



Post-Fellowship Education & Training  
Program in Trauma Surgery  
General Surgeons Australia

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# 2020 Training Regulations Handbook:

for the Post Fellowship  
Education & Training (PFET)  
Program in Trauma Surgery

3 December 2019

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# 1. INTRODUCTION

## 1.1. Definition and Terminology

The following terms, acronyms, and abbreviations, and their associated definition, will be used throughout these Regulations:

Term	Definition
ANZAST	Australia and New Zealand Association for the Surgery of Trauma
BOARD	GSA Board of Directors
DOPS	Direct Observation of Procedural Skills in Surgery
GSA	General Surgeons Australia
PFET	Post Fellowship Education and Training
RACS	Royal Australasian College of Surgeons
RPL	Recognition of Prior Learning
SUPERVISOR	Coordinates management, education and training of accredited Trainees in accredited training positions. Monitors performance, completes assessments and identifies and documents performance management.
TERM	The training program consists of <b>two (2)</b> terms. Each term is twelve months in duration.
TRAINEE	Post Fellowship Education & Training Trainee
TRAINING YEAR	A training year consists of one (1) twelve month-term from the start date of employment in an accredited Trauma training post.

## 1.2. Overview of the Regulations for the PFET Program in Trauma Surgery

- 1.2.1. The Regulations encompass the rules, procedures, policies, administrative processes and principles for the control and conduct of the PFET Program in Trauma Surgery. These Regulations are in accordance with the policies and strategic direction of GSA. At times these Regulations may refer directly to a generic GSA policy.
- 1.2.2. All Trainees, Supervisors, GSA Trauma Training Committee, and Board Members are required to comply with these Regulations.
- 1.2.3. The information in these Regulations is as accurate as possible at the time of publication. The Board reserves the right to make reasonable changes to these Regulations at any time. As the Regulations are subject to change, the most current version is available on the [GSA website](#). All persons are advised to ensure they are consulting the most current version.
- 1.2.4. All Trainees must be familiar with the applicable policies, which are specifically referred to throughout these Regulations.

### **1.3. Administration and Ownership**

- 1.3.1. GSA is the body that conducts and administers the PFET Program in Trauma Surgery in Australia.
- 1.3.2. The GSA Trauma Training Committee is responsible for the delivery of the PFET Program in Trauma Surgery in Australia, the accreditation of hospital posts, and the supervision and assessment of Post Fellowship Trainees.
- 1.3.3. For further information, refer to the [GSA Trauma Training Committee Terms of Reference](#).

### **1.4. Selection**

- 1.4.1. For detailed information regarding selection into the PFET Program in Trauma Surgery, please refer to the Selection Regulations located on the [GSA website](#).

## 2. PROGRAM OVERVIEW

The below depicts the overall requirements of the PFET Program in Trauma Surgery.

### PFET YEAR1

Requirement	Quantity/Description
Rotations/Terms	Satisfactory completion of one (1) twelve-month term. Each term must have a satisfactory mid-year and end-of-year assessment.
Logbook & Core Competencies	One (1) per twelve-month rotation.
DOPS	Twelve (12) per twelve-month rotation covering the following: <ul style="list-style-type: none"> <li>• Four (4) major operative</li> <li>• Four (4) trauma resuscitations as team leader</li> <li>• Four (4) other</li> </ul>
EMST	EMST currency, defined as satisfactory completion of EMST Provider or refresher course within the past four years, if not completed at the time of application to training.

### PFET YEAR2

Requirement	Quantity/Description
Rotations/Terms	Satisfactory completion of one (1) twelve-month term. Each term must have a satisfactory mid-year and end-of-year assessment.
Logbook & Core Competencies	One (1) per twelve-month rotation.
DOPS	Twelve (12) per twelve-month rotation covering the following: <ul style="list-style-type: none"> <li>• Four (4) major operative</li> <li>• Four (4) trauma resuscitations as team leader</li> <li>• Four (4) other</li> </ul>

### Prior to being awarded the Australian Certificate of Post Fellowship Education and Training in Trauma Surgery:

- Completion of all program requirements as listed in the above table.
- Signed off as competent in those operative procedures identified as Mandatory (M) in the Core Competencies for the PFET Program in Trauma Surgery over two (2) accredited years.
- Satisfactory completion of the Research requirement
  - Publication (at least accepted for publication) of research outcomes in the field of Trauma in a peer-reviewed scientific journal or book chapter as primary or major author; **and**

- Poster presentation of research outcomes in the field of Trauma at a recognized peer-reviewed national meeting
- Fully paid up dues and fees owed to GSA

### 3. TRAINEE ADMINISTRATION

#### 3.1. Registration and Training Fees

- 3.1.1. Trainees selected to the PFET Program in accordance with the Trauma Surgery Selection Regulations are required to have successfully completed the Surgical Education & Training (SET) Program Requirements for General Surgery, by the end of the training year of application.
- 3.1.2. Trainees selected to the PFET Program in accordance with the Trauma Surgery Selection Regulations are required to have specialist registration from the Medical Board of Australia without conditions or undertakings.
- 3.1.3. Training fees are approved by GSA each year and published on the [GSA website](#).
- 3.1.4. Invoices are issued by GSA prior to the commencement of the training year.
- 3.1.5. The GSA Board is responsible for the determination of fees as well as the invoicing and collection of fees. All enquiries regarding fees must be submitted to the PFET Executive Officer.
- 3.1.6. Trainees who fail to pay outstanding monies to GSA may be dismissed in accordance with the [GSA PFET Trauma Dismissal from Training](#) Policy.

#### 3.2. Leave

- 3.2.1. Trainees undertaking full-time training are permitted a maximum of **twelve (12)** weeks of leave per twelve-month term subject to approval by the employing authority. Periods beyond this may result in the term not being accredited towards training. Where a Trainee takes more than twelve (12) weeks leave during a twelve-month term, the term may be deemed assessable if the supervisor and consultants have been able to adequately assess the Trainee and the logbook and core competency numbers. In this scenario the Trainee will still undertake an End of Year Assessment.
- 3.2.2. The maximum leave entitlement is inclusive of, but not limited to, combined annual, personal, compassionate, parental, study, exam, conference and carer's leave. Trainees wishing to take **more than twelve (12)** weeks of leave in one (1) year must receive prior approval for either interruption of training or extension of leave from the GSA Trauma Training Committee in accordance with [Section 3.3](#) of these Regulations, and subject to approval by the employing authority.
- 3.2.3. Trainees who take leave from Training without the prior approval of or notification to, the GSA Trauma Training Committee; will be considered as having abandoned their post. Upon learning that the Trainee has left their employment, the GSA Trauma Training Committee will provide **10 days'** notice to the Trainee, for attendance at a meeting to consider their continued participation in the training program. Should the Trainee not respond, or not attend the meeting, the Trainee will be dismissed in accordance with the [GSA PFET Trauma Dismissal from Training](#) Policy.

#### 3.3. Interruption

- 3.3.1. Requests for interruption must be made in accordance with the [GSA PFET Trauma Registration and Variation](#) Policy.
- 3.3.2. The GSA Trauma Training Committee does not have the authority to grant requests that do not comply with GSA Policy.
- 3.3.3. All requests for interruption **must** be made via the Trainee request form (*refer [Section 3.5](#)*) and must include all applicable information.
- 3.3.4. Should a Trainee resign from a position of employment, they must also resign from the PFET Training Program via the Trainee request form (*refer [Section 3.5](#)*). Trainees should not resign from employment, before contacting their Supervisor of Training for support, advice and assistance.



- 3.3.5. Trainee requests for interruption to training for the following year must be approved by the GSA Trauma Training Committee at least six (6) months prior to the start of the following training year. Requests submitted outside of this timeframe will only be considered in exceptional circumstances.
- 3.3.6. Trainees will be formally notified by the GSA Trauma Training Committee as to whether their request has been approved or otherwise. Trainees are advised not to undertake any action until formal notification from the GSA Trauma Training Committee has been received.
- 3.3.7. In accordance with [Section 3.3.1](#), all requests must be received at least 6 months prior to the term/s of interruption required. Refer to [Section 3.5](#) on how to submit a request.
- 3.3.8. All requests for interruption will be considered and approved by the GSA Trauma Training Committee and its decision forwarded to the Board for noting.
- 3.3.9. Extensions to interruption to training must adhere to the same criteria as new requests. Failure to do so may result in the request being denied.

### **3.4. Extension to Training Requests**

- 3.4.1. Requests for an Extension to Training must be made to the GSA Trauma Training Committee and approved at least six (6) months prior to the start of the following training year.
- 3.4.2. Requests **must** be made via the Trainee request form (*refer [Section 3.5](#)*) and must include all applicable information.
- 3.4.3. Trainees must specify the following:
  - a. Length of extension
  - b. Reason for the extension
  - c. Areas the Trainee does not feel competent in
- 3.4.4. Extensions to training will only be granted if a suitable post is available.

### **3.5. Trainee Requests**

- 3.5.1. For **all** training requests the following processes are applicable:
  - a. Complete the PFET Program in Trauma Surgery Application for Variation to Training form
  - b. Submit request to the PFET Executive Officer via email
- 3.5.2. All Trainee submissions are sent to the GSA Trauma Training Committee. Once a decision at the GSA Trauma Training Committee meeting has been reached, Trainees will be notified of the outcome within seven (7) working days of the meeting. Trainees are reminded that GSA Trauma Training Committee does not meet every month. If a request is urgent, a follow up call or email to the PFET Executive Office is required (*refer [Appendix 2 - Contacts](#)*).
- 3.5.3. Trainees are reminded that, where applicable, they are not to take action, or make any arrangements prior to receiving final outcome of their request from the GSA Trauma Training Committee. All submissions to the GSA Trauma Training Committee must be in reference to these Regulations and the applicable GSA Policy to your request.

## 4. PFET PROGRAM - GENERAL REQUIREMENTS

The PFET Program in Trauma Surgery is designed to allow the Trainees to achieve competency in the domains of medical and technical expertise, clinical judgement, communication, collaboration, management and leadership, health advocacy, scholar and teacher, and professionalism, leading to competent, independent practice as a specialist Trauma surgeon.

### 4.1. Training, Terms and Posts

- 4.1.1. All training terms are twelve (12) months in duration. Trainees will be required to satisfactorily complete a minimum of two (2) terms.
- 4.1.2. Trainees may be required to undertake additional terms based on performance and level of competency.
- 4.1.3. Trainees will have up to four (4) years maximum from the time they commence clinical training on the PFET Program in Trauma Surgery to meet all requirements including the rotations, unless recognition of prior learning has been granted, in which case the maximum time is reduced according to the period granted. Approved family, carers or sick leave shall not be included in the calculation of the maximum period of training as per the [GSA PFET Trauma Registration and Variation](#) Policy.

### 4.2. Logbook of Surgical Experience & Core Competencies

- 4.2.1. Trainees are required to maintain accurate and complete logbooks of operative and major non-operative cases, as set out in the Logbook & Core Competencies pro-forma. Downloads are located on the [GSA website](#). The logbook and core competencies must be maintained according to the specified data fields.
  - a. Operative procedures to be signed off in accredited terms are those identified as Mandatory (M) in the Core Competencies for the PFET Program in Trauma Surgery
- 4.2.2. The Trainee's logbook and core competencies data will be reviewed at the mid-year assessment and evaluated as part of the End of Year Assessment. An accurate and complete logbook and core competencies is required at the end of each twelve-month term. Trainees must record and present data according to the recommended logbook and core competencies format.
- 4.2.3. The Supervisor may seek input from other members of the Unit in order to adequately evaluate and verify logbook and core competencies data.
- 4.2.4. At the completion of each twelve-month term, the Trainee and Supervisor are required to sign the logbook and core competencies summary.
- 4.2.5. The Trainee is responsible for submitting a completed and signed logbook and core competencies summary to the PFET Executive Officer within **two (2)** weeks of the term ending.
- 4.2.6. Any unsatisfactory performance relating to the logbook and core competencies data will be reported to the GSA Trauma Training Committee and may result in non-accreditation of the term.
- 4.2.7. Non-submission of a complete, accurate and signed logbook and core competencies summary by the due date will result in non-accreditation of the term.

### 4.3. Case Mix

- 4.3.1. The operative and non-operative experience should adequately cover the major areas of Trauma Training as defined in the curriculum (*refer [Section 4.6](#)*). Operative procedures to be signed off in accredited terms are those identified as Mandatory (M) in the Core Competencies for the PFET Program in Trauma Surgery.

#### **4.4. Research Requirement**

- 4.4.1. All Trainees must complete the mandatory PFET Research Requirement.
- 4.4.2. The mandatory Research Requirement must be certified as complete by the GSA Trauma Training Committee.
- 4.4.3. Trainees must obtain pre-approval from their supervisor to ensure projects are appropriate.
- 4.4.4. It is the responsibility of the Trainee to provide documentation verifying completion. This includes outlining the extent of involvement in the research activity, presentation and/or publication.
- 4.4.5. If the Supervisor is certifying completion on the End of Year In Training Assessment form, documentation verifying this must be attached and forwarded to the PFET Executive Officer via the Trainee request form (*refer [Section 3.5](#)*).
- 4.4.6. All applications for completion of the Research Requirement will be considered and approved by the GSA Trauma Training Committee and its decision forwarded to the Board for noting.

#### **4.5. Portfolio of Training**

- 4.5.1. The Trainee will keep a portfolio of their training, which will include:
  - a. Updated curriculum vitae
  - b. Surgical logbook experience & core competencies
  - c. Documentation relating to research activities
  - d. Documentation relating to any period of probationary training
  - e. All Formative and Summative Assessment forms and results
- 4.5.2. To facilitate continuity of training, it is the responsibility of the Trainee to present their portfolio to the Supervisor at the commencement of each twelve-month training period. This will assist in setting appropriate learning and training objectives and will allow areas for improvement to be appropriately addressed.
- 4.5.3. The Trainee will be required to present their portfolio of training to the GSA Trauma Training Committee when applying to be awarded the Australian Certificate of Post Fellowship Education and Training in Trauma Surgery.

#### **4.6. Curriculum**

Trainees are required to be familiar with the PFET Program in Trauma Surgery curriculum. Details of the curriculum are available on the [GSA website](#).

The GSA Trauma Training Committee is responsible for the development, maintenance, and updating of the PFET Program in Trauma Surgery curriculum.

The Curriculum will be reviewed every three years.

- 4.6.1. The Curriculum comprises the following areas:
  - a. Initial Trauma Management: Resuscitative Phase - ED
  - b. Ongoing ICU Management: Definitive care phase
  - c. Daily Ward Management: Definitive care phase
  - d. Daily Ward Management: ward and rehabilitation
  - e. Skin/Soft Tissues
  - f. Head/Brain
  - g. Face/Neck
  - h. Spine
  - i. Chest

- j. Abdomen
- k. Pelvis
- l. Extremities
- m. Vascular Injury

4.6.2. Non-technical skills are covered under the following headings:

- a. Collaboration
- b. Communication
- c. Health Advocacy
- d. Management and Leadership
- e. Professionalism and Ethics
- f. Scholar and Teacher
- g. Medical Expertise
- h. Judgement

## **5. RECOGNITION OF PRIOR LEARNING**

### **5.1. Recognition of Prior Learning**

- 5.1.1. RPL involves the evaluation of prior training or experience that is comparable to the components of the PFET Program in Trauma Surgery.
- 5.1.2. RPL for clinical terms will only consider clinical experience undertaken at a post-Fellowship level.
- 5.1.3. There is no automatic entitlement to RPL. Trainees must submit documentation via the Trainee request form (*refer [Section 3.5](#)*) for the components they wish to be exempt. Appropriate documentation includes:
  - a. Assessment forms or letters of support from two (2) Supervisors or consultants
  - b. Logbook of clinical experience in Trauma Surgery at a post-Fellowship level
- 5.1.4. Applications for RPL will only be considered once a Trainee has commenced the PFET Program in Trauma Surgery.
- 5.1.5. The GSA Trauma Training Committee may grant exemption from up to one (1) year of accredited clinical training pending receipt of satisfactory assessments, letters of support, and logbooks of clinical experience.
- 5.1.6. The GSA Trauma Training Committee reserves the right not to grant RPL if the applicable level of clinical competency is not evident.

## 6. PROGRAM AND PROGRESSION REQUIREMENTS

### 6.1. YEAR1

- 6.1.1. The requirements for successful completion of **YEAR1** and progression to **YEAR 2** are:
- a. Satisfactory completion of **one (1)** twelve-month term
  - b. Twelve (12) DOPS
  - c. EMST currency, defined as satisfactory completion of EMST Provider or refresher course within the past four years, if not completed at the time of application to training.
  - d. Fully paid up dues and fees owing to GSA

It is recommended that Trainees complete the Definitive Surgical Trauma Care (DSTC) Course in the first year of training, if not completed at the time of application to training.

### 6.2. YEAR2

- 6.2.1. The requirements for successful completion of **YEAR2** are:
- a. Satisfactory completion of **one (1)**, twelve-month term
  - b. Satisfactory completion of any probationary periods
  - c. Signed off as competent in those operative procedures identified as Mandatory (M) in the Core Competencies for the PFET Program in Trauma Surgery
  - d. Twelve (12) DOPS
  - e. Satisfactory completion of the Research Requirement
  - f. Fully paid up dues and fees owing to GSA
- 6.2.2. Failure to meet these requirements will result in dismissal from the PFET Program.

## 7. ASSESSMENT

### 7.1. Direct Observation of Procedural Skills in Surgery (Surgical DOPS) Assessment

- 7.1.1. Surgical DOPS is a method of assessing competence in performing diagnostic and interventional procedures during surgical practice. It also facilitates feedback in order to drive learning.
- 7.1.2. The DOPS form can be found on the GSA website.
- 7.1.3. Trainees are required to participate in at least twelve (12) assessments during each twelve-month term.
- 7.1.4. These assessments are formative and are aimed at guiding further development of surgical skills.
- 7.1.5. The forms must be submitted to the PFET Executive Officer immediately following completion of the DOPS assessment. Failure to return the form may result in the term being deemed not assessed and may therefore be unaccredited.
- 7.1.6. Multiple scores of "Borderline" or a single score of "Below Expectations" indicates a need for significant improvement in performance. Trainees should be counselled and given opportunity to improve in the relevant skills before being reassessed. This process may be repeated until significant improvement is demonstrated.
- 7.1.7. Trainees are advised to retain a copy of the assessment in their Training Portfolio.

### 7.2. Formative Assessment

- 7.2.1. **Formative** assessments aim to identify areas of good performance and areas of performance that require improvement to reach competency. Formative assessments also provide opportunities for improving performance.
- 7.2.2. The components of formative assessment during **YEAR1** and **YEAR 2** consist of:
  - a. Surgical DOPS
  - b. Mid-year In Training Assessments
- 7.2.3. Surgical DOPS may also be recommended as part of a Performance Management Plan.

### 7.3. Summative Assessment

- 7.3.1. **Summative Assessments** are completed in **YEAR1** and **YEAR2** and are aimed at indicating whether a Trainee has demonstrated satisfactory performance in the RACS competencies to permit accreditation of a period of training.
- 7.3.2. If unsatisfactory performance is reflected in a Summative Assessment, the period of training will not be accredited and the Trainee will be placed on Probationary Training (refer [Section 7.8](#)).
- 7.3.3. The Summative Assessment requires completion of an End of Year In Training Assessment form.

### 7.4. Conducting Assessments

- 7.4.1. Both the Formative and Summative assessments of Trainees are conducted by the Supervisor, with the input of all other consultants on the Unit who have directly observed the Trainee.
- 7.4.2. The Supervisor may also seek input from other persons who had contact with the Trainee (e.g. nurses, allied health staff, administrative staff).
- 7.4.3. If the Supervisor is to be on leave during this time, the Trainee should make arrangements to complete the form at an earlier stage.

- 7.4.4. The assessment is best undertaken at a face-to-face meeting to discuss the performance of the Trainee, and to reach consensus on the assessment of each competency listed on the assessment form. Although the assessment form might be filled out in the absence of the Trainee, the Supervisor must subsequently meet with the Trainee to discuss the assessment.
- 7.4.5. Trainees are required to participate in the assessment process. Failure of a Trainee to fully participate or adhere to the requirements of the assessment process in a timely manner will result in non-accreditation of a period of training, and commencement of Probationary Training.

## **7.5. Mid-year In Training Assessment**

- 7.5.1. At the end of the first **six (6)** months of a twelve-month term, the Supervisor will seek the input of all consultants on the Unit who have directly observed the Trainee to reach consensus on the formative assessment of the Trainee's performance.
- 7.5.2. Trainees must complete the self-evaluation component of the Mid-year In Training Assessment form.
- 7.5.3. A review of the Trainee's logbook and core competencies will be undertaken as part of the assessment.
- 7.5.4. The Supervisor will meet with the Trainee to discuss the assessment. It is the joint responsibility of the Trainee and the Supervisor that this meeting occurs.
- 7.5.5. The GSA Trauma Training Committee's mid-year In Training Assessment Form must be used to guide and document the feedback and assessment of the Trainee. The form can be found on the [GSA website](#).
- 7.5.6. The forms must be signed by the Supervisor and the Trainee and returned to the PFET Executive Officer within **two (2)** weeks of the mid-year date.
- 7.5.7. It is the responsibility of the Trainee to ensure that the signed, completed assessment form together with any associated documentation is returned to the PFET Executive Officer (*refer to [Appendix 2 - Contacts](#)*) within the specified time.
- 7.5.8. If signed and completed formative assessment forms (i.e. mid-year In Training Assessment) and any associated relevant documentation are not submitted to the PFET Executive Officer by the due date, the period of training will be deemed not assessed and may therefore be unaccredited. This may result in the Trainee commencing probationary training in the subsequent term, and the Trainee's period of training being extended by a minimum of six (6) months.
- 7.5.9. When areas of performance are identified as "Borderline", "Not competent" or "Unsatisfactory" the Supervisor will discuss this with the Trainee and an appropriate remedial plan, which will include an appropriate Performance Management Plan, will be agreed to. The Performance Management Plan must be returned to the GSA Trauma Training Committee office, by the Trainee, on a monthly basis until the End of Year Assessment is undertaken.
- 7.5.10. If the overall performance is deemed "Unsatisfactory", the Supervisor will undertake a further formal interview with the Trainee, at which time appropriate counselling and remedial action will be documented.
- 7.5.11. Advice may be sought from other members of the Unit in developing an appropriate Performance Management Plan for the Trainee.
- 7.5.12. Unsatisfactory grades in any part of the assessment will be reviewed by the GSA Trauma Training Committee.
- 7.5.13. An unsatisfactory mid-year Assessment is defined as:
  - a. an overall "Unsatisfactory" grade on the mid-year In Training Assessment form, based on receiving "Borderline" and/or "Not competent" ratings, and/or
  - b. one or more "Unsatisfactory" grades in any of the essential criteria, and/or



- c. non-submission of completed assessment form or any associated documentation within **two (2)** weeks of the mid-year.

## 7.6. End of Year In Training Assessment

- 7.6.1. Just prior to the completion of each twelve-month term, the Trainee will participate in an End of Year In Training (Summative) Assessment, which includes a self-evaluation. This will consist of an evaluation of the operative and non-operative logbook and core competencies data, review of whether research requirements have been met and an assessment of performance against the expected competencies and essential criteria.
- 7.6.2. The Trainee must submit:
  - a. Complete and accurate logbook and core competencies data, on the official GSA Trauma Training Committee form, to the Supervisor for review and verification
  - b. Data reflecting progress with any research activities
  - c. Performance Management Plans if applicable
- 7.6.3. The GSA Trauma Training Committee's End of Year In Training Assessment Form must be used to guide and document the feedback and assessment of the Trainee. The form can be found on the [GSA website](#).
- 7.6.4. The Supervisor will seek the input of all consultants on the Unit, and make enquiries regarding formative assessments undertaken on preceding posts during the term, to reach consensus on the assessment of the Trainee's performance.
- 7.6.5. The Supervisor will meet with the Trainee to discuss the assessment. It is the joint responsibility of the Trainee and the Supervisor that this meeting occurs.
- 7.6.6. The logbook and core competencies summary (in the required format) and End of Year In Training Assessment forms are to be signed by the Trainee and the Supervisor.
- 7.6.7. The completed form must reflect the discussions held during the assessment meeting between the Supervisor and Trainee.
- 7.6.8. The Trainee must sign the form and must indicate if they agree or disagree with the assessment.
- 7.6.9. The Trainee is required to forward the logbook and core competencies summary and assessment form with any associated documentation to the PFET Executive Officer within **two (2)** weeks of the end of the twelve-month term. Should a Trainee not comply:
  - a. the term will be deemed **unsatisfactory**, and will not be accredited, resulting in an extension of training, and
  - b. the Trainee will automatically commence Probationary Training for six (6) months, pending a review by the GSA Trauma Training Committee.
- 7.6.10. The GSA Trauma Training Committee is responsible for reviewing submitted assessments and logbook and core competencies data, and may undertake further review in order to determine if a term is to be accredited.
- 7.6.11. The GSA Trauma Training Committee may review any in-training assessment and will determine the final outcome of a term, based on its review of all documentation related to a Trainee's performance for the term. Accordingly, the GSA Trauma Training Committee may revise the final outcome of a term based on its review, and the Trainee will be advised in writing. The final outcome of the term may be one of the following:
  - a. Satisfactory: The Term will be accredited towards the required number of rotations as outlined in [Section 2](#)
  - b. Unsatisfactory: If the GSA Trauma Training Committee's initial review is to recommend that the term be made unsatisfactory, a panel must be formed and Trainee interviewed.
  - c. Not accredited: If the term is deemed not accredited, the following will occur:

- The Trainee's term will not be accredited towards the required number of rotations as outlined in [Section 2](#)
  - The Trainee's logbook numbers may be counted towards the logbook numbers required as outlined in [Section 2](#). This will be determined by the GSA Trauma Training Committee.
  - The Trainee's period of training will be extended by a minimum of six (6) months.
- 7.6.12. Trainees are required to retain copies of all assessments. All assessment reports will form part of the Trainee's portfolio that will be presented to the Supervisor at the beginning of each term.

## **7.7. Unsatisfactory End of Year Assessment**

- 7.7.1. An unsatisfactory End of Year Assessment is defined as:
- a. an overall "Unsatisfactory" grade on the End of Year In Training Assessment form, based on receiving "Borderline" and/or "Not competent" ratings, and/or
  - b. one or more "Unsatisfactory" grades in any of the essential criteria, and/or
  - c. non-submission of completed, signed logbook and core competencies data, or assessment form or any associated documentation within **two (2)** weeks of completing a twelve-month term.
- 7.7.2. Receipt of an unsatisfactory assessment will result in the automatic commencement of Probationary Training in the following term. A Probationary period will comprise six (6) months of clinical training, with a Formative Assessment at the three (3) month mark, and a Summative Assessment at the six (6) month mark.
- 7.7.3. In accordance with the [GSA PFET Assessment of Trauma Training](#) Policy, upon receipt of an unsatisfactory assessment a formal interview will be convened as soon as possible with the Trainee, the Chair of the GSA Trauma Training Committee (or representative), the Supervisor and one additional member of the GSA Trauma Training Committee or Supervisor. The Trainee may invite an advocate who is a Fellow of the College but who must not be a practicing lawyer. The proceedings of the interview are to be duly documented. The interview will address the following:
- a. Details of unsatisfactory performance
  - b. Response of the Trainee
  - c. Remedial action advised via a Performance Management Plan
  - d. Consequences of any further unsatisfactory assessments
- 7.7.4. The Trainee will be provided with a minimum ten (10) working days' notice of the meeting and will be informed that the purpose of the meeting is to review [Section 7.7.3](#) a to d.
- 7.7.5. The Trainee will be provided with an agenda and the opportunity to make a formal written submission to the panel. The submission must be received at least two (2) days prior to the meeting.
- 7.7.6. The Trainee and Panel will be provided with the minutes of the meeting and the Performance Management Plan. The Trainee may be asked if they believe the minutes are an accurate reflection of the meeting. Any changes they suggest can be attached to the minutes. No new information will be considered at this time by the Trainee for inclusion in the minutes.
- 7.7.7. The following formal process will commence:
- a. Probationary training automatically commences at the start of the term immediately following the unsatisfactory term.
  - b. The GSA Trauma Training Committee will undertake a review of the assessment at the earliest possible time. If it is agreed by the GSA Trauma Training Committee that the assessment is unsatisfactory, the GSA Trauma Training Committee will recommend to the Board that the period of training be deemed unsatisfactory.
  - c. This recommendation will be considered by the Board. If agreed that the period of

training is deemed unsatisfactory and therefore not accredited towards training, the Trainee will be advised of this in writing. The Trainee will be required to continue with probationary training for the entire six (6) month term.

- d. The Trainee's period of training will be extended by twelve (12) months at a minimum.
  - e. The Trainee's logbook and core competencies numbers will not be counted towards the operative procedures identified as Mandatory (M) as outlined in the [Program Overview](#).
- 7.7.8. Trainees may be considered for dismissal for unsatisfactory performance, in accordance with the [GSA PFET Trauma Dismissal from Training](#) Policy, if:
- a. the Trainees' performance has been rated as unsatisfactory during a six (6) month probationary period applied in accordance with the [GSA PFET Assessment of Trauma Training](#) Policy.

## **7.8. Probationary Training**

- 7.8.1. Probationary periods are **six (6)** months in duration. During Probationary Training, the Trainee is required to participate in a performance management and review process. The process will be tailored to address the particular areas of performance requiring improvement. The process should allow the Trainee to implement strategies to improve performance, to monitor progress and to identify if the Trainee has achieved competency at the end of the probationary period.
- 7.8.2. The Formative Assessment in the probationary period will be conducted at the three (3) month mark of the probationary period.
- 7.8.3. The Summative Assessment in the probationary period may be conducted at a time within the final **three (3)** weeks of the probationary period to facilitate timely consensus to the assessment.
- 7.8.4. Trainees will be required to satisfactorily meet the requirements of probationary training in order to have the six (6) month probationary period accredited. Only when a probationary period is accredited will the Trainee be allowed to proceed in the PFET Program in Trauma Surgery.
- 7.8.5. If a Trainee satisfactorily completes a six (6) month probationary period, the Trainee will be required to satisfactorily complete the remaining six (6) months of the clinical training year in order to have the twelve (12) month term accredited towards the program requirements.
- 7.8.6. Trainees who are on Probation are not permitted to commence Interruption of Training.

## **7.9. Dismissal due to Unsatisfactory Performance**

- 7.9.1. Trainees may be dismissed from the program for unsatisfactory performance in accordance with the [GSA PFET Trauma Dismissal from Training](#) Policy.
- 7.9.2. Following confirmation that a Trainee has had an unsatisfactory rotation in accordance with [Section 7.7.8](#) and the [GSA PFET Trauma Dismissal from Training](#) Policy the following process will occur:
  - a. The Trainee will be placed on suspension to training for six (6) months pending review by the GSA Trauma Training Committee. The period of suspension will not be counted in the maximum time period permitted to complete all the requirements of the program should the Trainee return to the program following the review. The Trainee's continuation in the program will be reviewed in accordance with the [GSA PFET Trauma Dismissal from Training](#) Policy and these regulations.
  - b. The Trainee will be interviewed by a Panel.
- 7.9.3. The Panel and interview will proceed as follows:
  - a. The Panel will consist of a minimum of three (3) members of the GSA Trauma Training Committee as appropriate.

- b. The Trainee will be provided with a minimum ten (10) working days' notice of the meeting and will be informed that the purpose of the meeting is to review:
    - Details of unsatisfactory performance
    - Response of the Trainee
    - Continuation in the PFET Program in Trauma Surgery
    - Process following interview
  - c. The Trainee may invite a support person who is not a practicing lawyer.
  - d. The Trainee will be provided with an opportunity to make a formal written submission to the Panel. The submission must be received at least two (2) days prior to the meeting.
  - e. The Trainee and Panel will be provided with an agenda together with relevant documentation pertaining to the unsatisfactory assessments and the Trainee submission, if received prior to the meeting, to ensure all parties have appropriate documentation.
  - f. The Trainee and Panel will be provided with the minutes of the meeting. The Trainee may be asked if they believe the minutes are an accurate reflection of the meeting. Any changes suggested by the Trainee will be considered by the Panel. No new information will be considered at this time by the Trainee for inclusion in the minutes.
- 7.9.4. Where a Trainee has been duly notified of the meeting as per [Section 7.9.3b](#) and declines or fails to attend, the Panel will submit a recommendation to the GSA Trauma Training Committee, who will submit a recommendation to the Board regarding dismissal.
- 7.9.5. Where the Panel recommends dismissal to the GSA Trauma Training Committee, all relevant documentation to support the decision must be submitted with the recommendation. Where the GSA Trauma Training Committee recommends dismissal to the Board, the Board must be satisfied that the recommendation can be substantiated and that the correct processes have been followed and adequately documented.
- 7.9.6. The Board will make the final decision on whether or not the Trainee should be dismissed. If dismissal is not recommended, the Board can stipulate any additional probationary periods or conditions the Trainee will be required to abide by upon resuming training.
- 7.9.7. The Trainee will be notified of the Board's final decision within **ten (10)** working days of the meeting. The Trainee will be provided with a copy of all documentation relied upon during the dismissal process.
- 7.9.8. The employing authority should be kept informed throughout the process and be provided with the opportunity to contribute where necessary.

## **7.10. Continual Assessment**

- 7.10.1. Regular formative feedback and assessment of the Trainee by consultant members of the Unit is necessary, to identify and reinforce good performance and to review areas of deficiency or underperformance. These are in addition to the formative mid-year In Training assessment and should happen continuously throughout the term in the context of the surgical teaching environment. Trainees are encouraged to seek continual feedback and reflect on their own learning.
- 7.10.2. Borderline or unsatisfactory performance identified during continual feedback and assessment should be discussed with the Trainee and documented to record the following:
- a. Details of unsatisfactory performance
  - b. Response of the Trainee
  - c. Remedial action advised via a Performance Management Plan, including goal setting or clinical activities
  - d. Consequences of any further concerns or unsatisfactory assessments

## 7.11. Misconduct

- 7.11.1. Conduct identified as misconduct is defined in Section 3.1 of the [GSA PFET Trauma Misconduct](#) Policy.
- 7.11.2. Incidents of alleged misconduct must be documented and verified as soon as possible. Once the supervisor, Fellow, or other person has identified the misconduct, it should be reported to the GSA Trauma Training Committee.
- 7.11.3. The allegation should be put to the Trainee, in writing, for an initial response, including relevant facts, reasoning and documentation.
- 7.11.4. If the Trainee's response is viewed as inadequate, or a response is not received, the process as per [Section 7.11.6](#) and [Section 7.11.7](#) will be followed.
- 7.11.5. If the initial inquiry determines that the allegation does not meet the required standard of misconduct, or if the Trainee's response is viewed as adequate, or if there is no documented proof of the allegation, no further action will be taken.
- 7.11.6. Following confirmation of alleged misconduct from a Trainee the following process will occur:
  - a. The Trainee will be placed on suspension to training for six (6) months pending review by the GSA Trauma Training Committee. The period of suspension will not be counted in the maximum time period permitted to complete all the requirements of the program should the Trainee return to the program following the review. The Trainee's continuation in the program will be reviewed in accordance with the [GSA PFET Trauma Dismissal from Training](#) Policy and these regulations.
  - b. The Trainee will be interviewed by a Panel.
- 7.11.7. The Panel and interview will proceed as follows:
  - a. The Panel will consist of a minimum of three (3) members of the GSA Trauma Training Committee as appropriate.
  - b. The Trainee will be provided with a minimum ten (10) working days' notice of the meeting and will be informed that the purpose of the meeting is to review:
    - Details of the allegation
    - Response of the Trainee
    - Continuation in the PFET Program in Trauma Surgery
    - Process following interview
  - c. The Trainee may invite a support person who is not a practicing lawyer.
  - d. The Trainee will be provided the opportunity to make a formal written submission to the Panel. The Trainee will be provided with a reasonable opportunity to be heard, produce evidence, have relevant persons contacted, and make written submissions in relation to all allegations. The submission must be received at least two (2) days prior to the meeting.
  - e. The Trainee and Panel will be provided with an agenda together with relevant documentation pertaining to the misconduct allegations and the Trainee submission, if received prior to the meeting, to ensure all parties have appropriate documentation.
  - f. The Trainee and Panel will be provided with the minutes of the meeting. The Trainee may be asked if they believe the minutes are an accurate reflection of the meeting. Any changes they suggest can be attached to the minutes. No new information will be considered at this time by the Trainee for inclusion in the minutes.
- 7.11.8. Where a Trainee has been duly notified of the meeting as per [Section 7.11.7b](#) and declines or fails to attend, the Panel will submit a recommendation to the GSA Trauma Training Committee, who will submit a recommendation to the Board regarding dismissal.
- 7.11.9. The GSA Trauma Training Committee may determine possible penalties for the misconduct or dismissal. The GSA Trauma Training Committee will make a final recommendation to the Board.

- 7.11.10. If dismissal is not recommended by the Panel, the GSA Trauma Training Committee can stipulate the conditions or sanctions the Trainee will be required to abide by upon resuming training. This may include but is not limited to a probationary period and Performance Management Plan.
- 7.11.11. Where the Panel recommends dismissal to the GSA Trauma Training Committee, all relevant documentation to support the decision must be submitted with the recommendation. Where the GSA Trauma Training Committee recommends dismissal to the Board, the Board must be satisfied that the recommendation can be substantiated and that the correct processes have been followed and adequately documented.
- 7.11.12. The Board will make the final decision on whether or not the Trainee should be dismissed.
- 7.11.13. The Trainee will be notified of the Board's final decision within **ten (10)** working days of the meeting. The Trainee will be provided with a copy of all documentation relied upon during the dismissal process.
- 7.11.14. The employing authority should be kept informed throughout the process and be provided with the opportunity to contribute where necessary.

## **8. COMPLETION OF POST FELLOWSHIP EDUCATION AND TRAINING**

### **8.1. Post Fellowship Requirements and Process**

- 8.1.1. A Trainee must meet the following requirements before being awarded the Australian Certificate of Post Fellowship Education and Training in Trauma Surgery
- a. Satisfactory completion of **two (2)**, twelve-month terms in posts accredited by the GSA Trauma Training Committee
  - c. Signed off as competent in those operative procedures identified as Mandatory (M) in the Core Competencies for the PFET Program in Trauma Surgery
  - b. Satisfactory completion of the Research Requirement:
    - I. Publication (at least accepted for publication) of research outcomes in the field of Trauma in a peer-reviewed scientific journal or book chapter as primary or major author, and
    - II. Poster presentation of research outcomes in the field of Trauma at a recognized peer-reviewed national meeting

## **9. APPEALS PROCESS**

- 9.1.1. Any person adversely affected by a decision, who has submitted a written grievance and is dissatisfied with the outcome of the grievance process, must refer to the [GSA PFET Trauma Appeals Process](#) Policy.

## **10. APPENDIX 1 - POLICIES**

The Regulations are specific to the PFET Program in Trauma Surgery, and do not cover in detail, requirements that are already explicit in GSA Policies.

The Board advises that familiarity with the following GSA Policies is essential for Trainees, Board Members, Supervisors, and Trauma Surgery training administrators.

Documents can be found on the [GSA website](#).

### **10.1. Board and Committee**

- a. GSA Trauma Training Committee - Terms of Reference

### **10.2. Assessments**

- a. GSA PFET Assessment of Trauma Training

### **10.3. Post-Fellowship Education & Training**

- a. GSA PFET Application for Selection into Trauma Surgery
- b. GSA PFET Selection to Trauma Surgery
- c. GSA PFET Trauma Appeals Process
- d. GSA PFET Trauma Dismissal from Training
- e. GSA PFET Trauma Former Trainees Seeking to Reapply
- f. GSA PFET Trauma Ill Injured and Impaired Trainees
- g. GSA PFET Trauma Misconduct
- h. GSA PFET Trauma Registration and Variation
- i. GSA PFET Trauma Religious Observance
- j. GSA PFET Trauma Surgical Supervisors
- k. GSA PFET Trauma Training Agreement
- l. GSA PFET Trauma Training Fees



## **11. APPENDIX 2 - CONTACTS**

### **11.1. General Surgeons Australia - Trauma Training Committee**

#### **PFET EXECUTIVE OFFICER**

Address: Suite 15, 213 Greenhill Road

EASTWOOD SA 5063

Fax: +61 8 8373 7032

Contacts: **Elizabeth Pedersen**

Tel: +61 8 8274 3791

Email: [liz.pedersen@generalsurgeons.com.au](mailto:liz.pedersen@generalsurgeons.com.au)

## **12. APPENDIX 3 - RESEARCH REQUIREMENTS**

### **12.1. Purpose**

- 12.1.1. To enable a Trainee to gain competencies associated with scientific research in order to fulfil the requirements for Trauma Surgery.
- 12.1.2. To define the Research Requirements for PFET Trainees.
- 12.1.3. To ensure education and training in research is aligned with the requirements of the Trauma Surgery Curriculum.
- 12.1.4. To assist Trainees to acquire competency in research.
- 12.1.5. To identify how research education and training can be delivered during the PFET Program in Trauma Surgery.

### **12.2. Competencies**

12.2.1. The following competencies will be met:

- a. Professionalism
- b. Scholar and Teacher
- c. Medical Expertise

### **12.3. Approved Research Activities**

12.3.1. The following are defined as approved activities that Trainees may complete in order to contribute to the fulfilment the Research Requirement:

- a. Participation in a supervised research project including research towards a higher degree.
- b. Publication of research outcomes in a peer-reviewed scientific journal, as primary or major author
- c. Poster presentation of research outcomes at a recognised peer- reviewed scientific national meeting.
- d. An approved meeting is defined as one that has a competitive abstract selection process and is officially chaired.

### **12.4. Criteria for Research Projects**

The following criteria must be met in order for a research project to be approved by the GSA Trauma Training Committee:

- 12.4.1. The project must be undertaken full time during PFET.
- 12.4.2. The topic is relevant and related to the broad discipline of Trauma surgery (the onus is on the Trainee to demonstrate how a project is relevant and related to Trauma surgery)
- 12.4.3. Trainee has identified a Supervisor for the project and has received pre-approval from their Supervisor prior to undertaking the project.
- 12.4.4. Estimated duration of project is specified and appropriate.
- 12.4.5. Project design is appropriate
- 12.4.6. Trainee has significant involvement in project and contributes to all or a significant proportion of the project or to a significant part of the project including:
  - a. Project concept
  - b. Project design
  - c. Written project proposal
  - d. Ethics proposal and submission if required
  - e. Project implementation

- f. Data collection
- g. Data analyses
- h. Data Interpretation
- i. Manuscript preparation
- j. Manuscript review
- k. Preparation of materials for oral or poster presentation
- l. Oral or poster presentation
- m. Translation of project results into clinical practice

12.4.7. Trainee may be involved from the start or at any point in a substantial project.

12.4.8. Satisfactory progress and performance as indicated by supervisor reports

## **12.5. Criteria for Recognition of Prior Learning for Research Projects**

The following criteria must be met in order for a research project to be approved by the GSA Trauma Training Committee, when recognition of a project completed before entry to the PFET Program in Trauma Surgery is requested.

12.5.1. All requests must include the following details:

- a. Project Title
- b. Names of Supervisor(s)
- c. Research design
- d. Brief description of research
- e. Relevance of research project to Trauma Surgery
- f. Details of any related publications
- g. Details of any related presentations
- h. Statement of verification by supervisor of satisfactory participation in, and completion of project.

12.5.2. The research project must also comply with all requirements as outlined in [Section 12.4](#).

12.5.3. Trainees must make an RPL request for their Research Requirement via the Trainee request form (*refer [Section 3.5](#)*).

## **12.6. Research Pre-Approval Process**

12.6.1. To ensure projects are appropriate, and to provide a learning opportunity for submitting a research proposal, Trainees are required to seek pre-approval from their supervisor prior to undertaking a project.

## **12.7. Satisfactory Completion of the Research Requirements**

12.7.1. In order to fulfil the mandatory Research Requirement the following must be met:

- a. Satisfactory research project participation
- b. Publication (at least accepted for publication) of research outcomes in the field of Trauma in a peer-reviewed scientific journal or book chapter as primary or major author, and
- c. Poster presentation of research outcomes in the field of Trauma at a recognised peer-reviewed national meeting

12.7.2. Once completed Trainees must request formal approval of their Research Requirement via the Trainee request form (*refer [Section 3.5](#)*).