

POLICY**Royal Australasian College of Surgeons**

Division:	Education and Training Administration	Ref. No.	ETA-SET-018
Department:	Surgical Education & Training		
Title:	Training Agreement		

1. PURPOSE AND SCOPE

Trainees on the Surgical Education and Training (SET) program have both rights and responsibilities, as does the RACS via its boards and committees. The Trainee Agreement is a document that summarises those rights and responsibilities.

2. KEYWORDS

Training, Surgical Education and Training, SET

3. BODY OF POLICY**3.1. Agreement**

The Trainee Agreement, signed by trainees to accept appointment to the SET Program, is Appendix A of this policy.

3.2. Specialty Specific Trainee Agreements

Individual specialty training boards may substitute a variation of the agreement in Appendix A. Any variation will be approved by the Education Board (or its Executive) prior to implementation.

4. ASSOCIATED DOCUMENTS

No documents associated with this policy.

Approver Education Board
Authoriser Council

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		Approval Date:	June 2017
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APPENDIX A

Royal Australasian College of Surgeons

TRAINING AGREEMENT

SURGICAL EDUCATION & TRAINING

By accepting a place in the Surgical Education and Training (SET) program of the Royal Australasian College of Surgeons (RACS) I am beginning a pathway to fellowship of RACS, which will be awarded upon successful completion of the specified training and assessment requirements.

By signing this agree I agree that:

- I have rights as a trainee that are implicit and explicit in the approved policies, procedures and regulations of RACS, its boards and committees.
- I will endeavour to achieve the objectives of surgical training, which are to acquire skills, knowledge and experience in the nine RACS competencies of:
 - Professionalism
 - Scholar / Teacher
 - Health Advocacy
 - Management and Leadership
 - Collaboration
 - Communication
 - Medical Expertise
 - Judgment – Clinical Decision Making
 - Technical Expertise
- I will be an active participant, optimising to my personal benefit the educational experiences and opportunities presented to me.
- I will observe all relevant RACS policies in relation to surgical training and to comply with all regulations and reasonable directions of RACS. I understand that failure to do so may result in misconduct or dismissal proceedings being initiated against me. It is my responsibility to ensure that I am aware of all RACS policies, procedures, and regulations (as amended from time to time), including the Privacy of Personal Information policy and the Privacy (Conduct Matters) policy, and that I will comply with these within all relevant time limits and deadlines notified.
- I will commit myself to the values of RACS, which I will uphold and promote.
- I will observe the RACS Code of Conduct.
- In the event a complaint is made about me to RACS I will cooperate fully in any investigation and assist RACS as requested. Further, should a complaint be made about me to my employer that in any way impacts on or involves this Training Agreement, I agree to notify RACS of such a complaint and the steps being taken by my employer to resolve such a complaint.
- If I have concerns regarding my training, it is my responsibility to initiate the process to have these concerns addressed. Further I understand I can approach and seek appropriate guidance from RACS office holders:

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- My supervisor
 - The Specialty Board Chair (or the Regional Subcommittee Chair in the first instance) or other members of the Board
 - The Dean of Education
- If I chose to approach a member of the Board for advice and guidance that this will not by itself impact on that member's ability to exercise their board duties in accordance with RACS policies.
 - While I may seek advice and support, no Fellow of RACS or member of staff is authorised to vary the policies, rules or guidelines for the Training Program. Any change or variation of these policies rules or guidelines, including any extension of time granted, can only be relied upon if it is in writing from a Fellow or staff member with the delegated authority to make such change or variation.
 - I am required to personally participate in RACS review processes in relation to my performance on the training program. I acknowledge that RACS has an Appeals Mechanism Policy regarding any decision about my surgical training with which I disagree. I agree to seek and provide feedback about my training experience, as appropriate.
 - While RACS (and including through its agents) is the accredited educational provider it is not my employer, and that I must also abide by my employment conditions. I acknowledge it is my responsibility to contact hospitals to which I am allocated no later than 4 weeks after notification to initiate employment procedures, and I understand that failure to do so may result in the hospital refusing employment.
 - I grant RACS permission to release my contact details to the hospitals where I am allocated a training post, and to provide my supervisor access to my prior assessments so as to maximise my learning experiences.
 - Where there is conflict between my employment obligations and training requirements I will advise my supervisor accordingly.
 - I release my supervisor, the Board and RACS (and its agents) from all claims or liability arising from advice or assistance given in good faith.
 - I agree to make all applications and provide all information required by RACS within the time limit or deadlines stipulated by RACS.
 - I am not aware of any change in my personal circumstances from those declared in my application or subsequently advised to the Board (including medical registration status, visa status) that may now affect my eligibility for appointment to the SET program.

Name:	RACS ID:
Signed:	Date: