

Portfolio:	Education	Ref. No.	ETA-TRP-002
Department:	Training Services		
Title:	Approval of Post Fellowship Training Programs		

1. PURPOSE AND SCOPE

The Post Fellowship Education and Training (PFET) process has been developed by the Royal Australasian College of Surgeons (RACS) to approve programs conducted externally by providers who seek endorsement. The program has been developed in association with the specialty societies/associations representing the nine specialties in which RACS trains pre-Fellowship.

This process is limited only to those programs that seek accreditation and does not preclude specialty societies/associations from independently approving other programs.

2. KEYWORDS

Training; Post; Fellowship; Program; Specialty; Education

3. BODY OF POLICY

3.1. Program Proposers

PFET programs can be proposed by specialty societies/associations of the nine specialties, or, by sub-specialty societies/associations that have obtained sponsorship from the relevant major specialty society/association.

3.2. Specialty Sponsorship

- 3.2.1. To be considered for approval as a PFET program the sub-specialty must be recognised as such by one or more of the specialties.
- 3.2.2. Where the sub-specialty is associated with only one specialty the relevant specialty society/association must sponsor the proposed sub-specialty training program.
- 3.2.3. Where the sub-specialty is associated with more than one specialty, all relevant specialties must be consulted. The proposal must be formally sponsored by one of the specialty societies/associations with which the sub-specialty is associated. It is desirable for all associated specialties to support the proposed program, with that support documented in a letter.
- 3.2.4. Where a specialty has separate societies in Australia and New Zealand,
- the sponsorship of both societies is required if the proposed training program is bi-national; or
 - The sponsorship of the relevant national specialty society/association is required if the proposed program is confined to either Australia or New Zealand only.
- 3.2.5. Proposals that are not sponsored by a relevant specialty society/association will not be considered.
- 3.2.6. If a specialty society indicates that it does not support a proposed program that has the required support of another society then RACS will attempt to mediate any issues raised before formally reviewing the proposal.

3.3. Proposal Content

A PFET proposal must include (but is not limited to) information on:

- 3.3.1. Demonstrated need based on public benefit

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- 3.3.2. Justification on the basis of a specific and unique technical and scientific knowledge base
- 3.3.3. Evidence that the proposed program provides education and training that is significantly more specialised than that currently provided at a generalist level in one or more of the nine specialty surgical education and training (SET) programs
- 3.3.4. A defined curriculum based on the RACS competencies
- 3.3.5. Evidence of deliverability of the proposed curriculum
- 3.3.6. A defined requirement for clinical activity during PFET training (such as minimum logbook numbers, case-mix, primary/secondary operator level, operating sessions or outpatient clinics)
- 3.3.7. In-training formative assessments
- 3.3.8. A defined requirement for research during training
- 3.3.9. Processes to assess satisfactory performance in training (including progression and remediation of unsatisfactory performance) and a mechanism to confirm satisfactory completion of training
- 3.3.10. Appropriate mechanisms for identifying surgical supervisors and educators
- 3.3.11. Administrative support funded from program fees
- 3.3.12. Consideration of workforce issues including the impact of sub-specialisation on the workplace
- 3.3.13. Continuing Professional Development

3.4. Assessment Process

- 3.4.1. A PFET accreditation panel will be formed for the purpose of assessing a new proposal received.
- 3.4.2. The program proposer may be invited to make a presentation and to answer any questions from the PFET accreditation panel.
- 3.4.3. If invited to attend a meeting the program proposer must not be present for the final deliberations on the proposed program.
- 3.4.4. The PFET accreditation panel will review the submission from the proposer as well as any other relevant information to assess the educational validity of the training program.
- 3.4.5. The PFET accreditation panel will make a recommendation to the Education Board in the form of a report addressing:
 - a. the benefit to patient care;
 - b. education standards consistent with RACS core competencies;
 - c. infrastructure consequences for RACS; and
 - d. standards of care.

3.5. Accreditation

- 3.5.1. Where a program is approved a letter of approval outlining the terms of accreditation will be sent to the program proposer.

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- 3.5.2. The PFET program accreditation will be valid for a period of five years from the commencement of the next training year.
- 3.5.3. The program proposer will confirm by 1 March annually that the PFET program is continuing by indicating:
- the number of PFET trainees that have been awarded the completion certificate in the preceding year;
 - the number of PFET trainees currently undertaking training.

3.6. Reaccreditation

- 3.6.1. The program proposer must obtain RACS reaccreditation for:
- any substantive changes to the PFET program during the accreditation period; or
 - during the final year of accreditation where the program proposer wishes to continue to conduct the PFET program with RACS endorsement.
- 3.6.2. For reaccreditation purposes the program proposer must submit a report on the conduct of the program during the accredited period, any proposed changes to the scope of the program from that originally approved and confirmation that the program continues to meet the accreditation standards and objectives.
- 3.6.3. If approved, reaccreditation will be for a further five years.

3.7. Use of RACS PFET Logo

- 3.7.1. The program proposer is permitted to use the PFET logo in direct connection with the PFET program advertising, regulations and certificate of completion. The logo may only be used for the duration of the accreditation period.
- 3.7.2. The PFET logo must be used without modification and in an appropriate manner. The PFET logo must not be used:
- to misrepresent the relationship between RACS and the program proposer; or
 - for any other purpose other than acknowledging that the program has RACS approval.
- 3.7.3. Use of the PFET logo indicates acceptance and compliance with the RACS standards for accreditation in accordance with this regulation.
- 3.7.4. Should RACS become aware of alleged breaches of the accreditation standards, an appropriate investigation will be undertaken. Proven breaches may result in, but is not limited to, withdrawal of accreditation of the PFET program and approval of use of the PFET logo.

3.8. Fees

- 3.8.1. An accreditation assessment fee is payable by the proposer for each PFET Program submitted for approval.
- 3.8.2. The proposer will determine fees payable for purpose of administration and management of the program.
- 3.8.3. No RACS funds will be provided to support the program.

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3.8.4. A reaccreditation fee is payable at the time of applying for reaccreditation.

3.8.5. Fees are approved by Council in October of each year and are published on the RACS website.

3.9. Reconsideration, Review and Appeal

3.9.1. The program proposer may challenge a decision through the "Reconsideration, Review and Appeal" Regulation.

3.10. Definitions

Specialty means a surgical specialty in which RACS awards Fellowship.

Sub-specialty means a branch or sub-specialty of one or more of the surgical specialties in which RACS awards Fellowship.

Specialty Society means a society or association of surgeons who practice in one of the surgical specialties in which RACS awards Fellowship, and whose relationship with RACS is recognised via a Memorandum of Understanding and/or Service Agreement.

Sub-specialty Society means a society/association representing surgeons who practice in a sub-specialty of one or more of the nine surgical specialties.

Proposer means any of the specialty societies/associations or, sub-specialty society/association that is proposing to implement and manage a PFET program.

Sponsor means a specialty society associated with the sub-specialty

4. ASSOCIATED DOCUMENTS

Post Fellowship Education and Training Accreditation Application Form

Approver Education Board
Authoriser Council