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| **Educational/Professional Product Proposal** |

**Guidance notes**

1. RCOG defines education products (or resources) as educational programmes, initiatives or materials to support the delivery of RCOG’s aspirations to provide life-long training for O&G doctors, both pre- and post-CCT. All types of products are included with the exception of (a) eLearning core training tutorials as they are quality assured by the eLearning Core Knowledge Editorial Board which reports to Education Board; (b) O&G curricula as they are quality assured by the Core Curriculum, Special Interest Training and Subspecialty Committees which report to SEAC; and (c) MRCOG/DRCOG as these are quality assured by the Examinations & Assessment Committee
2. If you require assistance in the preparation of your proposal, suggested contacts are:

* Jo Davies, Head of Education Innovation, [training@rcog.org.uk](mailto:training@rcog.org.uk) – for eLearning and blended learning products
* Andreia Dias, Events Manager, [events@rcog.org.uk](mailto:events@rcog.org.uk) – for courses and events

Alternatively, please contact the Education Quality Assurance Committee (EQAC) Secretary in the first instance [training@rcog.org.uk](mailto:training@rcog.org.uk)

1. When Part A is complete, please send it to the EQAC Secretary, [training@rcog.org.uk](mailto:training@rcog.org.uk) who will forward it to the relevant business owner for completion of Part B, and relevant honorary clinicians for completion of Part C, and will arrange for the combined form to be considered by the Education Quality Assurance Committee (EQAC) and by the relevant department(s) who will consider the proposal from a business perspective. You should receive a response within approximately six weeks.
2. The role of EQAC is to provide the Education Board with the assurance that all RCOG education resources are appropriately quality assured as well as to commission new education products where a need has been identified. The RCOG department(s) will consider the resource implications and deliverability of the proposed product. The process is outlined in the [Quality Assurance Framework for O&G Education resources](https://www.rcog.org.uk/careers-and-training/training/resources-and-support-for-trainers/delivering-postgraduate-academic-education-and-training/quality-management/#qualitystrategy).
3. If the product is related to any of the RCOG **curricula** or **examinations**, you must ensure that the appropriate committees have seen and approved the proposal to go forward. The proposal will be automatically rejected if that has not taken place.
4. If not related to curricula or examinations the product must have relevant RCOG committee support before being submitted for consideration by EQAC.
5. This form is split into three sections:

**Section A** is designed to be completed by the product proposer

**Section B** is completed by the RCOG internal business owner

**Section C** is completed by the RCOG Honorary Director of Events, or RCOG Education Resources Adviser

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| **Section A: to be completed by the product proposer(s)** |

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| **1. Product title** |
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| **2. Product proposer(s)**  **Please complete the following details for each product proposer** |
| **Name(s):** |
|  |
| **Telephone:** |
|  |
| **Email:** |
|  |
| **Date of completion of proposal:** |
|  |
| **Declaration(s) of interest:** |
|  |
| **Relevant educational or professional background:** |
|  |
| Declaration of Good Standing |
| Please review and agree to the following terms and conditions below. This applies to all the named proposers above and anyone involved in the development of the product.   * I confirm that my name is NOT currently removed from the Medical Register in any country nor have any conditions. Yes/No * I understand that it is my responsibility to inform the College if my name is removed or conditions applied from a Medical Register in any country, before or during any involvement with the product proposed. Yes/No * I note that the College reserves the right to withdraw my invitation to organise or develop the propose product, if my name is removed or conditions applied from a Medical Register in any country Yes/No |

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| **3. Product content and type**  **Please mark an ‘X’ in the appropriate boxes which relate to the level of content, subject areas and product type** | | | | | | |
| **Content level:** |  | **Educational level** | | |  | **Professional** |
|  |  | Core curriculum | | |  | Clinical practice/CPD |
|  |  | SITM | | |  | Scientific |
|  |  | Academic | | |  | Research |
|  |  | Subspecialty | | |  | Training |
|  |  | Other *(please specify)*: | | |  | |
|  |  |  | | |  |  |
|  |  | **Patients** | | |  |  |
|  |  | Product aimed at patients/members of the public | | | | |
| **Subject area(s):** | | | | | | |
|  |  | Acute gynaecology | | |  | Medical education |
|  |  | Antenatal care | | |  | Menopause |
|  |  | Basic clinical skills | | |  | Paediatric and adolescent gynaecology |
|  |  | Clinical governance | | |  | Postoperative care |
|  |  | Colposcopy | | |  | Postpartum and neonatal problems |
|  |  | Early pregnancy | | |  | Professional development |
|  |  | Ethics and law | | |  | Research |
|  |  | Fetal medicine | | |  | Sexual and reproductive health |
|  |  | Gynaecological oncology | | |  | Subfertility |
|  |  | General gynaecology | | |  | Surgery |
|  |  | Hysteroscopy | | |  | Teaching, appraisal and assessment |
|  |  | Labour and delivery | | |  | Ultrasound |
|  |  | Laparoscopy | | |  | Urogynaecology & pelvic floor problems |
|  |  | Maternal medicine | | |  | Women’s health |
| **Product types:**   |  |  |  |  | | --- | --- | --- | --- | |  | Conference |  | Virtual Conference | |  | Course |  | Practical workshop | |  | Online learning |  | Blended learning | |  | Book/training manual |  | Other*(please specify)*; | |  | Franchised course | | | | | | | | | |
| **3.1 If the product is related to one of the RCOG curricula or examinations please indicate that the product has RCOG committee support.** | | | | | | |
| |  |  | | --- | --- | |  | **The following have supported the product proposal:** | |  | Curriculum Committee (for the core curriculum) | |  | Special Interest Training Committee (for ST5/6/7, SITM, SIPM) | |  | Subspecialty Committee (for the subspecialty curriculum) | |  | Speciality Education Advisory Committee (for delivery and assessment of the curriculum) | |  | Examination & Assessment Committee (MRCOG, DRCOG) | | | | | | | |
| **3.1a If the product is not related to one of the RCOG curricula or examinations please indicate that the product has RCOG committee support.** | | | | | | |
| |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **The following have supported the product proposal:**   |  |  | | --- | --- | |  | Professional Development Committee (CPD , Professional development) | |  | Clinical Quality Board (Clinical quality) | |  | Global Health Board (Global training) | |  | Specialist Societies *(please specify)*; | |  | Other RCOG committee *(please specify)*; | | | **Note.** If committee support has not been received, you will need to ensure this is in place before submitting your product proposal to EQAC, otherwise the product proposal will be rejected. | | | | | | | |
| **3.2 Please outline any competing products of which you are aware, including those that are delivered regionally or locally, and indicate how your product improves on these.** | | | | | | |
|  | | | | | | |
| **3.3 Are there any RCOG products that cover this content, or that may be related?** | | | | | | |
|  | | | | | | |
|  |  | RCOG course or conference | | |  | RCOG–Cambridge University Press book |
|  |  | RCOG Learning eTutorial | | |  | Other eLearning material |
|  |  | Other *(please specify):* | | |  |  |
|  | | | | | | |
| **4. Audience** | | | | | | |
| **Audience types:** | | **O&G** | | |  | **Multiprofessional** |
|  |  | Obstetricians | | |  | GPs |
|  |  | Gynaecologists | | |  | Midwives |
|  |  | O&G trainees (ST1–3) | | |  | Radiologists |
|  |  | O&G trainees (ST4–5) | | |  | Sonographers |
|  |  | O&G trainees (ST6–7) | | |  | Medical students |
|  |  | SAS doctors | | |  | Members of the public |
|  |  | Neonatologists | | |  | Associates |
|  |  | Obstetric Anaesthetists | | |  | Nurses |
|  |  | Other *(please specify below)*; | | |  | *(please specify type of nurse below)*; |
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| **Anticipated audience size per year:** | | |  | **E.g. expected number of course delegates per year or learners engaging with eLearning content per year** | | |
| **Global reach of product:** | | | | | | |
|  |  | UK only | | |  | Middle East |
|  |  | Worldwide | | |  | Africa |
|  |  | Rest of Europe | | |  | Asia |
|  |  | Americas | | |  | Australasia |
| |  | | --- | | **5. Summary overview of product**  **Please address all points below;** | | **(a) What are the educational or professional objectives?** | |  | | **(b) Does the product require changes to the current core or special interest curriculum? If so please specify.** | |  | | **(c) What is the background, rationale and detailed product description, including any history of previous development/delivery?** | |  | | **(d) How will the product directly or indirectly benefit women’s health and patient safety?** | |  | | **(e) Have the views of women/patients been sought in the development of this product?** | |  | | **(f)** **How are the views of women going to be incorporated into the delivery of the product?** | |  | | **(g) How does the product address equality and diversity considerations?** | |  | | **(h) Who are the individuals and teams that will be involved in delivering the product? Please include any multidisciplinary involvement?** | |  | | **(i) How will the product be quality assured?** | |  | | **(j) Why should the RCOG support this product?** | |  | | | | | | | |
| **6. Logistics** | | | | | | |
| **6.1 What clinical resources are required to develop the product and over what timescale? What resources would be needed from the RCOG?** | | | | | | |
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| **6.2 If applicable, please specify the frequency and location of delivery of the product and when would it take place?** | | | | | | |
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| **6.3 What would success look like for this product and how would you measure it?** | | | | | | |
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| **6.4 Please attach a draft programme or outline of your product.** | | | | | | |
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| **7. Communication and promotions** | | | | | | |
| **7.1 Give details of any relevant colleges/organisations for partnership, endorsement and/or accreditation** | | | | | | |
|  | | | | | | |
| **7.2 Give details of possible marketing opportunities to relevant specialist groups/societies, journals, publications, websites, national and international reports or events** | | | | | | |
|  | | | | | | |
| **8. Financial details - if this section is not completed, the proposal will not be considered by EQAC or RCOG Business.** | | | | | | |
| **8.1 What amount and sources of income will be anticipated e.g. delegate fees, sponsorship, advertising and exhibition sales opportunities. If no income is foreseen, what funding will be required?**  **Note:** an eLearning product can only be free access to non-members if external funding or sponsorship is provided to support with the development of the course. | | | | | | |
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| **8.2 What costs do you think there will be?** | | | | | | |
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| **8.3 Will this activity be in partnership with another organisation or solely an RCOG product? If a joint activity what are the financial expectations of the other party?** | | | | | | |
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| **9. Is there any other relevant information that you would like to share?** |
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| **Section B: to be completed by RCOG Business Owner** |

**Completed by:**

**Date:**

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| **1. Proposed location in Education Product Catalogue (indicate Product Category and Primary Product - see Education Product Catalogue column A and B)** |
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| **2. Do you consider that the overall rationale for the product is appropriate, and that the proposal adequately addresses the College’s strategic aims, impact on women’s health and quality assurance requirements?** |
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| **3. Have you been consulted about this product? Do you consider that there are sufficient resources and staff to develop and maintain the product?** |
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| **4. Attach a financial assessment, to include: (a) the proposed budget; (b) where funding would come from to cover a shortage or no income: (c) opinion as to whether the budget is sufficient for both the initial development of the product and the ongoing maintenance of the product throughout its lifespan: (d) details of any external costs; (e ) staff time; (f) a recommendation on whether RCOG should charge a fee, and if so what (unless it is proposed as a membership benefit).** |
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| **5. Do you have any comments on the proposed timescale for development and becoming available?** |
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| **6. What are the potential challenges and barriers to delivery? What are the risks of delivering this product? Do we have previous experience of a similar product?** |
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| **7. Is the information provided by the proposer sufficient to put the proposal forward?** |
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| **Section C: to be completed by either:**   * **RCOG Honorary Director of Events for courses and events** * **RCOG Education Resources Adviser for eLearning and blended learning products** |

**Completed by:**

**Date:**

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| 1. **What are your overall thoughts on the proposal from a clinical perspective?** |
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| **2. Where does the new product fit within the RCOG’s current portfolio of education products?** |
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| 1. **Does it fill a current gap in products offered by the RCOG?** |
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| 1. **If a similar product already exists, could the new product be integrated within the existing product?** |
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**Completed form to be sent to:** [training@rcog.org.uk](mailto:training@rcog.org.uk)