

# PAEDIATRIC SURGERY TRAINING CALENDAR 2023

## REGISTRAR ANNUAL TRAINING SEMINAR (RATS) & COLORECTAL COURSE

17 – 20 AUGUST  
MELBOURNE

### Committee Meetings

25-26 February  
(Melbourne)

11 May (Zoom) 6pm AEST

23-25 June (Sydney)

19-20 August (Melbourne)

10 November (Zoom) 6pm  
AEDT

### Other Meetings

24 January  
NEWTS (Zoom) 1-4pm AEDT

27 April  
Supervisors & Trainers  
meeting (Zoom)

1-5 May  
RACS ASC (Adelaide)

October TBC  
Supervisor Retreat

### CSET (Melbourne)

10 February  
9 June  
13 October

## EXAM APPROVAL

Submit documentation to  
[paediatric.board@surgeons.org](mailto:paediatric.board@surgeons.org)

### 9 January

Letter of support for Path Exam  
FEX Sign Off form for 1<sup>st</sup> sitting

### 28 March

Letter of support Anatomy Exam

### 24 May

FEX Sign Off form for 2<sup>nd</sup> sitting

### Training Preferences for 2024

1 May by 5pm AEST

Submit a minimum of 5  
preferences

### Documentation for approval

Any documentation for  
submission to the Committee is  
due on the same date as the  
rotation assessments.

Submit documentation to  
[paediatric.board@surgeons.org](mailto:paediatric.board@surgeons.org)

## Selection Interviews

24 June (Sydney)

## EXAM DATES\*

Path Registration 5 to 27 January

Written 13 April

Anatomy Written 14-15 June

Anatomy Viva 26 August

FEX April/May

Registration 5 to 27 January

Written 13 April

Clinical/Viva 26-29 May

FEX August/September

Registration 17 May to 14 June

Written 3 August

Clinical/Viva 8 -11 September

## ASSESSMENT DUE DATES

### ROTATION ASSESSMENTS

23 January 2023

24 April 2023

31 July 2023

23 October 2023

22 January 2024

*Due by 5pm Melb time*

## 360 CONTACTS

(Early SET 1 Trainees only)

3 April RT1

2 October RT3

## CAT 1

Sent out 20 February

Due date 30 April by 11:59pm AEST



## CAT 2

Sent out 28 August

Due date 3 Nov by 11:59pm AEDT

*Requests for exemption must be submitted to  
[assessment.paediatricsurgery@surgeons.org](mailto:assessment.paediatricsurgery@surgeons.org)  
by 8 February by 5pm AEDT (CAT 1) and 14  
August by 5pm AEST (CAT 2)*

## DOGS 1

6 – 26 March

Each session due by 11:59pm AEDT

## DOGS 2

3 – 23 July

Each session due by 11:59pm AEST

*Requests for exemption must be submitted to  
[assessment.paediatricsurgery@surgeons.org](mailto:assessment.paediatricsurgery@surgeons.org)  
by 20 February by 5pm AEDT (DOGS 1) and 19  
June by 5pm AEST (DOGS 2)*

*\*Always refer to the exams website for up-to-date info*

[Examinations | RACS \(surgeons.org\)](https://www.surgeons.org)

5-27 January	Registration dates for 1 <sup>st</sup> sitting of FEX
5-27 January	Registration dates for Path Exam
9 January	Submit letter of support for Path Exam
9 January	Submit FEX Sign Off form for 1 <sup>st</sup> sitting of FEX
23 January	Submit / upload <b>Assessment</b> forms by 5pm AEDT
25 January	Due date to request exemption from <b>CAT 1</b>
20 February	<b>CAT 1</b> question uploaded to Moodle
20 February	Due date to request exemption from <b>DOGS 1</b>
6-26 March	<b>DOGS 1</b> - each session due by 11:59pm AEDT
28 March	Submit letter of support Anatomy Exam
3 April	360 Contacts due for RT1
<b>13 April</b>	<b>FEX Written</b>
<b>13 April</b>	<b>Path Exam</b>
24 April	Submit / upload <b>Assessment</b> forms by 5pm AEST
30 April	<b>CAT 1</b> submissions due by 11:59pm AEST
1 May	Submit training preferences for 2024. Due by 5pm AEST
17 May to 14 June	Registration dates for 2 <sup>nd</sup> sitting of FEX
24 May	Submit FEX Sign Off form for 2 <sup>nd</sup> sitting of FEX
<b>26-29 May</b>	<b>FEX Clinical/Viva</b>
14 June	Last day to register for 2 <sup>nd</sup> sitting of FEX
<b>14-15 June</b>	<b>Anatomy &amp; Embryology Written Exam</b>
19 June	Due date to request exemption from <b>DOGS 2</b>
3-23 July	<b>DOGS 2</b> - each session due by 11:59pm AEST
31 July	Submit / upload <b>Assessment</b> forms by 5pm AEST
<b>3 August</b>	<b>FEX Written</b>
14 August	Due date to request exemption from <b>CAT 2</b>
17-20 August	RATS & Colorectal Course in Melbourne (attendance is compulsory)
<b>26 August</b>	<b>Anatomy &amp; Embryology Viva Exam</b>
28 August	<b>CAT 2</b> question uploaded to Moodle
<b>8-11 September</b>	<b>FEX Clinical/Viva</b>
2 October	360 Contacts due for RT3
23 October	Submit / upload <b>Assessment</b> forms by 5pm AEDT
3 November	<b>CAT 2</b> submissions due by 11:59pm AEDT
22 January 2024	Submit / upload <b>Assessment</b> forms by 5pm AEDT

## TRAINEE ASSESSMENT FORMS

The below table lists which assessment forms to submit to the Board at the mid-term and at the end of term. This table does not cover in detail requirements that are already explicit in the Training Regulations. You are advised to read this document in conjunction with the Training Regulations.

Assessment forms to be submitted to [assessment.paediatricsurgery@surgeons.org](mailto:assessment.paediatricsurgery@surgeons.org) by 5pm Melbourne time

EARLY SET 1	
NAME OF ASSESSMENT FORM	NOTES / REMINDERS
Progressive Non-Operative Logbook	Complete form electronically
Early SET Trainee Assessment Form	
Trainee Self Reflection and Goal Planning form	Complete form electronically
Early SET 1 Assessment Plan Record	
Logbook Summary Report	You and your Supervisor must sign the first page
Operative Experience Report	
Major and Minor Totals Report	Generate the report for the current rotation only
Mini-CEX	Submit 2 per quarter Must be completed by FRACS or VRPS
MOUSE	As per the Early SET 1 Assessment Plan Record Must be completed by FRACS or VRPS
360 Degree Evaluation Form ( <i>self-evaluation</i> )	Submit for Rotation 1 and 3 only
360 Degree Evaluation Nominated Contacts	Submit for Rotation 1 and 3 only Submit the names, positions and email addresses to the Administration Officer
<b>All fields/sections/boxes on each form must be completed</b>	

<b>EARLY SET 2, MID AND SENIOR SET</b>	
<b>NAME OF ASSESSMENT FORM</b>	<b>NOTES / REMINDERS</b>
<b>Progressive Non-Operative Logbook</b>	Submit at the end of term only  Complete form electronically
<b>Trainee Assessment Form</b> ( <i>according to SET level</i> )	
<b>Trainee Self Reflection and Goal Planning form</b>	Complete form electronically
<b>Logbook Summary Report</b>	You and your Supervisor must sign the first page
<b>Operative Experience Report</b>	Generate the report for all SET levels and include all rotations. The report must be cumulative
<b>Major and Minor Totals Report</b>	Generate the report for the current rotation only
<b>Mini-CEX</b>	For Early SET 2 only. Submit 1 per quarter  Must be completed by FRACS or VRPS
<b>MOUSE</b>	Submit all MOUSE forms (a minimum of 3 per quarter is required)  Must be completed by FRACS or VRPS
<b>All fields/sections/boxes on each form must be completed</b>	



Paediatric Trainees need to generate three MALT reports for the Paediatric Training Board at the end of their rotation:

## 1. Logbook Summary Report

### Reports

MY REPORTS CUSTOM REPORT TOOL

My Logbook Reports

My Logbook Reports

Logbook Summary Report

Logbook  \* Rotation Period  \* SET Level  \*

Hospitals

**Generate Report**

From the **Logbook Summary Report** section of the **My Reports** screen, select the appropriate options for **Logbook**, **Rotation Period** and **SET Level** from the dropdown selection boxes. Click the '**Generate Report**' button.

## 2. Operative Experience Report **Must be cumulative**

The remaining two reports can be found within the MALT Custom Reporting Tool. Click on the '**Custom Report Tool**' option under the **Reports** Page Heading. This will open a new browser window.

### Reports

MY REPORTS CUSTOM REPORT TOOL



The Paediatric Operative Experience tab should open by default for Paediatric Trainees.

Paediatric Operative Experience Audit Reports

LogBook Type	Rotation	SET Level	Operative Experience
<input checked="" type="checkbox"/> SET - Paediatric Surgery	<input type="checkbox"/> R2 2014 <input type="checkbox"/> R1 2014	<input type="checkbox"/>	1 <b>Print Report</b> Major & Minor Totals ? <b>Print Report</b>

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Select a Logbook Type of **SET – Paediatric Surgery** by clicking in the tick box to the left of the selection.

Click the "**Print Report**" button under the **Operative Experience** label to generate the report.





### 3. Major and Minor Totals Report **Must be for current rotation only**

In the Paediatric Operative Experience tab of the MALT Custom Report Tool, ensure that the Logbook Type of SET – Paediatric Surgery and the relevant Rotation Period are selected.



Click the “Print Report” button under the **Major & Minor Totals** label to generate the report.

Each report has been designed and formatted according to the requirements of the Paediatric Training Board. You do not need to change any of the formatting in the Custom Report Tool. Be aware, however, that as this is a custom tool, it does allow the report to be altered.

If you accidentally make changes to the format of the report, click ‘Clear’ to go back to the default settings, or click ‘Back’ to undo the last change.



Any last minute changes made to your logbook data within MALT will not be immediately reflected in the Operative Experience and Major and Minor Totals reports. Check the next refresh time onscreen to see how long before the report will be updated.



If you use the Historical Totals function in MALT, these figures will be reflected in the Logbook Summary and Operative Experience reports.

