Royal Australasian College of Surgeons

The Royal Australasian College of Surgeons and the Australian Society of Plastic Surgeons collaborate in the delivery of the Surgical Education and Training Program in Plastic and Reconstructive Surgery

Training Regulation: Training Requirements and Progression

1. PURPOSE AND SCOPE

This document outlines the Australian Board of Plastic and Reconstructive Surgery (***"the Board"***) regulations for the progression of trainees through Plastic and Reconstructive Surgery (***"PRS"***) Surgical Education and Training (***"SET"***) Program.

Notes: *Trainee assessment of clinical training is covered in the Training Regulation: Assessment of Clinical Training.*
Trainee misconduct is covered in the Training Regulation: Trainee Misconduct.

2. OVERVIEW

Each stage of SET has a variety of requirements which trainees must complete in order to progress through SET.

3. DEFINITIONS

Legacy SET

Refers to the training program, its rules and stakeholders for trainees who were selected prior to 2021.

SET 2022

Refers to the training program, its rules and stakeholders for trainees who were selected in 2021 or later, as well as trainees who transition into SET 2022 from the Legacy SET program.

Support Person

In this regulation, a support person may accompany a trainee to assessment meetings. The support person may not advocate for the trainee and cannot be a legal advocate.

4. STAGES OF TRAINING

Legacy SET Trainees must refer to Section 2.5 the Training Handbook for a complete list of training requirements for each level of SET.

SET 2022 Trainees must refer to Section 2.6 the Training Handbook for a complete list of training requirement for each stage of SET.

SET requirements for Legacy SET trainees will carry over to the SET 2022 program after the transitioning of trainees occurs for Term 1 2023.

4.1. All trainees **have** a maximum training time of nine (9) years (refer to Training Regulation: Variation of Training).

4.2. In addition to the classification of trainees listed in RACS Regulation: Trainee Registration and Variation (ETA-SET-010), a Trainee in active clinical training selected into the:

4.2.1. Legacy SET program is classified into one of five (5) SET levels, commencing with SET 1 and concluding with SET 5. Each level of SET equates to 12 months of clinical training;

4.2.2. SET 2022 program is classified into one of three (3) stages of training, commencing with Early SET, followed by Mid SET and concluding with Late SET. Each stage of training has a fixed minimum and maximum number of calendar months required or allowed for each stage as per the following table.

4.2.3. Table representing stages of training and accredited clinical training time requirements for trainees selected into the SET program:

Stage of training	Minimum time	Maximum time
Early SET	12 calendar months	24 calendar months in an accredited training post
Mid SET	24 calendar months	48 calendar months in an accredited training post
Late SET	12 calendar months	36 calendar months in an accredited training post
Total	48 calendar months	108 calendar months

4.2.4. Table representing legacy SET status for the retired *Legacy SET* program:

Stage of training	Minimum time	Maximum time
SET 1	12 calendar months	Combined total of 108 calendar months
SET 2	12 calendar months	
SET 3	12 calendar months	
SET 4	12 calendar months	
SET 5	12 calendar months	
Total	60 calendar months	

4.3. Professional Performance Assessment Report

All trainees must complete one Performance Review meeting each three (3) calendar months during SET. The trainee must complete one (1) formative and one (1) summative Professional Performance Assessment ("PPA") per training term.

4.4. Workplace Based Assessments

Legacy SET trainees must complete one (1) of each type of workplace based assessment (WBA) during every training term (6 calendar months):

- Operative Feedback Form (OFF)
- Clinical Feedback Form (CFF)
- Case-based Discussion (CBD) Form

SET 2022 trainees must complete a variety of, and no fewer than six (6) in total, workplace based assessment (WBA) conducted by different trainers during every training term (6 calendar months) in training toward completion of Entrustable Professional Activity requirements. WBAs include:

- Operative Feedback Form (OFF)
- Clinical Feedback Form (CFF)
- Case-based Discussion (CBD) Form
- Presentation Evaluation Form (PEF)
- Multisource Feedback (MSF) Report

4.5. Logbook

All trainees must keep their online logbook up to date. All logged procedures for a term must be entered prior to the PPA for each term. All relevant procedures must be logged during a term, regardless of the total number of cases performed. Logbooks are expected to be updated contemporaneously in RACS MALT system. A complete Logbook Summary Report must be downloaded by trainees from MALT and uploaded to the associated TMP record no later than two weeks after the relevant rotation end date.

4.6. Research

All trainees may present research at, and must attend, the annual regional presentation day, as determined by the relevant Regional Training Subcommittee.

All trainees must be awarded four (4) research points before nine (9) years have elapsed from the first clinical rotation (not including periods of approved interruption).

4.7. Courses

The following table indicates the date by which trainees must complete mandatory courses:

SET Program	Course name (acronym)	Completion requirement
Legacy SET	ASSET	By the end of SET 1
	CCrISP	By the end of SET 1
	EMST	By the end of SET 1
	EMSB	By the end of SET 5
SET 2022	ASSET	By the end of Early SET
	CCrISP	By the end of Early SET
	EMST	By the end of Early SET
	EMSB	By the end of Late SET

4.8. Examinations

The following table indicates the date by which trainees must complete an examination (also refer to the relevant RACS examination policy, as published on RACS website):

Examination name	Completion requirement
Plastic and Reconstructive Surgical Sciences Examination	By the completion of Early SET
Fellowship Examination	Before 9 years have elapsed from the first clinical rotation (excluding periods of approved interruption)

4.9. Conferences

The following table indicates the conference attendance requirements trainees must satisfy:

Conference Name	Completion requirement
Australasian SET Induction Conference	Commencing in 2022, once for Early SET trainees
Australasian SET Conference	Annually until the completion of SET

Late SET trainees who have passed the Fellowship Examination and acquired all research points may apply for an exemption to attend the SET Conference. Applications must be in writing or by email addressed to the Regional Subcommittee Chair.

4.10. Entrustable Professional Activity ("EPA") requirements

Trainees must complete the required number of EPAs before the maximum training time allowance passes for that particular Stage of Training.

Maximum time allowances for Stages of Training are detailed in the table below titled "**Table: SET 2022 Trainees**".

Provisions for EPA credits for trainees who commenced in the *Legacy SET* program are detailed in items 4.10.1 and 4.10.2.

Trainees in Early SET need to complete EPA 1 to 4 before the end of Early SET.

Trainees in Mid SET need to complete any six (6) of the remaining ten (10) EPAs before the end of Mid SET.

Trainees in Late SET need to complete the remaining four (4) EPAs before the end of Late SET.

EPA Names:
EPA 1 Prioritise and manage an after-hours trauma list
EPA 2 Manage patients with common skin cancer
EPA 3 Manage patients with chronic wounds
EPA 4 Postoperative care of patients on the ward
EPA 5 Negotiate challenging interactions with patients and colleagues
EPA 6 Manage patients with a head and neck malignancies
EPA 7 Manage patients requesting aesthetic surgery
EPA 8 Manage patients requiring breast reconstruction
EPA 9 Manage patients with craniomaxillofacial trauma
EPA 10 Educate self, patient and others
EPA 11 Manage patients with a non-acute hand conditions

EPA 12 Manage patients with complex skin or soft tissue tumours
EPA 13 Manage patients with acute lower limb trauma
EPA 14 Manage paediatric patients with a cleft lip and palate

Table: SET 2022 Trainees

Stage of Training	**Maximum Time Allowance in Stage of Training**	* **EPAs required by completion of Stage of SET**
Early SET	24 calendar months	EPA 1, EPA 2, EPA 3, EPA 4
Mid SET	48 calendar months	Any six (6) EPAs from the list of EPA 5 through EPA 14
Late SET	36 calendar months in an accredited training post, and a maximum of 9 years since the first clinical rotation (excluding approved interruptions).	The four (4) remaining EPAs

4.10.1. Trainees who transitioned into the *2022 SET Program* in February 2023 are required to complete EPAs based on the following table:

Legacy SET Status (start T2 2022):	**Satisfactory Training periods (by start T2 2022):**	**SET Program in 2023**	**Stage of SET (start T1 2023):**	**EPA Credits that apply (for T1 2023):**	**EPAs remaining (T1 2023):**	**Maximum time allowances***	**Other SET requirements**
Exam pending	10	Legacy SET	SET 5.3	N/A	N/A	Refer to clause 4.1	Refer to clause 5.4
SET 5.2	9		SET 5.3				
SET 5.1	8		SET 5.2				
SET 4.2	7		SET 5.1				
SET 4.1	6	SET 2022	Mid SET	4 Early SET and 5 others	4 Late SET 1 Mid SET	30 months in Mid SET	Refer to clause 5.4
SET 3.2	5		Mid SET	4 Early SET and 4 others	4 Late SET 2 Mid SET	36 months in Mid SET	
SET 3.1	4		Mid SET	4 Early SET and 3 other	4 Late SET 3 Mid SET	42 months in Mid SET	
SET 2.2	3		Mid SET	4 Early SET	4 Late SET 6 Mid SET	48 months in Mid SET	
SET 2.1	2		Early SET	2 Early SET	4 Late SET 6 Mid SET 2 Early SET	12 months in Early SET	
SET 1.2	1		Early SET	1 Early SET	4 Late SET 6 Mid SET 3 Early SET	18 months in Early SET	
SET 1.1	0		Early SET	Nil	4 Late SET 6 Mid SET 4 Early SET	24 months in Early SET	

4.10.2. *Legacy SET* Trainees who transitioned into *SET 2022* during the 2023 training year received a letter between September and December 2022 advising the initial conditions for their transition into *SET 2022*, including:

a. Relevant completed SET requirements; and

b. Relevant incomplete SET requirements including any time or attempt limits that may apply; and

c. Exemptions or extensions to any SET requirements that may apply (such as skills courses, examinations, research, etc.);

d. The anticipated Stage of Training in the *SET 2022* Program at the commencement of the 2023 training year; and

e. The number and appropriate EPA credits awarded to each trainee at the time of transition, and therefore the EPAs required to complete the Stage of Training and SET. Changes to awarded EPAs are permitted by notifying ASPS.

5. PROGRESSION

5.1. Applications for progression are considered once in every rotation, except in exceptional circumstances.

5.2. Authority to make decisions

5.2.1. The Regional Subcommittees of the Board have the power and delegated authority to make decisions about a trainee's progression through SET or graduation from SET.

5.2.2. The Board, or the Chair of the Board, has the power to recommend trainees are admitted to Fellowship of The Royal Australasian College of Surgeons (RACS).

5.2.3. RACS has the power and authority to admit trainees to the Fellowship.

5.3. Method and timeframe for applications

5.3.1. It is the onus of a trainee to comply with the advertised application rules and timeframes.

5.3.2. Application for progression or graduation are valid only when:

a. made in writing to ASPS using the approved application form (available to download from ASPS website); and

b. made after completion of a formative professional performance assessment; and

c. received no less than one week prior to a scheduled Regional Subcommittee meeting.

5.4. Invalid applications will be returned to the applicant without dissemination to the relevant Regional Subcommittee.

5.5. The outcome of an application for progression or graduation will be communicated to the applicant no more than 30 calendar days after a decision is made. Any adverse decision will be accompanied by the reasons for the decision.

5.6. All successful progression applications are subject to satisfactory performance and completion of the current training term, including but not limited to the Summative PPA.

6. RECONSIDERATION, REVIEW AND APPEAL

Trainees have options available to them to challenge all decisions regarding their training. Challenges are governed by the RACS Regulation "Reconsideration Review and Appeal", available to download from www.surgeons.org.

7. ASSOCIATED DOCUMENTS

TMP Form: Clinical Feedback
TMP Form: Case Based Discussion
TMP Form: Multisource Feedback
TMP Form: Operative Feedback
TMP Form: Presentation Evaluation Form
TMP Form: Professional Performance Assessment Form
TMP EPA Form: Entrustment Review Meeting
TMP Logbook: MALT Logbook Summary Report
RACS Policy: Assessment of Clinical Training (ETA-SET-016)
RACS Position Paper: Natural Justice – Information for Decision Makers (ETA-SET-027)
RACS Regulation: Dismissal from Surgical Training (ETA-SET-007)
RACS Regulation: Reconsideration, Review and Appeal (ETA-SET-061)
Training Regulation: Trainee Misconduct
Training Regulation: Variation to Training
Training Regulation: Transitioning Arrangements