. Cancellations must be received in writing one month before the course begins. An administrative charge of **£40** will be made on all cancellations made one month or more prior to the course. All cancellations after this date will be subject to an administrative charge of **£250**. If a decision is made to cancel the above course all material must be returned to the RCOG within **4 weeks** of notification, otherwise you may be charged for the materials.

11. RCOG contacts

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

Andreia Dias, Senior Events Co-ordinator

- T: +44 (0)207 772 6281
- E: adias@rcog.org.uk

Emily Tovar, Events Administrator

- T: +44 (0)207 772 6437
- E: etovar@rcog.org.uk

12. Privacy information

For your reference, please see the RCOG privacy information:

<https://www.rcog.org.uk/en/legal/privacy-policy-cookies/>

APPENDIX 1: Technical requirements (provided for guidance)

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.

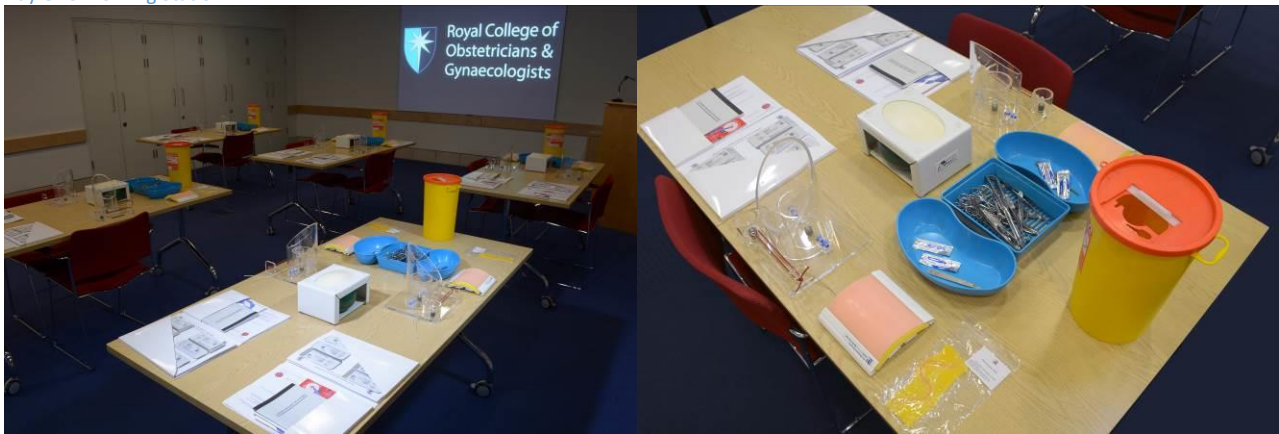
Other facilities to consider are:

- 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
- Laptops, projection and screen

Day One Morning Station



Day one (morning stations)

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 pack

For the opening and closing of the abdomen

- 1 x Abdominal opening and closure wall simulator for per two trainees, containing inflated balloon and covered with at least 2 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)

Station 1: Basic Hysteroscopy

- 2 x Hysteroscopy stack or similar
- Hand towel

Station 2: 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 1



Station 2



Day one (afternoon stations)

Station 3: Gynaecological examination and instrument trays

- 1 x Pelvic examination trainer (with optional diagnostic problems) for every 2 trainees
- Examination equipment including vaginal swabs, endometrial aspiration sampler, liquid based cytology brush, IUD and insertion simulator, pessary
- Cusco specula of various sizes
- Sims speculum of various sizes
- Lubricant
- 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

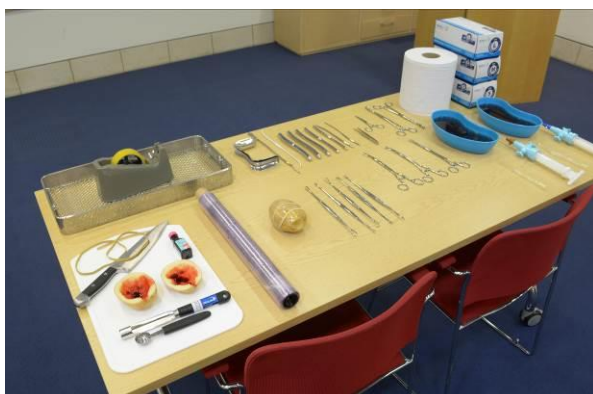
Station 3



Station 4: 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 4

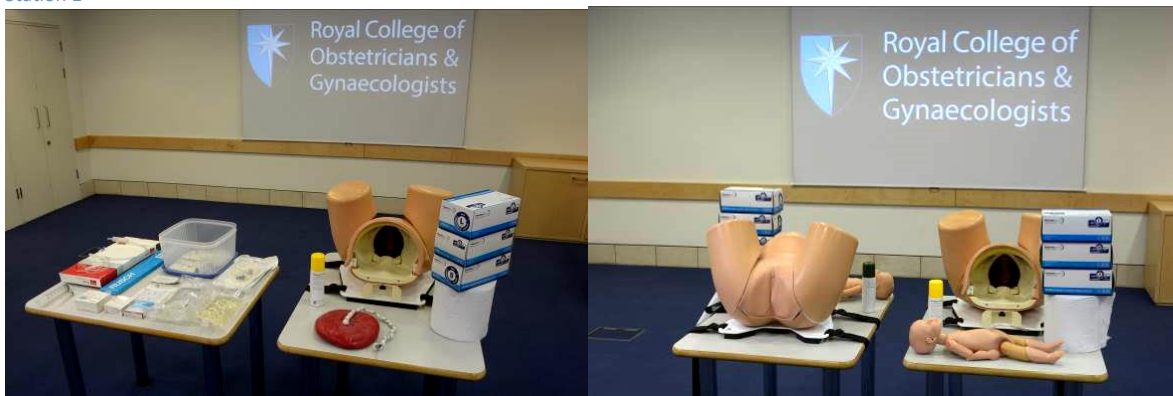


Day Two

Station 1: Postpartum haemorrhage and manual removal /Shoulder dystocia

- 2 x Birthing trainer and doll designed for shoulder dystocia and lubricant
- Box of gloves
- Hand towel
- Rubbish bin
- 1 x Birthing trainer and placenta
- 1 x PPH Kit/trolley (including uterine tamponade balloon, fake drug store, IV access and tubing etc)

Station 1



Station 2: Operative vaginal delivery (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 2



Day Two

Station 3: Vaginal examination and fetal blood sampling

- 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 3



Station 4: 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

Station 4

