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| Division: | Education and Training Administration | Ref. No. | ETA-SET-020 |
| Department: | Surgical Training | | |
| Title: | Surgical Trainers | | |

1. PURPOSE AND SCOPE

The purpose of this policy is to outline the requirements and responsibility for surgical trainers participating in accredited training positions which form part of RACS surgical education and training programs.

The Specialty Training Boards of RACS are responsible for the delivery of the Surgical Education and Training program, accreditation of hospital posts, and assessment and supervision of surgical trainees.

2. KEYWORDS

Surgical; Training; Trainers; Education

3. BODY OF POLICY

3.1. Surgical Trainers

- 3.1.1. Surgical Trainers are surgical consultants who are members of a unit that has been accredited by RACS as a surgical training post and who interact with trainees in the workplace and in other educational activities.
- 3.1.2. The position of a Surgical Trainer is not an individual appointment but is recognition given to members of a unit containing an accredited training post, acknowledging that members of a unit have a significant role in the education and training of individual trainees. Surgical Trainers are not subject to limits of tenure and hold that position for the duration of their membership of an accredited training post.
- 3.1.3. Surgical Trainers are expected to:
 - a. Meet the compliance requirements for Continuing Professional Development (CPD); and
 - b. Have received no level 2, 3 or 4 sanctions from RACS within the preceding two (2) years, or be subject to any restrictions resulting from prior sanctions.
- 3.1.4. Where Surgical Trainers are not compliant with 3.1.3 they may, after consultation with hospital management, be excluded from SET training responsibilities, and/or the accreditation of the post may be reviewed.
- 3.1.5. Individual Specialty Training Boards can use other titles for supervisors and trainers that align with the responsibilities defined in this policy.
- 3.1.6. As members of a surgical unit with responsibility for individual patient care and management, surgical trainers' also inform hospital management and operating theatre management about the credentialing status of registrars and their capacity to open operating theatres without direct supervision.

3.2. Responsibilities of Surgical Trainers

- 3.2.1. Surgical Trainers are required to:
 - a. Liaise with and assist the Surgical Supervisor with the management, education and training of accredited trainees rotating through their designated accredited training position(s).
 - b. Supervise trainees appropriate to their level of competence and the complexity of the surgical procedure/activity being undertaken

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- c. Identify, document and advise the Surgical Supervisor at the earliest possible opportunity of any unsatisfactory or marginal performance by the trainee.
- d. Conduct performance assessment activities (e.g. Direct Observation of Procedural Skills (DOPS)) and complete assessment reports as required.
- e. Participate in unit meetings addressing trainee assessment, performance and/or feedback
- f. Conduct themselves in accordance with RACS's Code of Conduct
- g. Understand, apply and communicate College policies and Board regulations relevant to Surgical Education and Training.
- h. To participate in, and report to, the Specialty Training Board and its associated committees, on behalf of the Surgical Supervisor.
- i. To participate, where required, in Specialty Board committees and working parties
- j. To participate in the hospital accreditation process as requested by the Specialty Board or Regional Subcommittee.
- k. To notify the Surgical Supervisor of any change in circumstances that may impact on the accreditation status of the designated training position(s).
- l. To participate, where required, in the selection process for trainees into the surgical education and training programs.

3.3. Training and Continuing Education

- 3.3.1. Surgical Trainers 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. Operating With Respect eLearning module
- 3.3.2. Surgical Trainers are recommended to complete the following RACS eLearning modules:
 - a. Supervisors and Trainers for SET (SAT SET) eLearning Module
 - b. Keeping Trainees on Track (KTOT) eLearning Module
- 3.3.3. Surgical Trainers are recommended to become members of the Academy of Surgical Educators (ASE) to assist acquiring ongoing development as an educator.

3.4. Transition

- 3.4.1. Surgical Trainers in new training posts accredited after approval of version 3 of this policy must complete the mandatory training within 6 months of appointment.
- 3.4.2. Surgical Trainers in current accredited posts must complete the mandatory training by 31 December 2017.

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- 3.4.3. Fellows commencing employment in a unit with an accredited training post – therefore assuming the status of a Surgical Trainer - must complete the mandatory training within six (6) months of the date of commencement.

4. ASSOCIATED DOCUMENTS

All Education Policies

Code of Conduct

Approver: Education Board

Authoriser: Council