

GUIDELINES FOR AGES 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. The training unit will forfeit the training fee in this circumstance.

Trainees must be registered financial trainee members of the society.

Trainees must pay the prescribed AGES training fee (waived for 2020 trainees).

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
- The TAR will document surgical procedures in a usual log book format
- Non-surgical clinical skills will be recorded (gynaecological clinics or rooms/ultrasound/minor procedures)
- Non-clinical skills will be recorded including meeting attendance, research project preparations and submissions, teaching and training activities, dry-lab hours

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. Directors of training 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 Director of Training at each accredited site.

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

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

d. Timeline

- Documents 1 and 3 are to be submitted to the AGES Secretariat every 6 months by August 31 (usual first semester) and February 28 (usual second semester).
- 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 14 to enable revision of the submitted documentation in time for graduation at the ASM in the following March
- Presentation of training certificates will be made to all completed trainees at the Gala Dinner of the ASM in the following March.
- An elevation fee at final completion is payable prior to certification.

- It is expected that Trainees register and attend this meeting in person to accept their certificate
- Reminders will be sent to Directors of training 4 weeks after these dates 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.

e. **Procedure Number Requirements**

Definitions for the TAR are as follows:

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.

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)

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)

The table on the following page describes the competencies that trainees are expected to achieve.

	UNDERSTAND (not perform)	Able to perform with appropriate preceptoring	Can perform unassisted	Minimum number required
Laparoscopic procedures				
Peritoneal Surgery				
Minimal/mild endometriosis			X	20
Severe endometriosis			X	10
Advanced adhesiolysis			X	10
Ovarian Surgery				
Endometrioma			X	10
Ovarian cysts			X	10
Ovarian transposition		X		
Tubal Surgery				
Ectopic pregnancy			X	10
Salpingectomy for tubal pathology			X	10
Reanastomosis		X		
Neoalpingostomy and salpingoplasty		X		
Uterine Surgery				
Laparoscopic hysterectomy			X	20
Laparoscopic myomectomy			X	10
Urogenital Prolapse				
Bladder neck suspension procedures		X		
Uterine suspension procedures		X		
Vaginal suspension procedures		X		
Hysteroscopic procedures				
Outpatient hysteroscopy		X		
Resection of fibroid			X	10
Resection of polyp			X	10
Division of septum / adhesions		X		
Robotic Procedures				
Robotic Procedures		X		
Urological procedures				
Diagnostic cystoscopy			X	10
Ureteric catheterization			X	
Ureteric stenting	X		X	
Ureteric reanastomosis	X			
Colorectal procedures				
Anterior Resection	X			
Hemicolectomy (left)	X			
Ileostomy and reversal	X			
Sigmoidoscopy		X		
Small bowel resection	X			
Bowel repair		X		

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
 - c. Laparoscopic Myomectomy (an intramural myoma of >5cm diameter with layered suture repair)
 - d. Laparoscopic lymphadenectomy
- The online assessment forms may be found on the AGES website at <https://ages.com.au/training/trainee-information/trainee-documentation-2/>

b. Timeline

- Submission of Summative APS reports are required by December 14 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 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 Chairman of Education.

Research type:

Trainees should consider the type of research being submitted:

Highly likely to meet standards	Likely to meet standards	Consider application for prospective approval	Will not be approved
Evidence summaries <ul style="list-style-type: none"> • meta-analysis • systematic reviews 	Cohort study	Retrospective audit	Case study
Experimental studies <ul style="list-style-type: none"> • RCT • Non-randomised controlled trial 	Case control study	Case series	
	Prospective audit		

Prospective approval:

Research projects can be submitted to the education committee at the design phase to ensure that they are suitable for assessment. Projects that have been given prior approval by the education committee are not deemed to have automatically passed on submission and the criteria outlined in this document will still be applied.

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)

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**
 - PUBH7630 – Introduction to Biostatistics
 - PUBH7650 – Clinical Epidemiology
- **UTAS**

- CAM625 – Introduction to Biostatistics
- **UNSW**
 - PHCM2002 – Introduction to Biostatistics
 - SWCH9011 – Reproductive & Perinatal Epidemiology and Biostatistics
- **UWA**
 - PUBH2203 – Foundation in Biostatistics and Epidemiology
 - IMED2003 – Medical Sciences Research Methodologies
- **UMEL**
 - POPH90013 – Biostatistics
- **UWS**
 - 401077 – Introduction to Biostatistics

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

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

- Please note that presentation at the RANZCOG annual (or other RANZCOG regional) meeting will not be considered acceptable.
- 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 workshop or equivalent
- AGES Research Workshop or equivalent
- Training Workshop to be held at the Annual Scientific Meeting annually

The Anatomy of Complications workshop, or equivalent, is no longer compulsory due to logistical difficulties with Covid-19 border closures, for any Trainee who commenced their AATP in 2019, 2020 or 2021. The Workshop however remains Highly

Recommended to be a part of future continuing education. This mandatory requirement will be reviewed for future AATP intakes.

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.

A Trainee meeting 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 Chairman of Education

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

Training Documentation for each Trainee is reviewed every 6 months by the AGES Training Committee.

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.