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| Division: | Education Development and Delivery | Ref. No. | POL-2019 |
| Department: | Surgical Education and 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 (SET) 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 or Committee (STB/STC), and noted by the Committee 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 Royal Australasian College of Surgeons (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 STB/STC 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 STB/STC.
 - 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. STB/STCswill 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 STB/STC 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 within six (6) months of appointment, as specified by the STB/STC and RACS, 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);
 - b. either the Operating with Respect eModule (retired late 2023) or Introduction to Operating with Respect and;
 - c. advanced training in recognising, managing and preventing Discrimination, Bullying and Sexual Harassment (Operating with Respect).
- 3.1.9. Surgical Supervisors are recommended to complete the following RACS eLearning courses:
- a. Induction for Surgical Supervisors and Trainers
 - b. Keeping Trainees on Track (KTOT)
- 3.1.10. Surgical Supervisors are recommended to become members of the Academy of Surgical Educators (ASE) to assist acquiring ongoing development as an educator.
- 3.1.11. 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 or Committee regulations (9 Specialties)
Standards for Supervision

Supervisor Framework

5. GLOSSARY

Research The pursuit of new and original knowledge in surgery.

Approver: Education Committee

Authoriser: Council