



1. Purpose & Scope

The purpose of this policy is to state the Training Agreement for Trainees in Post Fellowship Education & Training (PFET) Program in Transplantation Surgery.

2. Definitions

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

Acronym – Key Word	Definition
GSA	General Surgeons Australia
PFET	Post-Fellowship Education & Training
TTC	Transplant Training Committee
Board	GSA Board of Directors

3. Background

GSA is committed to ensuring that Transplant Training is undertaken in an appropriate environment, and that Trainees understand both their rights and their duties as members of the PFET Program in Transplantation Surgery. It is important that the PFET Program in Transplantation Surgery is conducted in a manner which ensures transparency and accountability and achieves the required educational standards.

This document sets out the statement of intentions of the Trainee and the TTC for the duration of the PFET Program in Transplantation Surgery.

4. Acknowledgement by Trainee

I will endeavour to achieve the objectives of transplant training, which are to acquire skills, knowledge and experience in the nine competencies of:

- Professionalism
- Scholar / Teacher
- Health Advocacy
- Management and Leadership
- Collaboration
- Communication
- Medical Expertise
- Judgement – Clinical Decision Making
- Technical Expertise

I agree to be an active participant, optimising to my personal benefit the education experiences and opportunities presented to me.

I undertake to observe all relevant GSA policies in relation to the PFET Program in Transplantation Surgery and to comply with all regulations and reasonable directions of GSA. I understand that failure to do so may result in my suspension or dismissal from the PFET Program in Transplantation Surgery. It is my responsibility to ensure that I am aware of all GSA policies, procedures, and regulations and that I will comply with these within all relevant time limits and deadlines notified.

I agree that if I have concerns regarding my training, it is my responsibility to initiate the process to have these concerns addressed. I acknowledge that I can approach and seek appropriate guidance from:

- My supervisor
- My mentor (if appointed)
- Chair of the TTC

I agree and acknowledge that while I may seek advice and support, no Fellow of GSA or member of staff is authorised to vary the rules and guidelines for the PFET Program in Transplantation Surgery or policies of GSA in relation to the program. Any change or variation of these conditions, guidelines, or policies or any extension of time must be confirmed to me in writing after appropriate approval has been received.

I agree to personally participate in GSA review processes in relation to my performance on the PFET Program in Transplantation Surgery. I acknowledge that GSA has a *PFET Transplant Appeals Process Policy* regarding any decision about my training with which I disagree.

I agree to seek and provide feedback about my training experience, as appropriate. If I have concerns, it is my responsibility to raise them.

I also acknowledge that while GSA is the educational provider they are not employers, and that I must abide by my employment conditions. Where there is conflict between my employment obligations and training requirements I will advise my supervisor accordingly.

I release my supervisor, the Board, and the TTC from all claims or liability arising from advice or assistance given in good faith.

I acknowledge that it is my responsibility to be fully informed and aware of all requirements of GSA, particularly rules, guidelines, time limits, and policies in relation to the PFET Program in Transplantation Surgery, including information available on the GSA website.

I agree to make all applications and provide all information required by GSA within the time limit or deadlines stipulated by GSA.

I am not aware of any personal circumstances (including health and medical conditions, visa status, family or other responsibilities, personal values or beliefs) which would prevent me from performing all requirements of the PFET program, and the work necessary to be undertaken (unless previously discussed with and explicitly acknowledged in writing by the GSA TTC).

5. Acknowledgement by Chair

As the representative of the TTC we agree that the PFET Program in Transplantation Surgery will be conducted by the TTC in accordance with all relevant policies and procedures. The TTC, through its supervisors and other senior educational Fellows endeavour to:

- Assist the Trainee in achieving their education needs
- Review the Trainee's learning objectives, in an endeavour to ensure that they are realistic, achievable and within the scope of the learning opportunities available

- Advise the Trainee, as requested, on resources available to assist the Trainee in achieving the objectives
- Assist the Trainee to make the time needed for attendance at any required teaching sessions, making appropriate time allowance for learning needs, and providing the appropriate balance between training and service
- Encourage a climate for learning and training
- Meet regularly with the Trainee, and conduct formal meetings at least every 6 months to review the Trainee's progress and provide feedback
- Complete all reports as required by GSA and the policies of the PFET Program in Transplantation Surgery

I agree and acknowledge that no TTC member, supervisor, other members of GSA, or member of staff is authorised to vary the rules and guidelines for PFET Training Program in Transplantation Surgery or policies of GSA in relation to the program. Any change or variation of these conditions, guidelines, or policies or any extension of time will be confirmed to the Trainee in writing after appropriate approval has been received.

6. Acceptance

We accept the right and responsibilities of our respective positions in the Statement of Intention.

Signed:

Trainee (Name in block letters)

Date: 20

(insert name)

Chair, Transplant Training Committee

Date: 20