



## 1. Purpose & Scope

This purpose of this policy is to outline the requirements and responsibility for surgical supervisors participating in accredited training positions that form part of the Post Fellowship Education & Training (PFET) Program in Transplantation Surgery.

GSA is the body that conducts and administers the PFET Program in Transplantation Surgery in Australia and New Zealand. The administration of transplantation training is managed through the GSA Transplant Training Committee.

The GSA Transplant Training Committee is responsible for the assessment of overall performance and supervision of transplant trainees. It is recognised that GSA and the trainee's employing body share responsibility for managing a trainee's performance in the PFET Program in Transplantation Surgery.

## 2. Definitions

Listed here are all key terms and acronyms used in the policy, and their definitions.

<b>Acronym – Key Word</b>	<b>Definition</b>
GSA	General Surgeons Australia
PFET	Post-Fellowship Education & Training
RACS	Royal Australasian College of Surgeons
TTC	Transplant Training Committee
Board	GSA Board of Directors

## 3. Policy

### 3.1 Responsibilities of Surgical Supervisors

Each accredited training position has an approved surgical supervisor responsible for the supervision and assessment of each Trainee rotating through the position. The assessment of a Trainee's performance by the surgical supervisor is fundamental to their continuing satisfactory progression through the PFET Program in Transplantation Surgery.

Surgical supervisors are required to:

- coordinate the management, education and training of accredited Trainees rotating through their designated accredited training positions
- conduct performance assessment meetings and completed assessment reports as required
- monitor the Trainee's operative experience and regularly review the operative logbook summary
- identify, document and advise the Trainee and the TTC of any unsatisfactory or marginal performance at the earliest possible opportunity
- understand, apply, and communicate GSA policies relevant to the PFET Program in Transplantation Surgery

- conduct themselves in accordance with the RACS Code of Conduct

As per delegation by the TTC, surgical supervisors are required to:

- participate in the hospital accreditation process as specified by the TTC
- notify the TTC of any change in circumstances this may impact on the accreditation status of the designated training position(s)
- participate, where required, as an active member of the TTC
- participate, where required, in the selection process for Trainees into the PFET Program in Transplantation Surgery
- make a recommendation to the TTC regarding the Trainee's capability of practicing independently as a Transplant Surgeon within a Transplant Unit, at the completion of the second year of training
- inform hospital management and operating theatre management about the credentialing status of registrars and their capacity to open operating theatres without direct supervision

### **3.2 Eligibility for Appointment as a Surgical Supervisor**

Surgical supervisors should be current Fellows of the RACS, and must be compliant with the RACS Continuing Professional Development program.

In exceptional circumstances, a non-Fellow of the RACS may be approved as a surgical supervisor. Such supervisors must agree to act in accordance with and to apply GSA policy.

Surgical supervisors must be a member of staff at the institution in which the designated accredited training position(s) is located.

Surgical supervisors must be familiar with the PFET Program in Transplantation Surgery and GSA policies and must have demonstrated experience with appropriate clinical, administrative and teaching skills.

### **3.3 Method for Appointment or Reappointment of Surgical Supervisors**

Institutions with accredited training positions must nominate to the TTC an appropriate surgical supervisor who satisfies the eligibility requirements (see 3.2).

Nominations must be received when a new training position is accredited or when an existing surgical supervisor resigns or is time expired (see 3.4).

In reviewing a nomination the TTC will consider compliance with the eligibility requirements, general performance, and participation in the TTC where applicable. Feedback may also be sought from the Trainees. The TTC will approve the appointment of a Surgical Supervisor and forward to the Board for noting.

The appointment or reappointment of surgical supervisors will be confirmed in writing once approved by the TTC.

The TTC reserves the right to review the appointment or reappointment of a surgical supervisor at any time and forward to the Board for noting.

### **3.4 Surgical Supervisors – Tenure of Appointment**

Surgical supervisors shall hold the position for three (3) years after appointment and shall be eligible for reappointment for two (2) further periods of three (3) years up to a maximum continuous period of nine (9) years.

Towards the end of a surgical supervisor's initial tenure, the TTC will contact the institution and the surgical supervisor to obtain a nomination for appointment of a new surgical supervisor or reappointment of the existing surgical supervisor.

To maintain tenure of appointment, surgical supervisors are expected to undertake professional development activities in assessment and training.

### **3.5 Governance and Reporting**

Surgical supervisors report to and are governed by the Board via the TTC where applicable, in accordance with the Terms of Reference for the TTC.

All recommendations made by a surgical supervisor relating to Trainees or training positions must be made directly to the TTC. Surgical supervisors do not have the authority to modify a Trainee's training program or training status.

### **3.6 Acknowledgement of Surgical Supervisors**

Surgical Supervisors may have the opportunity to gain CME credits for Continuing Professional Development teaching activities in accordance with the RACS Continuing Professional Development Policies.

## **4. Documents and Forms**

1. All GSA PFET Transplant Policies
2. RACS Code of Conduct
3. RACS Discrimination, Bullying and Sexual Harassment Policy

## **5. Implementation**

The policy will be available on the GSA website.