

Division:	Education Development & Assessment	Ref. No.	EDA-SKD-027
Department:	Skills Training		
Title:	Skills Course Performance – Feedback to Surgical Supervisors		

1. PURPOSE AND SCOPE

This policy outlines the process of providing feedback to surgical supervisors on the performance of Surgical Education Training (SET) Trainees and International Medical Graduates (IMGs) registered with RACS undertaking Skills Training courses.

2. KEYWORDS

Skills course performance, SET, Surgical Trainees, IMGs, feedback, surgical supervisors, ASSET, CCrISP®, CLEAR, EMST, TIPS

3. BODY OF POLICY

3.1. Aim

To provide feedback to supervisors of Surgical Trainees or IMGs in regard to performance in a skills training course, under circumstances outlined in section 3.2.

3.2. Feedback

Completion of a *Feedback to Surgical Supervisor form* is encouraged in the following circumstances:

- 3.2.1. When specific feedback is required for Surgical Trainees or IMGs who fail a course.
- 3.2.2. For Surgical Trainees or IMGs who pass the course but whose performance is deficient, e.g. poor communication or teamwork, or inability to take direction.
- 3.2.3. Exceptionally good performances.

3.3. Assessment

- 3.3.1. All candidates are provided with ongoing feedback on their performance in Skills Training courses.
- 3.3.2. The Australian and New Zealand Surgical Skills Education and Training (ASSET), Critical Literature Evaluation and Research (CLEAR) and Training in Professional Skills (TIPS) courses are not formally assessed.
- 3.3.3. The Care of the Critically Ill Surgical Patient (CCrISP®) and Early Management of Severe Trauma (EMST) courses are formally assessed and candidates either pass or fail.

3.4. Feedback process

- 3.4.1. Specific feedback is given in person to the candidate at the completion of the course before the *Feedback to Surgical Supervisor form* is completed and submitted.
- 3.4.2. The course director submits the *Feedback to Surgical Supervisors form* to the appropriate Skills Training Department course program administrator, who then sends the form and accompanying cover letter to the surgical supervisor.
- 3.4.3. A copy of the letter and completed feedback form is sent to the relevant specialty board and the Trainee or IMG.

Authorised By: **Director, Education Development & Assessment**

Document Owner: **Manager, Skills Training**

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4. ASSOCIATED DOCUMENTS

Feedback to Surgical Supervisor Form

Approver Education Board
Authoriser Council

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