

Position Description

POSITION: **General Surgery Hospital Surgical Supervisor**

REPORTS TO: **Training Committee of the Australian Board in General Surgery**

Purpose of the Position

The position of the Hospital Surgical Supervisor is to oversee the training and assessment of General Surgery trainees allocated to their hospital.

Definition

The Hospital Surgical Supervisor is nominated by the Hospital and approved by the Australian Board in General Surgery and the Royal Australasian College of Surgeons. The appointed Hospital Surgical Supervisor is responsible for the supervision and assessment of each trainee rotating through the hospital, training hub or network, depending on regional organisational arrangements. The Hospital Surgical Supervisor is also responsible for ensuring the training posts in their hospital, training hub or network continue to adhere to the accreditation criteria.

Unit Supervisor is a Fellow of the College who is appointed by the Hospital Surgical Supervisor to monitor trainees rotating through a particular unit. The Hospital Surgical Supervisor is able to delegate the tasks listed in this position description to the Unit Supervisor where necessary and appropriate.

Primary Roles & Responsibilities

The primary roles and responsibilities of the Hospital Surgical Supervisor relate to:

- Assessment of General Surgery Trainees
 - Performance Management
 - Feedback on performance both formal and informal
 - Hospital Accreditation
 - Training Committee Representation
 - Compliance with relevant regulations and policies
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Eligibility Criteria to be a Hospital Surgical Supervisor

The nominated Hospital Surgical Supervisor must fulfil the following criteria:

- Active Fellow of the Royal Australasian College of Surgeons.
- Fully compliant with CPD requirements of the Royal Australasian College of Surgeons
- Employed at a minimum of 0.2FTE at the hospital they represent
- Maintains regular contact with Trainees
- Develops good rapport with Trainees
- Holds no apparent conflicts of interest with being a Supervisor
- Familiar with the Regulations that govern the Australian General Surgery Surgical Education and Training Program
- Has completed the Foundation Skills for Surgical Educators course, Operating with Respect Online and Face to Face course

- Able to attend a minimum 75% of Training Committee meetings or arrange a proxy
- Must not have completed more than two previous terms as Hospital Surgical Supervisor in the same Hospital

Method of Appointment

Suitable Fellows may be nominated by either the Hospital or the Training Committee. The Hospital or Training Committee may formally call for expressions of interest for the role. The Training Committee will determine the CPD status of the nominee and any relevant courses the nominee may have attended. The nomination will be approved by the relevant Training Committee who will then forward the recommendation to the Australian Board in General Surgery.

The Australian Board in General Surgery will review the nomination and forward its recommendation to the RACS Committee of Surgical Education and Training (CSET).

Following approval by CSET, the appointee will be formally notified of the decision via letter and will receive the Supervisors Manual.

Tenure of Appointment

As per the RACS Surgical Supervisors Regulation the duration of appointment will be for a fixed three (3) year term with a further two terms of reappointment to a maximum of nine years.

In exceptional cases the maximum term may be extended and this will require formal approval by the Board and RACS.

The Board may review an appointment at any time if required.

The Board may recommend withdrawal of an appointment if a Supervisor is unable to meet the requirements of being a Supervisor.

Key Responsibilities

Assessment of General Surgery Trainees

- ▲ Meet with trainees at the start of term to review Trainee Portfolio
- ▲ Conduct end of term assessments, mid-term assessments and logbooks in accordance with the regulations
- ▲ Ensure the correct processes are carried in when conducting assessments with particular focus on ensuring a consensus assessment is reached
- ▲ To ensure the end of term and mid term assessment are discussed with the trainee in accordance with the regulations
- ▲ Monitor the trainees logbook and operative experience ensuring it is meeting the requirements of the Australian Board in General Surgery
- ▲ To monitor the requirements that the trainee is yet to complete
- ▲ To advise the Training Committee of any unsatisfactory performance
- ▲ To make recommendations to the Training Committee Chair and Australian Board in General Surgery Chair on the suitability of trainees to present for the Fellowship Examinations

Performance Management

- ▲ To participate in formal and informal counselling and Performance Management meeting in accordance with the regulations.
- ▲ To ensure trainees on a Performance Management Plan/Learning and Development Plan are regularly reviewed in accordance with regulations.
- ▲ To ensure trainees on a Performance Management Plan/Learning and Development Plan are

able to implement the required components of their plan.

| Hospital Accreditation

- ▲ To participate in accreditation of hospital posts.
- ▲ To notify the Training Committee of any changes in the post that may affect accreditation or the education and training of a SET/GSET trainee.

| Training Committee Representation

- ▲ To represent the hospital at the Training Committee meetings.
- ▲ To notify the Training Committee when there is a change in supervisor
- ▲ Attend a minimum of 75% of Training Committee meetings or arrange a proxy

Reporting

- ▲ The Supervisor reports directly to the Training Committee of the Australian Board in General Surgery
- ▲ On occasions, the Supervisor may be required to report directly to the Australian Board in General Surgery

Policies and Regulations

- ▲ Aboriginal and Torres Strait Islander Surgical Trainee Selection Initiative
- ▲ Assessment of Clinical Training
- ▲ Discrimination Bullying and Sexual Harassment
- ▲ Dismissal from Surgical Training
- ▲ Former Trainees Seeking to Reapply to Surgical Training
- ▲ Ill, Injured and Impaired Trainees
- ▲ Medical Registration for the Surgical Education and Training Program
- ▲ Plastic and Reconstructive Surgery Emmett Prize
- ▲ Recognition of Prior Learning
- ▲ Reconsideration, Review and Appeal
- ▲ Registration for Selection into SET
- ▲ Religious Observance
- ▲ Research during Surgical Education and Training
- ▲ Selection to Surgical Education and Training
- ▲ SET Misconduct
- ▲ Specialty Surgical Education and Training Fee

- ▲ Surgical Education and Training (SET Fee)
- ▲ Surgical Supervisors
- ▲ Surgical Trainers
- ▲ Trainee Registration and Variation
- ▲ Training Agreement
- ▲ Training Board Chair's Allowance
- ▲ Training Post Accreditation and Administration
- ▲ Training Requirements and Curriculum Structure
- ▲ Conduct of the Fellowship Examination
- ▲ Fellowship Examination Eligibility, Review and Feedback

Mandatory RACS Course

- ▲ Foundation Skills for Surgical Educators
- ▲ Operating with Respect Online and Face to Face course

Recommended RACS Course

- ▲ Supervisors and Trainers for SET (SAT SET)
- ▲ Surgical Teachers Course
- ▲ Keeping Trainees on Track (KTOT)

Key Documents

- ▲ Supervisor Manual (please refer to the Manual for details on processes and procedures)
- ▲ RACS Code of Conduct
- ▲ Australian Board in General Surgery Terms of Reference