

GUIDELINES FOR AGES ACCREDITED UNITS

This document outlines the timelines for key milestones for Accredited Units in the AGES training program in advanced endoscopic surgery.

POSTION ADVERTISEMENTS

Trainee Recruitment and Advertising

Trainee interviews take place at the AGES Society Annual Scientific Meeting (ASM) early each year. The ASM is held between March and May, with notification of the dates of future ASMs posted on the AGES website. The AGES Secretariat will contact the Director of Training at each accredited training site in August of each year to determine if a training position is available to commence the following year. If a training position is available, a proforma application will be completed including the eligibility criteria for that AGES accredited training unit position(s) and to confirm the advertisement you wish to be used for your program.

Please note that only financial units will be allowed to advertise for trainees and attend interviews at the ASM. Training sites that are not financial and have not responded to two written reminders from the AGES secretariat will be removed as an accredited training site and will need to reapply for accreditation including the full \$3,000 application fee. The first notification for the training fee will be sent in October of the preceding year.

Advertising for Trainees

Advertisements for training positions will begin in November, with dissemination of training places by the following methods:

1. AGES website: all information will be available to trainees on the website. This information currently exists including site locations. Documents with updated position descriptions and advertisements may be found at the website, which will have the most comprehensive information and trainees will be directed here in all other forms of advertising.
2. eScope: Due to space limitations, advertisements will be shorter, with a general notification in the spring release of eScope and detailed listings in the summer release.
3. College publications including the trainee eNewsletter. This goes to all College trainees and has been utilised to this time. The College will not accept a general call to AGES programs and all advertisements must be by individual training units.
4. Program Directors may choose other forms of advertising directly, which is at their discretion as the employing body. AGES will not accept responsibility for these methods of advertising. Individual Units may be bound by local operating requirements if they are employing trainees through either public or private facilities. It is the responsibility of the Program Director to adhere

to these individual requirements and the AGES secretariat will not be responsible for the notification of these organisations on a Training Unit's behalf.

Timeline

1. First Call by November 1 of the year prior to the ASM interviews
2. Second Call by February 1 of the year of the ASM
3. Trainee applications close by second week of February
4. Note that late applications will not be accepted

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. For most programs, this will be known in the final quarter of each calendar year. Submission of the name of the trainee and annual training unit fee for the following year simultaneously would be the ideal.

Trainees need to be registered within **4 weeks** of commencing the first year of their training and annually thereafter. Training registration is available through the website by completion of the appropriate electronic form.

Trainee registration is the responsibility of the trainee. Trainees who fail to register within four weeks 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.

TRAINEE ASSESSMENTS

The following areas of assessment will be required for satisfactory completion of the 2 year AGES training program:

1. Documentation requirements
2. Surgical Assessment
3. Research Assessment
4. Presentation requirement

1. Documentation requirements

Each trainee will be required to complete the following over each 6 month period of their training:

a) Training Assessment Record (TAR)

o Document

- 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
- **Timeline**
 - TAR are to be submitted to AGES secretariat annually by February 28
 - The final TAR (electronic) and summary are to be submitted by February 28 for all trainees, regardless of starting date
 - Following review of the training reports and summaries, notification of completion of training will occur by May 1 of the same year
 - Presentation of training certificates will be made to all completed trainees at the Opening Ceremony of the ASM in the year following completion of training
 - It is expected that Trainees attend this meeting in person to accept their certificate

b) Training Supervisors Reports

- **Document**
 - Training supervisors reports must be completed by both the trainee and supervisors each 6 months
 - The Director of Training for each AGES accredited training program will be responsible for signing off the document and ensuring that the supervisors reports are submitted to the AGES secretariat within the timeframe noted below and the training supervisor and signed off by the programme director
- **Timeline**
 - Submissions for supervisors reports are required by February 28 and August 1
 - 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 secretariat will be removed as an accredited training site and will need to reapply for accreditation including the full \$3,000 application fee.

c) 360 degree review

- **Document**
 - 360 degree report on training site
 - The Trainee is required to submit an annual report on both their training supervisors and the training site.

- This document may be found in the training section of the AGES website (weblink)
- **Timeline**
 - Submission of 360 degree report is required by February 28 annually

d) Assessment of Procedural skills (APS)

- **Document:**
 - The APS is categorised by the submission of a mandatory procedure – total laparoscopic hysterectomy
 - In addition, one other procedure at the discretion of the trainee should be submitted from the following list:
 - i Laparoscopic excision stage IV endometriosis
 - ii Laparoscopic Pelvic Floor Repair
 - iii Laparoscopic Myomectomy (an intramural myoma of >5cm diameter with layered suture repair)
 - iv Laparoscopic lymphadenectomy

The assessment form may be found on the AGES website (weblink)
- **Timeline**
 - Submission of APS reports are required by February 28 following completion of training

2. Surgical Assessment

The surgical assessment requires trainees to submit an unedited video of the following procedures for independent and blinded assessment by a panel of surgeons selected by the Education chair.

The submission of a mandatory procedure – total laparoscopic hysterectomy – and one other procedure at the discretion of the trainee from the following list:

- i Laparoscopic excision stage IV endometriosis
- ii Laparoscopic Pelvic Floor Repair
- iii Laparoscopic Myomectomy (an intramural myoma of >5cm diameter with layered suture repair)
- iv Laparoscopic lymphadenectomy

The assessment form may be found on the AGES website (weblink)

- **Timeline**
 - Submission of surgical videos are required by February 28 following completion of training
 - Videos must be submitted by Dropbox upload & hard copy USB (non-returnable USB)

3. Research

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.

Where the trainee is not first author, submission for consideration of assessment will be required, including a statement to the Chairman of Education as to the trainees role in the project. The trainee 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.

4. Presentation at a Scientific Meeting

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

1. An AGES affiliated scientific meeting (ASM/Pelvic Floor/Focus)
2. The AAGL annual meeting

It is anticipated that Trainees will present at least one AGES affiliated meeting on an annual basis. Other presentations during the course of at least one local, national or international meetings not listed above will be considered in the documentation requirements, but will not automatically meet the requirement for training.

TRAINEE CONTACT

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

In addition, trainees are encouraged to attend:

- Other AGES affiliated meetings
- AGES – RANZCOG Trainee Workshop as facilitators
- If the AGES/RANZCOG workshop is in the home state of the trainee, this is a mandatory requirement
- Trainee meeting to be held in combination with one of our three meetings. 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

TRAINEE RECOGNITION

Training Documentation for each Trainee is reviewed after February 28 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. Certificates will be presented at the opening ceremony of the ASM.

TRAINING SITES

Training Fees

- Training site fees are to be paid by **February 1** of each training year by the training unit. The invoice will be issued to the Unit for payment
- The annual cost per accredited trainee position is \$1,500 (excl GST) regardless of whether a trainee is appointed
- Training sites that are not financial and have not responded to two written reminders from the AGES secretariat will be removed as an accredited training site and will need to reapply for accreditation including the full \$3,000 application fee
- The first notification for the training fee will be sent in October of the preceding year

Training Site Review

- Review of all documentation for accredited training sites is undertaken before February 28 of each year
- Directors of Training should inform the AGES secretariat of any substantial changes to the training program that would materially change the program and result in the program not meeting requirements for training (for example a reduction in the minimum number of training supervisors)
- Failure to do so will result in the unit being removed and an accredited training site and will need to reapply for accreditation including the full \$3,000 application fee
- Re-accreditation of a training unit will take place every 4 years or earlier if there has been a material change in the staffing or services provided

Accreditation of New Sites

- Applications for new training sites will be reviewed on an annual basis
- Applications are available on the AGES Website
- Applications must be received by May 1 of the year before advertising for the position
- The application fee of \$3,000 is payable at the time of the application and is non-refundable, regardless of whether the position is approved
- Outcome of the application, including site visits (where needed) will be disseminated by August 1 to ensure that advertisement for the position is in line with all other AGES accredited sites

- An accredited position would commence in the year following advertising and interview

Training Supervisors & Site Certificates

- Training Supervisor Agreement forms completed and returned by May 1 of the Units first year of training
- Training Site Certificates are reviewed by November 1 by the AGES Training Committee after each site has completed one year of training
- Certificates of Recognition are awarded to each approved training supervisor and will be sent by mail
- Directors of Training are responsible for maintaining an up to date record of training supervisors and notifying the AGES secretariat of any substantial changes

TIMELINE

For a complete timeline please refer to the accompanying spreadsheet.