

1. Purpose & Scope

Trainees appointed to the Post Fellowship Education & Training (PFET) Program in Trauma Surgery are expected to conduct themselves with honesty and integrity. This policy is intended to assist committees and supervisors when handling misconduct in the workplace and to provide guidance in taking appropriate action, and to provide Trainees with a clear understanding of the processes for dealing with allegations of misconduct.

The GSA Trauma Training Committee has approved a set of principles that apply to all Trainees in the PFET Program in Trauma Surgery. The GSA Trauma Training Committee is responsible for formulating and publishing detailed training regulations for the PFET Program in Trauma Surgery that comply with the principles of this policy and provide transparency of process to Trainees.

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
RACS	Royal Australasian College of Surgeons
TTC	Trauma Training Committee
Board	GSA Board of Directors
ANZAST	Australian and New Zealand Association for the Surgery of Trauma

3. Policy

3.1 Misconduct

Conduct that is misconduct includes but is not limited to:

- Discrimination, harassment, or bullying (including sexual harassment)
- Abusive, violent, threatening or obscene behaviour
- Theft, fraud, or misappropriation of funds
- Being found guilty of a criminal offence which results in a jail term or restrictions on the Trainee's ability to practice medicine
- Being under the influence of alcohol or illegal drugs at a PFET Program in Trauma Surgery event (including surgical rotations)
- Falsification of training records, patient documentation, or patient treatment
- Serious breach of patient safety
- Gross insubordination, wilful disobedience, or repeated refusal to carry out a lawful or reasonable instruction that is consistent with the Trainee's contract of employment and the training agreement for the PFET Program in Trauma Surgery

- i. Bringing GSA's name into disrepute, malicious damage to GSA or society property and reputation
- j. Abandonment of employment or training post
- k. Dishonesty
- l. Cheating
- m. Repeated acts of misconduct for which the employee has been counselled
- n. A breach of the RACS Code of Conduct or GSA Policies

3.2 Initial Investigation

Allegations of misconduct or serious misconduct will be considered in the first instance by the Trainee's supervisor. Where there is a perceived conflict of interest on the part of the supervisor, they may refer the matter to another Fellow nominated by the TTC.

Incidents of alleged misconduct must be documented and verified as soon as possible after the supervisor and/or trainers are made aware of their occurrence. Allegations of misconduct not documented and verified cannot be used in any disciplinary process.

If the initial inquiry determines that the allegation does not meet the required standard of proof, no further action will be taken under this policy.

If the initial inquiry determines that an allegation of misconduct is of sufficient substance to warrant an investigation the supervisor will then consult the TTC Chair to initiate the investigation process.

3.3 Natural Justice and Procedural Fairness

Employees must be afforded procedural fairness throughout the implementation of this policy. Normal standards of respect, civility and confidentiality must be maintained throughout the process.

3.4 Notification to Trainee

The Trainee must be notified of the allegation of misconduct and the process of formal investigation within a reasonable time after consultation with the TTC Chair.

Following confirmation of alleged misconduct from a Trainee, the Trainee will be placed on suspension to training for six (6) months pending review by the TTC.

3.5 Penalties

Penalties may include:

- Formal censure, warning, or counselling
- Limitation of progression to the next level of training for up to one year
- Suspension of the Trainee for a period of up to one year
- Dismissal from the PFET Program in Trauma Surgery

3.6 Recommendation

Where the TTC determines that a Trainee is guilty of misconduct that warrants a penalty of dismissal from training, the recommendation will be forwarded to the Board, in accordance with the *PFET Trauma Dismissal from Training Policy*.

4. Documents and Forms

1. GSA PFET Trauma Dismissal from Training Policy

5. Implementation

The policy will be available on the GSA website.