

Position Description

POSITION: General Surgery Hospital Surgical Supervisor

REPORTS TO: Training Committee of the New Zealand Board in General Surgery

Purpose of the Position

The position of the Hospital Surgical Supervisor is to oversee the training and assessment of General Surgery trainees allocated to their unit.

Definition

The Hospital Surgical Supervisor is nominated and approved by the New Zealand Board in General Surgery and the Royal Australasian College of Surgeons. The appointed Hospital Surgical Supervisor is responsible for the supervision and assessment of each trainee rotating through the hospital, training hub or network, depending on regional organisational arrangements. The Hospital Surgical Supervisor is also responsible for ensuring the training posts in their hospital, continue to adhere to the accreditation criteria.

Unit Supervisor is a Fellow of the College who is appointed by the Hospital Surgical Supervisor to monitor trainees rotating through a particular unit. The Hospital Surgical Supervisor is able to delegate the tasks listed in this position description to the Unit Supervisor where necessary and appropriate.

Primary Roles & Responsibilities

The primary roles and responsibilities of the Hospital Surgical Supervisor relate to:

- Assessment of General Surgery Trainees
 - Performance Management
 - Feedback on performance both formal and informal
 - Hospital Accreditation
 - Training Committee Representation
 - Compliance with relevant regulations and policies
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Eligibility Criteria to be a Hospital Surgical Supervisor

The nominated Hospital Surgical Supervisor must fulfil the following criteria:

- Active Fellow of the Royal Australasian College Of Surgeons.
- Fully compliant with CPD requirements of the Royal Australasian College of Surgeons
- Financial member of New Zealand Association of General Surgeons
- Employed at a minimum of 0.2FTE at the hospital they represent
- Maintains regular contact with Trainees
- Develops good rapport with Trainees
- Holds no apparent conflicts of interest with being a Supervisor
- Familiar with the Regulations that govern the General Surgery Surgical Education and Training Program
- Has completed the Foundation Skills for Surgical Educators course and OWR Course
- Able to attend a minimum 75% of Training Committee meetings or arrange a proxy

Method of Appointment

Suitable Fellows may be nominated by either the Hospital or the Training Committee. The Hospital or Training Committee may formally call for expressions of interest for the role. The Training Committee will determine the CPD status of the nominee and any relevant courses the nominee may have attended. The nomination will be approved by the relevant Training Committee who will then forward the recommendation to the Board in General Surgery.

The New Zealand Board in General Surgery will review the nomination and forward its recommendation to the RACS Board in Surgical Education and Training (BSET).

Following approval by BSET, the appointee will be formally notified of the decision via letter and will receive the Supervisors Manual.

Tenure of Appointment

As per the RACS Supervisors Policy the duration of appointment will be for a fixed three (3) year period with a further two periods of reappointment to a maximum of nine years.

In exceptional cases the maximum term may be extended and this will require formal approval by the Board and College.

The Board may review an appointment at any time if required.

The Board may recommend withdrawal of an appointment if a Supervisor is unable to meet the requirements of being a Supervisor.

Key Responsibilities

Assessment of General Surgery Trainees

- ▲ Meet with trainees at the start of term to review Trainee Portfolio
- ▲ Conduct and sign end of term assessments, mid-term assessments and logbooks
- ▲ Ensure the correct processes are carried in when conducting assessments with particular focus on ensuring a consensus assessment is reached
- ▲ To ensure the end of term and mid term assessment are discussed with the trainee in accordance with the regulations
- ▲ Monitor the trainees logbook and operative experience ensuring it is meeting the requirements of the Board in General Surgery
- ▲ To monitor the requirements that the trainee is yet to complete
- ▲ To advise the Training Committee of any unsatisfactory performance
- ▲ To make recommendations to the Training Committee Chair and New Zealand Board in General Surgery Chair on the suitability of trainees to present for the Fellowship Examinations

Performance Management

- ▲ To participate in formal and informal counselling and Performance Management meeting in accordance with the regulations.
- ▲ To ensure trainees on a Performance Management Plan have a monthly review in accordance with regulations.
- ▲ To ensure trainees on a Performance Management Plan are able to implement the required components of their plan.

■ Hospital Accreditation

- ▲ To participate in accreditation of hospital posts.
- ▲ To notify the Training Committee of any changes in the post that may affect accreditation or the education and training of a SET trainee.

■ Training Committee Representation

- ▲ To represent the hospital at the Training Committee meetings.
- ▲ To notify the Training Committee when there is a change in supervisor
- ▲ Attend a minimum of 75% of Training Committee meetings or arrange a proxy

Reporting

- ▲ The Supervisor reports directly to the Training Committee of the New Zealand Board in General Surgery
- ▲ On occasions, the Supervisor may be required to report directly to the New Zealand Board in General Surgery

Policies

[Click here](#) to link to the RACS Policies

- Assessment of Clinical Training
- College Surgical Education and Training Fee
- Complaints
- Discrimination, Bullying and Harassment
- Dismissal from Surgical Training
- Former Trainees Seeking Permission to Reapply to Surgical Training
- Identification and Management of Academic Misconduct
- Ill, Injured and Impaired Trainees
- Medical Registration for the Surgical Education and Training Program
- Recognition of Prior Learning
- Religious Observance
- Research During Surgical Education and Training
- SET Misconduct
- Specialty Surgical Education and Training Fees
- Surgical Supervisors
- Surgical Trainers
- Trainee Registration and Variation Policy

- Training Agreement
- Training Post Accreditation and Administration
- Training Requirements and Curriculum Structure
- Conduct of the SET Clinical Examination
- Conduct of the SET Generic Surgical Sciences Examination
- Conduct of the Surgical Sciences Examination in General Surgery
- Conduct of the Fellowship Examination
- Fellowship Examination Eligibility, Review and Feedback

Mandatory RACS Courses

- ▲ Foundation Skills for Surgical Educators
- ▲ Operating with Respect Face to Face course

Recommended RACS Course

- ▲ Supervisors and Trainers for SET (SAT SET)
- ▲ Surgical Teachers Course
- ▲ Keeping Trainees on Track (KTOT)

Key Documents

- ▲ Supervisor Manual (please refer to the Manual for details on processes and procedures)
- ▲ RACS Code of Conduct
- ▲ New Zealand Board in General Surgery Terms of Reference