

Division:	Education and Training Administration	Ref. No.	ETA-SET-013
Department:	Surgical Training		
Title:	Surgical Supervisors		

1. PURPOSE AND SCOPE

The purpose of this policy is to outline the requirements and responsibility for surgical supervisors participating in accredited training positions that form part of the College Surgical Education and Training programs.

2. KEYWORDS

Supervisors; SET; Training; Education

3. SURGICAL SUPERVISORS

- 3.1.1. A Surgical Supervisor is the Fellow at an accredited training post appointed by the Specialty Training Board, and noted by the Board of SET, with direct responsibility for coordinating the education program and for undertaking formative and summative assessments which are used to determine progress in the SET program.
- 3.1.2. Some duties of Surgical Supervisors may be delegated to other surgeons who are members of the unit hosting the accredited post.
- 3.1.3. Supervisors are responsible for:
- a. the implementation of the SET program in accredited training posts;
 - b. ensuring that training is delivered according to the standards determined by RACS via the relevant Specialty Training Board;
 - c. Undertaking formative and summative assessment that is fair, transparent and objective, and provides constructive feedback
 - d. Representing RACS to the employer to ensure that minimum standards of training are maintained, promoting respect and improving patient safety in an environment that is free from unprofessional behaviour;
 - e. Participating in, and reporting to, the Specialty Training Board and its associated committees;
 - f. Monitoring operative experience and review operative logbook summaries;
 - g. Identifying, document and remediate unsatisfactory trainee performance;
 - h. Undertaking other duties as specified by the Specialty Training Board.
 - i. Supervisors should become familiar with and comply with the regulations of the relevant SET program.
- 3.1.4. As members of a surgical unit with responsibility for individual patient care and management, surgical supervisors also inform hospital management and operating theatre management about the credentialing status of registrars and their capacity to open operating theatres without direct supervision.
- 3.1.5. Specialty Training Boards will determine eligibility requirements (including review) for surgical supervisors which will include Continuing Professional Development (CPD) compliance, absence of RACS level 2 and 3 sanctions (including ongoing restrictions) and medical registration status.
- 3.1.6. The term of appointment is defined by the relevant Specialty Training Board. The maximum period for which a Surgical Supervisor can serve is also determined by

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the Specialty Training Board but cannot exceed 9 years in total without the agreement of the Censor in Chief.

- 3.1.7. A certificate bearing the motifs of the College and the Specialty Society is provided in acknowledgment of appointment as a surgical supervisor.
- 3.1.8. Surgical Supervisors will complete mandatory training as specified by the Specialty Training Board, including the following training specified in the Building Respect & Improving Patient Safety Action Plan:
- a. training in adult education principles (the Foundation Skills for Surgical Educators FSSE course or approved comparable training) and;
 - b. advanced training in recognising, managing and preventing Discrimination, Bullying and Sexual Harassment.
- 3.1.9. All new supervisors appointed after the approval of version 7 of this policy must complete mandatory training within 6 months of appointment
- 3.1.10. Surgical supervisors appointed prior to the approval date of version 7 of this policy must complete the mandatory training in adult education principles by 31 December 2017.
- 3.1.11. Surgical supervisors appointed prior to the approval date of version 7 of this policy must complete the mandatory advanced training in recognising, managing and preventing Discrimination, Bullying and Sexual Harassment by 31 December 2018
- 3.1.12. Underperforming supervisor identification and remediation processes will be implemented by January 2018.

4. ASSOCIATED DOCUMENTS

Policies

Assessment of Clinical Training
Surgical Trainers

Other

Specialty Training Board regulations (9 Specialties)
Standards for Supervision

5. GLOSSARY

Research The pursuit of new and original knowledge in surgery.

Standards for Supervision (*extract*)

The responsibilities at the core of clinical supervision and trainee support can be mapped to the RACS competencies.

- Collaboration and Teamwork
- Communication
- Health Advocacy
- Judgment- Clinical Decision Making
- Management and Leadership
- Medical Expertise
- Professionalism and Ethics
- Scholarship and Teaching
- Technical Expertise

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Principal Responsibility	Collaboration and Teamwork	Communication	Health Advocacy	Judgement-Clinical decision Making	Management & Leadership	Medical Expertise	Professionalism & Ethics	Scholarship & Teaching	Technical Expertise
1. Demonstrates all RACS competencies with patients and all work healthcare workers	X	X	X	X	X	X	X	X	X
2. Undertakes trainee orientation	X	X			X		X	X	
3. Ensures trainees receive appropriate training, observation, assessment and feedback		X			X			X	
4. Leads in-training assessment	X	X		X	X	X	X	X	
5. Guides trainees' personal and professional development	X	X	X		X		X	X	
6. Liaises with the training board and/or regional subcommittee regarding their trainees' performance and wellbeing		X	X		X		X	X	
7. Provides feedback at scheduled performance reviews and when underperformance has been identified		X	X		X	X	X	X	
8. Coordinates, in liaison with the boards, the remediation process for a trainee with identified underperformance in rotations and/or assessment tasks, including the early and Fellowship examinations	X	X		X	X	X	X	X	

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