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# TRAINING SUPERVISOR AND TRAINER REGULATIONS

## Surgical Education and Training in Urology

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### 1. PURPOSE AND SCOPE

The purpose of these Regulations is to outline the requirements and responsibilities for Training Supervisors and Trainers participating in accredited SET Urology training posts. These Regulations comply with the College *Surgical Supervisors Policy* and *Surgical Trainers Policy*.

Each accredited SET Urology training post has a Training Supervisor nominated by the hospital and approved by the Board of Urology (the Board). Training Supervisors coordinate and are responsible for, the management, education, training and assessment of trainees rotating through their designated accredited training posts.

### 2. TRAINING SUPERVISORS

#### 2.1 Responsibilities of a Training Supervisor

- 2.1.1 The Training Supervisor coordinates, and is responsible for the management, training and assessment and overseeing the education of trainees rotating through their designated accredited training post(s).
- 2.1.2 Training Supervisors are supported within an accredited training post by other consultants who are referred to as Trainers (refer Section 3 of these Regulations), and who may be delegated some assessment and supervisory tasks.
- 2.1.3 The duties and responsibilities of a Training Supervisors are to:
- a) Coordinate the management, education and training of accredited trainees rotating through their designated accredited training posts.
  - b) Conduct performance assessment meetings and complete assessment reports as required.
  - c) Monitor operative experience and regularly review the trainee's operative logbook summaries.
  - d) Identify, document and remediate unsatisfactory or borderline trainee performance and advise the trainee and the Board at the earliest possible opportunity.
  - e) Understand, apply and communicate RACS policies and the Regulations relevant to the SET Program in Urology.
  - f) Inform hospital and operating theatre management about the credentialing status of trainees and their capacity to open operating theatres without direct supervision.
  - g) Conduct themselves in accordance with the RACS Code of Conduct.
  - h) Actively participate, and assist, in the organisation of the accreditation of the SET Urology training post(s) within their institution. This includes ensuring all members of the urology unit and relevant hospital administrators are available for post inspections as required.
  - i) Notify the Board of any change in circumstances which may impact on the accreditation status of the designated training post such as trainee duties, changes in operative lists, and unit staffing.
  - j) Participate, where required, in the selection process for trainees into the SET Program.
  - k) Make a recommendation to the Board where required regarding the eligibility of trainees to present for the Fellowship Examination.
  - l) Undertake appropriate training as set by the Board.

- 2.1.4 The Training Supervisor is responsible for managing the performance of trainees and is required, as a minimum, to:
- a) Participate in formal and informal counselling of trainees where performance issues have been identified.
  - b) Keep contemporaneous detailed records of trainee performance where performance issues have been identified.
  - c) Monitor a trainee's adherence to a remedial plan.
  - d) Otherwise provide support, as requested, to a trainee regarding performance and remedial issues.
- 2.1.5 The Training Supervisor is the main point of contact regarding training matters between the hospital urology unit and the Board (at times via the Sectional TA&E Committee), and is expected to communicate relevant information from the Sectional TA&E committee and the Board to the hospital urology unit.
- 2.1.6 The Training Supervisor reports directly to the Sectional TA&E Committee and on occasions may be required to report directly to the Board of Urology.
- 2.1.7 The Training Supervisor is kept informed of matters pertaining to the SET Program in Urology through regular email communication and direct contact.

## **2.2 Eligibility for Appointment as a Training Supervisor**

2.2.1 To be eligible for appointment as a Training Supervisor, a consultant must:

- a) be a current Fellow of the RACS
- b) be a Full Member of USANZ (and be financially compliant)
- c) be fully compliant with CPD requirements of the College
- d) be a member of staff at the institution in which the designated accredited training position(s) is located.
- e) be employed at a minimum of 0.2FTE at the hospital they represent
- f) not be performing the role of Head/Director of Unit/Department at the same time unless prior approval of the Board has been sought.
- g) have a good rapport and maintains regular contact with trainees
- h) hold no apparent conflicts of interest with being a Training Supervisor
- i) have received no level 2 or 3 sanctions from RACS within the preceding two (2) years, or be subject to any restrictions resulting from prior sanctions
- j) have no conditions or restrictions attached to medical registration
- k) be familiar with the Training Regulations that govern the SET Program in Urology and have demonstrated experience with appropriate clinical, administrative and teaching skills
- l) be able to attend a minimum of 75% of Sectional TA&E meetings

(together referred to as the '**Eligibility Requirements**')

A Training Supervisor must, as soon as practicable, advise the Board of Urology if anything occurs which impacts, or has the potential to impact, any of the above Eligibility Requirements.

## **2.3 Training and Continuing Education**

2.3.1 A Training Supervisor must complete the following **mandatory** training courses:

- a) Operating with Respect online module, and
- b) Foundation Skills for Surgical Educators (or approved comparable training), and
- c) Operating with Respect face to face course

- 2.3.2 While not mandatory, it is recommended that Training Supervisor complete the following RACS elearning modules:
- a) Supervisors and Trainers for SET (SAT SET) elearning Module
  - b) Keeping Trainees on Track (KTOT) elearning Module
- 2.3.3 While not mandatory, it is recommended that Training Supervisors become members of the Academy of Surgical Educators (ASE) to assist ongoing development as an educator.
- 2.3.4 All new Training Supervisors appointed after the publication of these Regulations must complete the mandatory training within 6 months of appointment.
- 2.3.5 Current Training Supervisors appointed prior to the publication of these Regulations must complete:
- a) the Foundation Skills for Surgical Educators (or approved comparable training) by 31 December 2017.
  - b) the Operating with Respect face to face course by 31 December 2018.

## **2.4 Method for Appointment or Reappointment of Training Supervisors**

- 2.4.1 Institutions with accredited SET Urology training posts must nominate to the Board an appropriate Training Supervisor who satisfies the Eligibility Requirements.
- 2.4.2 Nominations must be received when a new training post is accredited or when an existing Training Supervisor resigns, is time expired, or otherwise vacates the position of Training Supervisor.
- 2.4.3 In reviewing a nomination the Board will consider compliance with the Eligibility Requirements and general performance. Feedback may also be sought, in the Board's discretion, from trainees (past and/or present).
- 2.4.4 The Board will make a recommendation to the Board of Surgical Education and Training (BSET) for noting.
- 2.4.5 The appointment or reappointment of the Training Supervisor will be confirmed in writing once noted by the BSET.
- 2.4.6 The Board reserves the right to review the appointment or reappointment of a Training Supervisor at any time and put forward a revised recommendation to the BSET.

## **2.5 Tenure of Appointment**

- 2.5.1 Training Supervisors shall hold the position for three (3) years after appointment and further terms may be agreed between the Board and the Training Supervisor up to a maximum continuous period of nine (9) years. The Board may determine a modified period of appointment taking into account specific considerations.
- 2.5.2 Towards the end of a Training Supervisor's initial tenure (3 years as noted above in 2.5.1), the Board will contact the institution and the Training Supervisor to either obtain a nomination for appointment of a new Training Supervisor or reappointment of the existing Training Supervisor.
- 2.5.3 To maintain tenure of appointment, Training Supervisors are expected to participate in professional development activities in assessment and training offered by RACS or the Board of Urology, and provide evidence of completion to the Board.

## **2.6 Governance and Reporting**

- 2.6.1 For all matters relating to the supervision of trainees, Training Supervisors report to and are governed by the Board, where applicable, in accordance with the Terms of Reference.
- 2.6.2 All recommendations made by a Training Supervisor relating to trainees or training posts must be made directly to the Board. Training Supervisors do not have the authority to modify a trainee's training program or training status.
- 2.6.3 Training Supervisors may have the opportunity to gain CME credits for Continuing Professional Development teaching activities in accordance with the RACS Continuing Professional Development policies.
- 2.6.4 As stated in 2.1.5 above, the Training Supervisor is the main point of contact regarding training matters between the hospital urology unit and the Board (at times via the Sectional TA&E Committee), and is expected to communicate relevant information from the Sectional TA&E committee and the Board to the hospital urology unit. It is also expected that the Training Supervisor will convey information from the unit to the Board.
- 2.6.5 When the Board corresponds directly with the Trainee, the Training Supervisor will receive a copy of the correspondence (as relevant) to assist in the training and development of the Trainee.
- 2.6.6 The main method of correspondence between the Board and the Training Supervisor is via email.

## **2.7 Acknowledgement of Training Supervisors**

- 2.7.1 The Board recommends the institution fund the position at the rate of 30-60 minutes per trainee per week.
- 2.7.2 A certificate bearing the motifs of RACS and the Specialty Society is provided in acknowledgement of appointment as a Training Supervisor.

## **3. TRAINERS**

### **3.1 Overview**

- 3.1.1 Trainers are surgical consultants who are members of a unit that has been accredited by RACS as a SET Urology training post and who interact with trainees in the workplace and in other educational activities.
- 3.1.2 The position of a Trainer is not an individual appointment but is recognition given to members of a unit containing an accredited SET Urology training post, acknowledging that members of a unit have a significant role in the education and training of individual trainees. Trainers are not subject to limits of tenure and may hold that position for the duration of their employment in an accredited training post.
- 3.1.3 Trainers must refer to and comply with the RACS Surgical Trainers policy located on the RACS website.
- 3.1.4 In addition to the items above, to be eligible as a trainer of nSET2-nSET5 (SET2-SET6) Urology trainees, the Trainer must:
- a) be compliant with CPD requirements of the College or similar
  - b) be a member of staff at the institution in which the designated accredited training position(s) is located.
  - c) have a good rapport and maintain regular contact with trainees
  - d) hold no apparent conflicts of interest with being a trainer
  - e) have no conditions or restrictions attached to medical registration
  - f) be familiar with the Training Regulations that govern the SET Program in Urology

A Trainer must, as soon as practicable, advise their employer if anything occurs which impacts, or has the potential to impact, any of the above requirements.

- 3.1.5 In exceptional circumstances, trainers who are not compliant with items (a)-(g) may still participate in training activities at the discretion of their respective Training Supervisor and after application and approval by the Board of Urology.

### **3.2 Training and Continuing Education**

- 3.2.1 Trainers must complete the following mandatory training courses:

- a) Operating with Respect online module
- b) Foundation Skills for Surgical Educators (or approved comparable training)

- 3.2.2 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

- 3.2.3 Trainers are recommended to become members of the Academy of Surgical Educators (ASE) to assist ongoing development as an educator.

- 3.2.4 Trainers in current accredited SET Urology training posts must complete the mandatory training by 31 December 2017.

- 3.2.5 Trainers in new SET Urology training posts accredited after publication of these Regulations must comply with the mandatory training within 6 months of appointment.

- 3.2.6 Consultants commencing employment in a unit with an accredited SET Urology training post - therefore assuming the status of a Trainer - must comply with the mandatory training within 6 months of the date of commencement.