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<b>Manual:</b>	<b>Policies and Procedures</b>	<b>Ref. No.:</b>	<b>BST_SDE_4306_P</b>
<b>Division:</b>	<b>Basic Surgical Training and Skills</b>	<b>Issue Date:</b>	<b>March 2006</b>
		<b>Review Date:</b>	<b>March 2009</b>
<b>Subject:</b>	<b>CARE OF THE CRITICALLY ILL SURGICAL PATIENT (CCRISP) COURSE - PARTICIPANT ALLOCATION PROCESS</b>	<b>Revision No.:</b>	<b>0</b>
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## 1.0 PURPOSE AND SCOPE

This policy details the eligibility to attend, the allocation process and the payment process for Care of the Critically Ill Surgical Patient (CCRISP) Course participants.

## 2.0 KEY DIRECTION STATEMENT

As a fellowship based organisation, the Royal Australasian College of Surgeons commits to ensuring the highest standard of safe and comprehensive surgical care for the community we serve through excellence in surgical education, training, professional development and support.

## 3.0 VALUES

- Service and Professionalism
  - performing to and upholding the highest standards
- Integrity
  - upholding professional values
- Respect and Compassion
  - being sympathetic and empathetic
- Commitment and Diligence
  - being dedicated, doing one's best to deliver
- Collaboration and Teamwork
  - working together to achieve the best outcome

## 4.0 BACKGROUND

The CCRISP course is a mandatory component of Basic Surgical Training (BST) and is usually undertaken during BST year 1. Opportunities may exist for other participants (See Policy – Care of the Critically Ill Surgical Patient Course Description) to undertake CCRISP. The management of the participants occurs through a registration process, application process and allocation process.

## 5.0 BODY OF POLICY

Allocation occurs annually with priority given to BSTs. Remaining positions are allocated to International Medical Graduates (IMGs), non BST medical practitioners and Oral and Maxillofacial surgical trainees (OMS) of the Royal Australasian College of Dental Surgeons (RACDS)

In accordance with College policy payment of course fees to the Skills Training Department is required before course materials are sent to the participant. If an applicant withdraws from a course, a 50% administration fee is charged for cancellations within 8 weeks of the course and no refund will be given for cancellations within 4 weeks of the course. Consideration may be given for medical or compassionate circumstances

If a course is cancelled, applicants may receive full reimbursement, or have the fees transferred to another CCRISP course

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## 6.0 PROCEDURES

### 1. Application Process

- BSTs receive the CCRISP Course Preference Form and CCRISP Course schedule from the Department of Skills Training following their selection onto the BST program
- IMGs are identified by the Department of Assessment and International Medical Graduates and will receive the CCRISP Course Preference Form and CCRISP Course schedule from the Skills Training department
- OMS trainees of RACDS and non BST medical practitioners may register via an application obtained from the Department of Skills Training

### 2. Allocation/Reserve Process

- The Department aims to provide sufficient course places to accommodate the selected BSTs
- On every course one (1) place is reserved for remedial applicants from previous courses. In consideration of the mandatory requirement for BSTs to complete CCRISP to enable progression to SST, every effort is made to place remedial applicants as soon as possible
- Should a participant withdraw from his/her allocated position every effort will be made to re-allocate, but a place cannot be guaranteed in that same year

### 4. Payment

- In accordance with College policy BSTs must have paid their BST registration fees to be eligible to undertake a CCRISP course
- The course fees are reviewed and set annually by Council

**Approver** Director  
**Authoriser** Council