

GUIDELINES FOR AGES ACCREDITED TRAINING PROGRAM TRAINEES

This document outlines the timelines for key milestones, essential training requirements and overview for trainees in the AGES accredited training program in advanced endoscopic surgery.

TRAINEE REGISTRATION

Following appointment to an AGES accredited training program, each Director of Training must notify the AGES secretariat of the trainee within their unit.

Trainees need to be registered upon appointment and no later than mid-December of the year prior to their first year of training. Training registration is available through the website by completion of the appropriate electronic form and signing and returning of the AATP Terms and Conditions.

Trainee registration is the responsibility of the trainee. Trainees who fail to register in the time frame will be sent one reminder notice with a copy to the Director of Training for that AGES accredited training program. Failure to comply within 2 weeks will mean that the trainee will not be registered for that year.

Trainees must be registered financial trainee members of the society.

Trainees must pay the prescribed AGES training fee which will be invoiced with the annual AGES membership fee in January of each of the two years of their training.

TRAINEE REQUIREMENTS

The following are requirements for satisfactory completion of the 2-year AGES training program:

- 1. Training Assessment**
- 2. Procedural Assessment**
- 3. Theoretical Assessment**
- 4. Research Assessment**
- 5. Bio-Statistics Course**
- 6. Presentation Requirements**
- 7. Workshops**

1. Training Assessment

Each Trainee will be required to complete the following over each semester (6-month period) of their training:

a. Training Assessment Record (TAR) – Form 1

- All trainees at all levels must complete and submit the specific AGES TAR that is sent as a REDCap Survey link to them by email.
- The TAR will document surgical procedures in a usual logbook format
- Non-surgical clinical skills will be recorded (gynaecological clinics or rooms/ultrasound/minor procedures)
- Definitions for TARs
 - Assisted at Procedure – Supervisor performed most of the surgery includes the supervising surgeon taking over for a period of time (more than 10 % of the operation)
 - Primary Surgeon Assisted - Trainee performed most of the surgery with guidance by the supervising surgeon either by the surgeon taking over for a period of time (less than 10% of the operation allowed - more than 10% classifies as Assist at procedure) or providing descriptive advice on how to do the surgery (more than 10% of case, < 10% classifies as unassisted)
 - Primary Surgeon Unassisted – Trainee performed all of the surgery without any guidance from the supervising surgeon (verbal guidance for < 10% of the case allowed) Note: If the complex part of the operation is performed by the supervisor (eg rectal nodule resected) then the trainee could classify the procedure as either Minimal endo primary surgeon unassisted or Advanced endometriosis assisted, as long as the above criteria is met.
 - Taught to Junior Staff – Assisted a junior staff member who was the primary surgeon. Junior staff member performed most of the surgery with guidance without the trainee taking over (physical assistance for < 10% of the operation allowed)

b. Training Supervisors' Report – Form 2

- All nominated Training Supervisors must complete the Training Supervisors Report for each trainee at the end of each semester and submit it to the AGES Education Coordinator. Note, contributors to a training program who are not nominated training supervisors do not need to complete this form. Unit Directors at each site are responsible for ensuring and distributing the Training Supervisors form/link to all nominated training supervisors and those that who are not nominated but considered necessary for an assessment.

c. Training Director's Summary – Form 3

Once the Supervisors Reports are received by the AGES Education Coordinator, they are collated, and the details entered into a summary for the Unit Director at each accredited site.

A link to this document is then forwarded to the Unit Director with the Supervisor's Reports attached for reference.

The Unit Director then reviews, annotates, signs and submits the Summary, in consultation with the Trainee.

d. Timeline

- REDCap TAR (Trainee Assessment Record) is to be submitted to AGES Education every 6 months by August 31 (1 month after usual first semester Feb-Jul) and February 28 (1 month after usual second semester Aug-Jan).
- There may be times when these dates need to be adjusted due to starting times of trainees.
- The final semester TAR is due by December 31 to enable revision of the submitted documentation in time for graduation at the ASM in the following March
- Reminders will be sent to Directors of training 4 weeks after the end of Semester if they have not been received.
- Training sites that have not responded to two written reminders for the appropriate documentation from the AGES Education Coordinator will be removed as an accredited training site and will need to reapply for accreditation including the full \$3,300 application fee.
- Presentation of training certificates will be made to all completed trainees at the ASM in the following March.
- It is expected that Trainees register and attend this meeting in person to accept their certificate.

2. Procedural Assessment

a. Documentation

- Two Assessment of Procedural Skills (APS) documents are required to be submitted:
 - Total Laparoscopic Hysterectomy – this is mandatory for all trainees
 - One other procedure, at the discretion of the trainee, from the following list:

- a. Laparoscopic excision stage IV endometriosis
 - b. Laparoscopic Pelvic Floor Repair / Sacrocolpopexy
 - c. Laparoscopic Myomectomy (an intramural myoma of >5cm diameter with layered suture repair)
 - o The online assessment forms may be found on the AGES website at [Trainee Documentation - AGES](https://www.ages.com.au/Training/Trainee%20Documentation) (ages.com.au > Training > Trainee Documentation)
- b. Timeline**
- o Submission of Summative APS reports are required by December 31 in the final semester of training.

3. Theoretical Assessment

Trainees are required to complete a theoretical summative assessment (Multiple Choice Questions) to be held in conjunction with an AGES meeting (of which they are a fully registered delegate) and will be notified at least 6 months in advance.

MCQ's will be determined by the education committee in a formalised meeting, with pre-determined pass rate prior to the initiation of the examination. The following procedures apply to the Theoretical assessment:

- a. Both 1st and 2nd years may sit the exam
- b. Should a 2nd year fail – a make-up exam will be held in February to allow graduation in March at the ASM
- c. Should a 1st year fail – the next exam they can do is the following November (or whenever the regular exam is to be held)

Exam results will be marked and ratified by the Education Committee and trainees informed within 6 weeks of the exam.

The exam pass mark is determined by the Education Committee only after the examination has been set and the questions analysed. A modified Angoff process is used to pre-determine the pass mark.

4. Research Assessment

Each trainee is required to complete a research project during their two-year training program.

The research program is deemed automatically passed if the project is published in a peer reviewed journal, with the trainee as first author with the exception of Case Studies.

Where the trainee is not first author, the research is not yet published, or is still in progress, submission for consideration of assessment to the Education Committee will be required. It is expected that trainees are able to demonstrate a significant role in the development and design, data collection, statistical analysis and reporting as well as the ability to draw conclusions and discuss the research. Submissions will be considered on a case-by-case basis, which will consider the domains detailed below. Where further evidence is needed trainees may be required to present their research and their roles, responsibilities and understanding of the principles of research to a panel to be chosen by the Education Chair.

Research type:

Trainees should consider the type of research being submitted:

	Highly likely to meet standards		Likely to meet standards		Will not be approved
Study Type	Evidence summaries <ul style="list-style-type: none"> • meta-analysis • systematic reviews 	Experimental studies <ul style="list-style-type: none"> • RCT • Non-randomised controlled trial 	Cohort study Case control study Prospective audit	Retrospective audit Case series	Case study
Minimum expected level of completion	Project completed and submitted in publishable format	Ethics completed Literature review / introduction Methodology and statistical analysis plan Data collection underway If interim data is accessible, then this should be analysed and a preliminary discussion completed	Ethics completed Literature review / introduction Methodology and statistical analysis plan Data collection underway If interim data is accessible, then this should be analysed and a preliminary discussion completed	Ethics completed Project completed and submitted in publishable format	N/A

Development and design:

The trainee should be able to demonstrate a significant level of involvement in the following domains:

Research protocol
Literature review
Ethics submission
Statistical analysis plan

Data collection:

The trainee should outline their involvement in data collection.

Analysis and Reporting:

The trainee should be able to demonstrate proficiency in data analysis and research reporting.

In the instance that data collection is incomplete it is suggested that trainees consider an interim analysis and report including discussion of the results, strengths and limitations of the research.

Submission guidelines:

Trainees are required to provide evidence of their involvement in the listed domains. Supporting evidence may include:

- Letter from training supervisor/unit director detailing participation
- Research protocol, literature review, statistical analysis plan
- Analysis and reporting documentation (final, interim, or anticipated format)
- Manuscript submitted to journal (if applicable)

There is a deadline for research submissions of the 30 November of 2nd year to enable adequate time for review by the AGES Education Committee members. Late submissions will not be considered. Late submission or research submissions that fail to meet the standard required will result in the trainee being deemed unable to graduate from the AATP that year.

5. Bio-Statistics Course

A bio-statistics course must be completed within the 2 years of training. Exemption to the statistics course may be applied for to the education committee where a course has been undertaken in the 5 years prior to the commencement of training, where there is a documented program and certification obtained from the course.

For courses >5 years prior to the onset of training, each case will be taken on merit. Statistics as a contributor to an undergraduate medical program leading to a medical degree, course work leading to a masters or honours program are unlikely to be

exempt. Degrees where biostatistics or research methodology form a substantial and verifiable portion of the degree content or PhD program are likely to be acceptable, however will be assessed on an individual basis.

Current recommended bio-statistics course include:

- **UQ - University of Queensland**
 - PUBH7620 – Biostats
 - PUBH7650 – EBM
- **UTAS - University of Tasmania**
 - CAM625 – Introduction to Biostatistics
- **UNSW - University of New South Wales**
 - PHCM2002 – Introduction to Biostatistics
 - SWCH9011 – Reproductive & Perinatal Epidemiology and Biostatistics
 - PHCM9795 – Foundation of Biostatistics
- **UWA - University of Western Australia**
 - PUBH2203 – Foundation in Biostatistics and Epidemiology
 - IMED2003 – Medical Sciences Research Methodologies
- **UMEL - University of Melbourne**
 - POPH90013 – Biostatistics
- **UWS - University of Western Sydney**
 - 401077 – Introduction to Biostatistics
 - PHCM9795 – Foundations of Biostatistics
- **UON - University of Newcastle**
 - BIOS6910 – Biostatistics A
- **UoA - University of Auckland**
 - POPHLTH706 – Statistics in Health Sciences
- **UO - University of Otago**
 - HASC413 – Biostatistics
 - PUBH725 – Applied Biostatistics 1 - Fundamentals

6. Presentation Requirements

To meet this requirement, the trainee must have presented at one of the following DURING their training:

- An AGES affiliated scientific meeting (ASM/Pelvic Floor/Focus)
- The AAGL annual meeting
- The ESGE annual meeting
- The BSGE annual meeting
- The FSA annual meeting
- The UGSA annual meeting
- The ASGO annual meeting
- The WES annual meeting
- The SEUD annual meeting

- The RANZCOG annual meeting

For presentations at other meetings, submissions may be made to the education committee for equivalence.

- Presentation must be an oral presentation to the meeting. Digital free comms or poster presentations are not acceptable.

7. Workshops

Trainees entering training from January 2019 will be required to complete ALL of the following workshops over the 2-year period of their training:

- Anatomy of Dissection (LAPD) workshop or equivalent
- Training Workshop to be held at the Annual Scientific Meeting annually

The Anatomy of Complications workshop is no longer mandatory, however remains Highly Recommended to be a part of future continuing education.

For completion of other courses, submissions may be made to the education committee for equivalence. Please note that submissions must include a copy of the course content, certification of completion and are subject to review. Review will be considered by the education committee on a quarterly basis.

TRAINEE CONTACT

Directors of Training must allow trainees to attend the ASM. Attendance during training is considered a mandatory requirement for training.

An AATP Trainee workshop will be held in combination with the ASM and it is a requirement that all trainees attend. The training representative and board liaison will be directly responsible for the organisation and running of this meeting in association with the AGES board or representatives directed by the Education Committee Chair.

Trainees are also expected to attend the other AGES meetings – Pelvic Floor and Focus – each year and encouraged to attend the annual AGES/RANZCOG Trainee Workshop as facilitators. Volunteering for this workshop is expected when the workshop is held in the same state as the AGES trainee and encouraged when they are held in another state.

TRAINEE RECOGNITION

Certificates of Recognition are awarded to each successful trainee at the AGES ASM in the year following the completion of their requirements. All trainees are expected to attend the ASM to receive the document.

TRAINING PERIOD AND EXTENDED LEAVE

The two-year training period includes 6 weeks of leave per annum.
Extended leave can be applied for. Further information and an application form are available on the AGES website (ages.com.au > Training > Trainee Documentation)