

<b>Division:</b>	<b>Education Development &amp; Assessment</b>	<b>Ref. No.</b>	<b>EDA-SKD-028</b>
<b>Department:</b>	<b>Skills Training</b>		
<b>Title:</b>	<b>Skills Training Faculty</b>		

### 1. PURPOSE AND SCOPE

This policy describes the entry criteria and roles of the various Skills Training course faculty.

### 2. KEYWORDS

ASSET, CCrISP<sup>®</sup>, CLEAR, EMST, TIPS, faculty, director, co-director, director candidate, senior instructor, instructor, instructor candidate, potential instructor, ATLS, Skills Training, role, management

### 3. BODY OF POLICY

The Skills Training Department offers five skills courses to surgical Trainees, Fellows and medical professionals in other disciplines. These courses are:

ASSET	Australia and New Zealand Surgical Skills Education and Training
CCrISP <sup>®</sup>	Care of the Critically Ill Surgical Patient
CLEAR	Critical Literature, Evaluation & Research
EMST	Early Management of Severe Trauma
TIPS	Training in Professional Skills

The conduct of these courses is dependent on the voluntary involvement of course faculty from a variety of medical disciplines. The Skills Training Department is responsible for supporting the pro-bono activities of the faculty.

#### 3.1. Eligibility to become an instructor

Below is an outline of the eligibility criteria for each skills course program:

Course	Medical discipline	Minimum criteria
ASSET	RACS Fellows and SET Trainees	<ul style="list-style-type: none"> <li>Fellow, SET4+</li> <li>Within five years of active operative practice</li> </ul>
CCrISP <sup>®</sup>	Surgeons, anaesthetists, intensivists, emergency physicians, and general practitioners	<ul style="list-style-type: none"> <li>Fellows and Trainees in relevant field</li> <li>Minimum level of seniority at Post Graduate Year (PGY) 5</li> </ul>
CLEAR	RACS Fellows, Clinical Epidemiologists	<ul style="list-style-type: none"> <li>Fellows and senior SET Trainees</li> <li>Interest and experience in clinical research and clinical epidemiology</li> </ul>
EMST	Surgeons, anaesthetists, intensivists, emergency physicians and general practitioners	<ul style="list-style-type: none"> <li>Recognition of potential as an instructor during a provider course by the course director</li> <li>Current EMST status (completed EMST or ATLS<sup>®</sup> Provider or Refresher course within 4 years or 6 years for SET Trainees, IMGs and Fellows)</li> <li>Minimum level of seniority PGY4</li> <li>Interest and or involvement in clinical trauma management</li> <li>Potential instructors whose currency has lapsed are able to observe a Provider course to be eligible to apply</li> </ul>

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Course	Medical discipline	Minimum criteria
		<ul style="list-style-type: none"> <li>to the EMST Instructor Course.</li> <li>Senior doctors not previously identified as a potential instructor may be considered to apply to the EMST Instructor Course</li> </ul>
TIPS	Surgeons, anaesthetists, physicians, intensivists and emergency physicians	<ul style="list-style-type: none"> <li>Fellow or Senior Staff Specialist in relevant field with interest and/or experience in teaching non-technical competencies</li> </ul>

### 3.2. Faculty status

#### 3.2.1. Potential Instructor

Potential instructors are medical practitioners who meet the eligibility criteria outlined in Item 3.1. This group who have either indicated their interest or been identified through attending a course, are recorded as Potential Instructors with the relevant skills course and are required to:

- CCrISP<sup>®</sup> Observe a CCrISP<sup>®</sup> provider course prior to attending the CCrISP<sup>®</sup> instructor course.
- CLEAR Observe a CLEAR course (if the Potential Instructor has attended a CLEAR course within twelve months they can progress to Instructor Candidate)
- EMST Be identified at their provider or refresher course as a potential instructor. Candidates are required to apply to attend an EMST Instructor course.
- TIPS Observe TIPS course prior to attending the TIPS faculty training workshop.

#### 3.2.2. Instructor Candidate

To become an instructor candidate, potential instructors are required to achieve the program requirements outlined below:

- CCrISP<sup>®</sup> Successfully complete a CCrISP<sup>®</sup> instructor course or equivalent (refer to item 3.3.2 for more information on equivalent courses)
- CLEAR Teach at their first course, receiving guidance from the course director
- EMST Successfully complete an EMST instructor course.
- TIPS Complete a TIPS faculty training workshop.

Once the above requirements have been met, Instructor Candidates are allocated to a course to teach. At this course, they are assessed by the course director at which point they either proceed to Instructor status or are no longer eligible to become an instructor.

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In some circumstances, the course director may suggest that the Instructor Candidate repeat the instructor candidate course before progressing as an instructor.

### 3.2.3. Instructor

Upon successful completion of the Instructor Candidate stage (excluding ASSET faculty), the candidate achieves full instructor status.

To maintain current instructor status, instructors are required to teach on one course per year. If an instructor does not complete a course in over 18 months, they are revalidated as an instructor on their next course.

### 3.2.4. Temporarily Inactive Instructor

Faculty that have not taught on a course for over 18 months or request not to teach for a period of time may be made temporarily inactive.

This cohort of instructors are contacted annually to determine if they wish to re-enter as an Instructor and if so, are revalidated as an instructor on their next course.

### 3.2.5. Advanced Trauma Life Support (ATLS)<sup>®</sup> and UK CCrISP<sup>®</sup> Instructors

Reciprocity exists between EMST and ATLS<sup>®</sup>, and the Australasian CCrISP<sup>®</sup> and UK CCrISP<sup>®</sup> course programs. If a visiting instructor wishes to teach on an Australasian course, they are assessed as an instructor candidate at their first course.

Courses completed overseas can be recognised on the instructors RACS record.

### 3.2.6. Senior Instructor

Senior Instructor status recognises an instructor's experience and long-term commitment to the program. An instructor becomes eligible for senior instructor status if they have been an instructor for four or more years and participated on a minimum of ten courses. Senior instructors are identified on an annual basis and are provided with a letter from the College president and a gift.

### 3.2.7. Director Candidate

Elevation to director status is by recommendation and approval of the relevant course committee and can be awarded to a Senior Instructor or an Instructor. Consideration is given to the region's needs and the skills, commitment and involvement demonstrated by the instructor.

A committee member or experienced director supervises the director candidate during a course before approving their promotion to course director. The supervising director can be from any medical background as per course eligibility requirements (section 3.1).

At the Committee's discretion a director candidate may be recommended to shadow an existing director before undertaking their director candidate course.

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### 3.2.8. Director

The director is responsible for the effective delivery of the course. The principal responsibility of the Director is to facilitate the coherent and effective delivery of the course and support the course faculty.

Directors are provided with a director manual upon their selection which outlines all requirements and expectations of the director role.

### 3.2.9. Retired faculty

EMST faculty who have fully retired from clinical practice may continue to teach on EMST courses for up to a period of five years from the date of retirement.

## 3.3. Instructor training

### 3.3.1. Instructor course overview

Instructor courses are run by the College for the EMST, CCrISP<sup>®</sup> and TIPS course programs.

### 3.3.2. The instructor courses aim to cover various aspects of teaching based on contemporary educational principles. CCrISP<sup>®</sup> recognition of prior learning

The CCrISP<sup>®</sup> Committee will recognise prior formal teacher training of Potential Instructors, who may therefore wish to apply for exemption from participating on the CCrISP<sup>®</sup> Instructor Course.

Teaching courses that are recognised as meeting the above criteria include, but are not confined to:

- EMST / ATLS<sup>®</sup> Instructor Course

When applying for exemption, Potential Instructors must demonstrate satisfactory completion of a practical teaching course of at least 2.5 days duration that has included theory and practical components relating to the principles and practices of contemporary adult education.

### 3.3.3. TIPS faculty training workshop

The TIPS faculty training workshop aims to cover aspects of teaching based on contemporary educational principles as well as teaching instructor candidates the principles and concepts behind the key non-technical skills taught during TIPS.

### 3.3.4. ASSET faculty training

ASSET instructors are required to view a 15 minute video module online prior to teaching on ASSET, which incorporates an overview of how to teach ASSET and the course's philosophy. The video also includes a five minute educator presentation exploring questioning techniques, teaching in small groups and teaching a clinical skill.

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**4. ASSOCIATED DOCUMENTS****Policies**

EDA-SKD-012 Faculty Charter

**Manuals**

EMST Director Manual (Restricted Access)  
CCrISP<sup>®</sup> Director Manual (Restricted Access)  
ASSET Director Manual (Restricted Access)  
CLEAR Director Manual (Restricted Access)  
TIPS Director Manual (Restricted Access)

**Approver** Education Board  
**Authoriser** Council

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