

Portfolio:	Education	Ref. No.	ETA-SET-043
Team:	Surgical Education and Training		
Title:	Training Post Accreditation and Administration		

1. PURPOSE AND SCOPE

Training for the Surgical Education and Training (SET) Program is undertaken in accredited training posts in Australia and New Zealand hospitals. Posts are assessed by the relevant Specialty Training Board to determine if they meet required educational standards for training.

2. KEYWORDS

Training post, hospital, education, standards, accreditation, respect

3. BODY OF POLICY

3.1. Accreditation of Posts

3.1.1. Posts submitted by hospitals for accreditation are assessed in accordance with the standards established by the Specialty Training Board. These standards will assess:

- A Culture of Respect;
- Education facilities and systems required;
- Quality of education, training and learning;
- Surgical supervisors and staff;
- Support services and flexibility for trainees;
- Clinical load and theatre sessions;
- Equipment and clinical support services; and
- Clinical governance, quality and safety.

3.1.2. Posts must achieve each of the standards listed in 3.1.1, but do not need to meet every criterion within each standard.

3.1.3. All posts that meet the required standards must be accredited.

3.2. Withdrawal of Accreditation

3.2.1. A Specialty Training Board may review the accreditation status of a post at any time.

3.2.2. RACS is committed to ensuring that all training posts operate within a culture of respect. In the event of a proven complaint of unacceptable behaviour (discrimination, bullying, sexual harassment, etc.) against a current member of a unit hosting an accredited training post the Specialty Training Board will review the post which may result in a loss of accreditation.

3.2.3. In the event that accreditation is retained after an initial proven complaint of unacceptable behaviour any further proven complaints will result in accreditation being reviewed by the Censor in Chief and Chair of BSET, in conjunction with the relevant Specialty Board Chair.

3.2.4. Any post that has its accreditation withdrawn in accordance with 3.2.2 or 3.2.3 will not be eligible for reaccreditation until it can be demonstrated that corrective action has been implemented successfully.

3.2.5. Where the surgical supervisor or surgical trainers in the unit hosting an accredited post do not comply with mandated training, accreditation of the post will be reviewed by the Specialty Training Board without formal inspection. Actions available to the board include, but are not limited to:

- a) Withdrawal of accreditation at the end of the current rotation;
- b) Review of the status of the Surgical Supervisor;

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- c) Conditions on accreditation (e.g. deadline for remediation of non-compliance); and/or
- d) Exclusion of non-compliant trainers from participation in trainee assessments.

3.3. Allocation

- 3.3.1. Where there are suitable candidates who meet the minimum criteria for selection a Specialty Training Board will appoint trainees to fill available posts (subject to 3.3.4).
- 3.3.2. Trainees are recommended to employers for appointment to accredited posts.
- 3.3.3. Employers retain the right to not employ recommended trainees.
- 3.3.4. A post may remain vacant if:
 - There are no suitable applicants who meet the minimum criteria for appointment to the training program;
 - The post is suitable only for senior trainees and there is no active trainee able to be allocated to the post;
 - The appointment of a trainee to a post would otherwise result in more trainees than posts in a subsequent year;
 - The accreditation of a post is being reviewed and the allocation of a trainee may compromise the quality of training afforded to that trainee; or
 - A post becomes vacant at a time (e.g. due to refusal of employment, illness or withdrawal) when is logistically difficult to accommodate an appointment.

3.4. Reporting

- 3.4.1. The outcome of new accreditation requests, and the reaccreditation and/or review of existing posts will be reported by the relevant Specialty Training Board to the Board of Surgical Education and Training (BSET) for noting.
- 3.4.2. RACS is obliged to comply with the Additional Criteria for Assessment of Specialist Medical Training and Recertification Programmes published by the Medical Council of New Zealand. The Censor in Chief will notify the MCNZ of any decision to limit or withdraw the accreditation of any training post reported to BSET.

3.5. Reconsideration, Review and Appeal

Hospitals may challenge a decision through the Reconsideration, Review and Appeal regulation.

4. ASSOCIATED DOCUMENTS

Reconsideration, Review and Appeal regulation
 Surgical Trainers policy
 Surgical Supervisors policy

Approver: Education Board

Authoriser: Council

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