



ANZCA

AUSTRALIAN AND NEW ZEALAND  
COLLEGE OF ANAESTHETISTS

ABN 82 056 042 852

## Training

# Formal Project Registration Form

FPA

### 1. PERSONAL INFORMATION

ANZCA ID:

Trainee Name:

### 2. CONTACT DETAILS

Hospital:  Mobile:  Country:  Local:

Email:

### 3. PROJECT INFORMATION

Project Title:

Project Type:

Co-Authors:

Publication Intended: YES / NO Journal:

Oral Presentation Intended: YES / NO Meeting:

### 4. PROJECT DETAILS

*Please give a brief description of your intended project, in particular how it meets the guidelines as laid out in College Professional Document **TE11 Policy on the Formal Project (2009)**. For case reports please give a brief description of the case and what points you will cover in your discussion.*

---

---

---

---

---

---

---

---

---

---

**5. FORMAL PROJECT SUPERVISOR INFORMATION**

---

Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Email: \_\_\_\_\_ Supervisor's Hospital: \_\_\_\_\_

**6. DECLARATION**

---

I have read College Professional Document **TE11 Policy on the Formal Project (2009)** and believe my project will comply with the Formal Project requirements.

Signature of Trainee: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Trainee: \_\_\_\_\_

*When you have completed and signed this form please send it to your Regional Office (See Notes).*

*Trainees in Singapore, Malaysia and Hong Kong should send this form to the Training & Assessments Unit at the Melbourne Head Office.*

## Formal Project Registration Form (Notes)

### [Instructions for Completing the Formal Project Registration Form \(Notes\)](#)

#### 3. Project Information

##### Project Type:

Please see *Professional Document TE11: Policy on the Formal Project Section 3*.

The link to TE11 is:

[www.anzca.edu.au/resources/professional-documents/te11.html](http://www.anzca.edu.au/resources/professional-documents/te11.html)

Project Types include:

- Case Report
- Literature Review
- Meta-analysis
- Research Project
- Quality Assurance Project
- Instructional Video
- Other

##### Co-Authors:

Please see Professional Document TE11: Policy on the Formal Project, Subsection 4.2.4.

*TE11, Subsection 4.2.4: Where the trainee has collaborated with others to complete the Formal Project, a supervisor and/or co-author must submit a signed statement that the trainee conducted a major part of the project or, in the case of a large trial, that the trainee made a significant contribution (see 3.2.4).*

#### 5. Formal Project Supervisor Information

##### For Trainees participating in a large trial

Section 3.2.4 of TE11 on research projects is relevant.

*TE11, Subsection 3.2.4 A research project. This may be a self-contained project conducted mainly by the trainee or be a large trial involving multiple investigators to which the trainee contributes. When the trainee participates in a large trial, a log book of involvement should be presented which has been signed off by the trainee's supervisor.*

##### For Other Trainees

It is strongly suggested that all Trainees arrange a Supervisor for the duration of their Formal Project. Where practicable Trainees should nominate a consultant in their department to take a Supervisory Role and act as a mentor.

Please send in the completed form to your National/Regional Office

##### ANZCA National Office

###### New Zealand

Australian and New Zealand College  
of Anaesthetists  
PO Box 25506  
Panama Street  
Wellington 6146  
New Zealand  
training@anzca.org.nz

##### ANZCA Regional Offices

###### Australian Capital Territory

6/14 Napier Cl  
Deakin ACT 2600  
act@anzca.edu.au

###### New South Wales

117 Alexander Street  
Crows Nest NSW 2065  
nswcourses@anzca.edu.au

###### Queensland

West End Corporate Park River Tower  
20 Pidgeon Close  
West End QLD 4101  
qldcourses@anzca.edu.au

###### South Australia & Northern Territory

PO Box 737  
North Adelaide SA 5006  
sa@anzca.edu.au

###### Tasmania

147 Davey Street  
Hobart TAS 7000  
tas@anzca.edu.au

###### Victoria

PO Box 6095  
St Kilda Central VIC 8008  
vic@anzca.edu.au

###### Western Australia

20/127 Herdsman Parade  
Wembley WA 6014  
wa@anzca.edu.au

**Trainees from Singapore, Malaysia and Hong Kong, please send the completed form to:**

##### Records Management Unit

###### ANZCA House

PO Box 6095  
St Kilda Central VIC 8008  
Australia  
assessor-requests@anzca.edu.au