



# SURGICAL EDUCATION & TRAINING (SET) PAEDIATRIC SURGERY 2018 TRAINING CALENDAR

All trainees to note that deadlines should be strictly adhered to.

It is the trainees responsibility to ensure that assessments are submitted to the Executive Officer by the due date.

Trainees must refer to the Examinations website for the most up to date information.

<b>DECEMBER 2017</b>	6 DECEMBER	<b>CLOSING DATE: Clinical Examination 12:00pm AEDT (Melbourne time)</b>
<b>JANUARY 2018</b>	24 JANUARY	<b>CLOSING DATE: May Fellowship Examination 12:00pm AEDT (Melbourne time)</b>
	22 JANUARY	<b>ASSESSMENT: Trainees</b>   Assessment forms to be submitted to the Executive Officer
<b>FEBRUARY 2018</b>	10 - 11 FEBRUARY	Board of Paediatric Surgery Meeting (Melbourne)
	12 FEBRUARY	CAT 1 sent to Trainees (Due Date: 30 April 2018 5:00pm AEST)
	24 - 25 FEBRUARY	<b>EXAM: Clinical Exam (Melbourne)</b>
<b>MARCH 2018</b>	5 MARCH	DOGS # 1 Session 1 Opens
	11 MARCH	DOGS # 1 Session 1 Closes
	12 MARCH	DOGS # 1 Session 2 Opens
	18 MARCH	DOGS # 1 Session 2 Closes
	19 MARCH	DOGS # 1 Session 3 Opens
	25 MARCH	DOGS # 1 Session 3 Closes
<b>APRIL 2018</b>	3 APRIL	<b>CLOSING DATE: Paediatric Anatomy &amp; Embryology Examination 12:00pm AEDT (Melbourne time)</b>
	3 APRIL	<b>CLOSING DATE: Clinical Examination 12:00pm AEDT (Melbourne time)</b>
	3 APRIL	<b>CLOSING DATE: Paediatric Pathophysiology Examination 12:00pm AEDT (Melbourne time)</b>
	9 APRIL	<b>DEADLINE:</b> 2019 Training Preferences to be submitted to the Executive Officer
	9 APRIL	<b>SET One Trainees</b>   360 Contacts to be submitted to the Executive Officer for Rotation One
	12 APRIL	<b>EXAM: Fellowship Examination (Written)</b>
	26 APRIL	<b>ASSESSMENT: Trainees</b>   Assessment forms to be submitted to the Executive Officer
	30 APRIL	<b>DEADLINE:</b> CAT 1 to be submitted to the Executive Officer by 5:00pm AEST
<b>MAY 2018</b>	7 MAY	Board of Paediatric Surgery Meeting (Sydney)
	8 - 11 MAY	RACS ASC & ANZAPS ASM (Sydney)
	9 MAY	Board of Paediatric Surgery and Surgical Supervisors Meeting
	18 - 20 MAY	<b>EXAM: Fellowship Examination (Clinical) (Auckland)</b>
<b>JUNE 2018</b>	6 JUNE	<b>CLOSING DATE: September Fellowship Examination 12:00pm AEST (Melbourne time)</b>
	13 - 14 JUNE	<b>EXAM: Paediatric Pathophysiology Examination</b>
	15 JUNE	<b>EXAM: Paediatric Anatomy &amp; Embryology Examination (Written)</b>

	15 - 17 JUNE	Board of Paediatric Surgery Meeting (Sydney)
	16 JUNE	Selection Interviews (Sydney)
	23 - 24 JUNE	<b>EXAM: Clinical Exam (Brisbane &amp; Auckland)</b>
<b>JULY 2018</b>	2 JULY	DOGS # 2 Session 1 Opens
	8 JULY	DOGS # 2 Session 1 Closes
	9 JULY	DOGS # 2 Session 2 Opens
	9 JULY	CAT 2 sent to Trainees (Due Date: 15 October 2018 5:00pm AEDT)
	15 JULY	DOGS # 2 Session 2 Closes
	16 JULY	DOGS # 2 Session 3 Opens
	22 JULY	DOGS # 2 Session 3 Closes
<b>AUGUST 2018</b>	16 AUGUST	<b>EXAM: Fellowship Examination (Written)</b>
	27 AUGUST	<b>ASSESSMENT: Trainees</b>   Assessment forms to be submitted to the Executive Officer
<b>SEPTEMBER 2018</b>	1 SEPTEMBER	<b>EXAM: Paediatric Anatomy &amp; Embryology Examination (Clinical) (Melbourne)</b>
	6 SEPTEMBER	Board of Paediatric Surgery Meeting via Teleconference
	21 - 24 SEPTEMBER	<b>EXAM: Fellowship Examination (Clinical) (Adelaide)</b>
<b>OCTOBER 2018</b>	8 OCTOBER	<b>SET One Trainees</b>   360 Contacts to be submitted to the Executive Officer for Rotation Three
	15 OCTOBER	<b>DEADLINE:</b> CAT 2 to be submitted to the Executive Officer by 5:00pm AEDT
	22 OCTOBER	<b>ASSESSMENT: Trainees</b>   Assessment forms to be submitted to the Executive Officer
	26 - 28 OCTOBER	Board of Paediatric Surgery Meeting (Adelaide)
	26 OCTOBER	New Trainee Symposium (NEWTS) (Adelaide)
	27 - 28 OCTOBER	Registrar Annual Training Seminar (RATS) (Adelaide)
	27 OCTOBER	Board and Trainer Dinner
	27 OCTOBER	Trainee Interviews (Adelaide)
<b>JANUARY 2019</b>	21 JANUARY	<b>ASSESSMENT: Trainees</b>   Assessment forms to be submitted to the Executive Officer

**Assessment forms due at Mid-Term & End of Term**

Mid-Term					End of Term			
	SET 1 (Rotation 1 & 3)	Early SET	Mid SET	Senior SET	SET 1 (Rotation 2 & 4)	Early SET	Mid SET	Senior SET
SET 1 Assessment Plan Record	✓				✓			
Progressive Non-Operative Logbook					✓	✓	✓	✓
Trainee Assessment Form <i>(according to SET level)</i>	✓		✓	✓	✓		✓	✓
Trainee Self Evaluation Form	✓	✓	✓	✓	✓	✓	✓	✓
General Surgery Trainee Evaluation Form		✓				✓		
360 Degree Evaluation Form <i>(self-evaluation)</i>	✓ (RT 1 & 3 only)							
Logbook Summary Report	✓	✓	✓	✓	✓	✓	✓	✓
Operative Experience Report Major and Minor Totals Report	✓		✓	✓	✓		✓	✓
Mini-CEX	As per SET 1 Assessment Plan	4 per year			As per SET 1 Assessment Plan	4 per year		
MOUSE	As per SET 1 Assessment Plan		12 per year	12 per year	As per SET 1 Assessment Plan		12 per year	12 per year
DOPS		4 per year				4 per year		



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

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>

Royal Australasian College of Surgeons

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

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.

