

REGULATIONS HANDBOOK

POST FELLOWSHIP EDUCATION AND TRAINING PROGRAM IN CRANIOMAXILLOFACIAL SURGERY

The Regulations Handbook encompasses the rules, procedures, policies, administrative processes and principles for the control and conduct of the Post Fellowship Education and Training Programs in Craniomaxillofacial Surgery. The information is as accurate as possible at the time of printing. As the Regulations can change during the year the latest version will always be available on the ANZSCMFS website at www.anzscmfs.co.nz.

All persons are advised to ensure they are consulting the most current version.

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SECTION 1: ADMINISTRATION OF THE PFET PROGRAM

1.1 OVERVIEW

1.1.1 The ANZSCMFS Post Fellowship Education and Training (PFET) Program provides the opportunity for suitably qualified independent specialists to undertake extensive education and training to achieve advanced proficiency, knowledge and skills in Craniomaxillofacial Surgery.

1.1.2 The PFET Programs complements the Surgical Education and Training (SET) Program in Plastic and Reconstructive Surgery.

1.1.3 For assistance or information on the PFET Programs please contact:

1.2 TERMINOLOGY

In these Regulations, the following terminology shall have the following meanings:

1.2. **Committee** is the ANZSCMFS Post Fellowship Education and Training Committee.

1.2.2 **Business Days** means Monday to Friday excluding public holidays.

1.2.3 **Regulations** are the rules, procedures, policies, administrative processes and principles for the control and conduct of the PFET Program only.

1.2.4 **PFET Program** is the Post Fellowship Education and Training Program offered by the ANZSCMFS

1.2.5 **ANZSCMFS** is the Australia and New Zealand Society of Craniomaxillofacial Surgeons.

1.2.6 **Supervisor** is the surgical supervisor of the PFET program position. Each training post will have a nominated supervisor

1.2.7 **SET Program** is the Surgical Education and Training Program in Plastic and Reconstructive Surgery of the Royal Australasian College of Surgeons.

1.2.8 **Fellow** is a registrant in a PFET Program.

1.2.9 **Chairman** is the Chairman of the Training Committee.

1.2.10 **PPA** is the Professional Performance Assessment Report.

1.2.11 **ASPS** is the Australian Society of Plastic Surgeons.

1.2.12 **NZAPS** is the New Zealand Association of Plastic Surgeons.

1.2.12 **RACS** is the Royal Australasian College of Surgeons.

1.3 OVERVIEW OF THE REGULATIONS

1.3.1 These Regulations encompass the rules, procedures, policies, administrative processes and principles for the control and conduct of the PFET Program.

1.3.2 All fellows, supervisors, units with accredited training positions and Committee members are required to comply with the Regulations at all time.

1.3.3 The information in these Regulations is as accurate as possible at the time of printing. The ANZSCMFS reserves the right to make reasonable changes to these Regulations at any time. As the Regulations can change during the year the latest version will always be available on the training website at www.anzscmfs.co.nz. All persons are advised to ensure they are consulting the most current version.

1.3.4 In the event of any discrepancy or inconsistency between these Regulations and other information from any source, written, verbal or otherwise, these Regulations shall prevail.

1.4 DURATION AND STRUCTURE

1.4.1 The PFET Program must be a minimum of twenty four (24) months full time or the part-time equivalent. There is no maximum duration.

1.4.2 The PFET Program is designed to facilitate the cumulative acquisition of the experience, knowledge, skills and attributes aligned with the overall objective.

1.4.3 The PFET Program includes clinical, research, educational and administrative experience in Craniomaxillofacial Surgery. It is expected that the duties assigned to the fellow will increase in complexity as the fellow assumes more responsibly and builds on their generalist experience, knowledge, skills and attributes.

1.4.4 Fellows will be permitted to present for the exit examination up to a maximum of three times.

1.5 ELIGIBILITY TO APPLY FOR THE PFET PROGRAMS

1.5.1 All applicants must be an Australian or New Zealand citizen or have an appropriate visa to work in Australia or New Zealand as a specialist Surgeon in a supervised fellowship position.

1.5.2 All applicants must have current and valid medical registration necessary to practice in the position accredited for the PFET Program.

1.5.3 Applicants must satisfy one of the following:

(a) Satisfactorily completed the FRACS Examination in Plastic and Reconstructive Surgery or an equivalent postgraduate surgical qualification recognised by the ANZSCMFS as appropriate for higher training; or

(b) Completed the FRACS Examination in a related discipline and have the requisite base experience and scope of practice; or

(c) Completed the Australian Medical Council (AMC) or Medical Council of New Zealand (MCNZ) specialist assessment process resulting in formal recognition as a specialist Surgeon; or

(d) Have a specialist training qualification in Plastic and Reconstructive Surgery from a designated competent authority being one of the following:

- . Royal College of Surgeons of England (United Kingdom) FRCS; or
- . Royal College of Physicians and Surgeons (Canada) FRCSC; or
- . American College of Surgeons (United States of America) FACS; or
- . Medical Council of Ireland (FRCOI).

1.6 APPLICATION FOR REGISTRATION INTO A PFET PROGRAM

1.6.1 Eligible fellows must apply at least 1 year prior to the commencement of their PFET Program on the prescribed registration form available from the ANZSCMFS website www.anzscmfs.co.nz. Applications must include a detailed Curriculum Vitae, a list of three referees and a covering letter explaining their desire to enter the PFET program.

1.6.2 Referees must be surgeons with FRACS or equivalent, for whom the applicant has worked in a trainee capacity for a minimum period of six months during SET training (or equivalent.) The Chairman of the Training Committee will contact the referees. Referee reports must be completed and returned within six weeks of being requested. Referee reports are confidential and will remain the property of

ANZSCMFS. The format of the referee reports is outlined in appendix 2.

1.6.3 Applications from eligible fellows can be made at any time during the year. An application fee is payable at the time of application. Application fees are revised annually and will be published on the ANZSCMFS website www.anzscmfs.co.nz. The application fee for 2017 applicants will be \$AUD 220 including GST.

1.6.4 Applications are considered by the Committee for registration. In considering applications the Committee will review eligibility for the PFET Program. If an applicant is deemed ineligible for registration the applicant will be refunded 50% of the application fee paid in accordance with 1.6.3.

1.6.5 If an applicant is deemed eligible for registration the applicant will be interviewed prior to acceptance into the PFET Program. The interview will be conducted by a panel consisting of the Chairman and at least two members of ANZSCMFS. Where possible, the interview will be scheduled to coincide with an Australasian Scientific Meeting.

1.6.6 When there are more eligible applicants than available training posts, the selection process will become competitive and candidates will be ranked. Ranking will be determined by applying the following weighting to the percentage adjusted score out of 100 obtained by each of three selection tools, providing an overall percentage score:

- a. Curriculum vitae -30%
- b. Structured referee reports – 40%
- c. Panel interview – 30%

1.6.7 Candidates who apply for training prior to attaining FRACS, and fail to pass the FRACS fellowship, must reapply to be considered for selection in the subsequent year.

1.6.8 Successful applicants must secure employment in a unit approved by the Training Committee. ANZSCMFS will assist in the process wherever possible. Applicants who fail to attain employment in the approved unit will be withdrawn from PFET and must reapply to be considered for subsequent selection.

1.6.9 Successful applicants will be notified in writing, and registered in the PFET program for twenty-four (24) months duration. The application fee paid in accordance with 1.6.3 is non refundable for applicants deemed eligible for registration.

1.6.10 Unsuccessful applicants will be notified in writing of their outcome.

1.6.11 The annual registration fee will be revised annually and published on the

ANZSCMFS website. Renewal notices will be issued thirty (30) days prior to the registration expiry date. The registration fee for 2017 will be \$AUD 2500 +GST for all fellows registered in the PFET Program. The registration fee or part thereof is non-refundable.

1.6.12 The official commencement date of the PFET Program will be the commencement date of the first clinical attachment. No retrospective credit will be given for any training undertaken prior to the official commencement date or undertaken after the PFET Program registration has ceased.

1.6.13 Registration to the PFET Program will cease if:

- a. The fellows' registration fee is not paid by the due date; or
- b. The fellows' registration expires; or
- c. The fellow requests in writing that the PFET Program registration cease; or
- d. The fellows' employment in the PFET Program position ceases for any reason; or
- e. The fellow is found to have falsified a training document; or
- f. The fellow fails to submit a training document by the communicated due date; or
- g. The fellow is granted accreditation (completion) of the PFET Program.

1.7 INTERRUPTION OF A PFET PROGRAM

1.7.1 Applications to interrupt a PFET Program may be approved in a range of circumstances including ill-health and parenting.

1.7.2 Applications must be made in writing to the Committee. Interruptions must be supported by the employer of the accredited PFET Program position and must be accompanied by a Professional Performance Assessment (PPA) Report valid up until the date of application for interruption.

1.7.3 Where interruption is granted, the commencement date for the interruption will be the date the Committee received the completed application for interruption.

1.7.4 During a period of interruption registration in the PFET Program will be suspended. Any training undertaken during the interruption will not be considered as part of the PFET Program.

1.7.5 Leave will be applied in accordance with the standard contractual agreement of the employing unit. No more than three months leave may be taken in any training year. Leave of greater than three weeks duration must be notified to, and agreed by the Chairman. Attendance at conferences directly related to the field of Craniomaxillofacial Surgery (as approved by the Chairman) will not be counted as leave.

1.8 ACCREDITATION (COMPLETION) OF THE PFET PROGRAM

1.8.1 On application to and approval from the Committee that the objectives and requirements of the PFET Program has been satisfied the fellow will be issued with a Certificate of Post Fellowship Education and Training.

1.9 GRIEVANCE PROCESS

1.9.1 Any person adversely affected by a decision made by the Committee or a surgical supervisor may, within thirty (30) Business Days of being notified of the decision submit a written grievance to the Chairman to have the decision reviewed.

1.9.2 In submitting a written grievance the person must include the grounds for the grievance or appeal, the remedy sought and any relevant supporting documentation.

1.9.3 A written grievance will be considered by the Committee within twenty (20) Business Days of its receipt.

1.9.4 The Committee will provide a written response affirming the previous decision, modifying the decision, or reversing the decision, providing appropriate justification.

1.9.5 Where the Committee overturns or varies a decision the reasoning must fall into one of the following categories and must be justified:

- a. That the decision was based on a mistake of fact or law; or
- b. That an error in due process occurred; or
- c. That the relevant policies or procedures were not observed; or
- d. That relevant and significant information was not appropriately considered in the decision; or
- e. The grounds for special consideration as defined by the Committee were established which justify the decision.

1.9.6 Where a person adversely affected by a decision has submitted a written grievance and is dissatisfied with the Committee decision review, the person may submit a written appeal to the ANZSCMFS executive in accordance with clause 1.10.

1.10 APPEAL PROCESS

1.10.1 Any person adversely affected by a decision, who has submitted a written

grievance in accordance with clause 1.9 and is dissatisfied with the outcome of the grievance process may, within twenty (20) Business Days of being notified of the grievance decision submit a written appeal to the ANZSCMFS to have the decision reviewed. This process of appeal will also apply to any trainee who has been dismissed and wishes to appeal the decision.

1.10.2 An appeal fee of \$AUD 5000 including GST will be payable which will be refunded if the final determination of the appeal panel is that the original decision be overturned. Payment must be made at the time of submitting the appeal and the appeal will not be considered to have been received until full payment has been made.

1.10.3 In submitting a written appeal the applicant must include the grounds for the appeal, the remedy sought and any relevant supporting documentation. The applicant will have the onus of proof to establish the grounds of the appeal. Any documentation not submitted with the appeal will not be subsequently considered.

1.10.4 The ANZSCMFS will convene an appeal panel. The appeal panel will include two members of the ANZSCMFS who were not party to the original decision and one additional person who is not a member or employee of the ANZSCMFS and who was not involved in the original decision.

1.10.5 The appeal panel will convene an appeal hearing within thirty (30) Business Days of receipt of the written appeal and payment.

1.10.6 The person who submitted the appeal may nominate a support person to accompany him or her at any stage of the appeal process. The support person must not be a legal practitioner or barrister.

1.10.7 The appeal panel may receive written or oral submissions at any time in the course of a hearing, at its discretion.

1.10.8 The appeal panel will provide a written response affirming the previous decision, modifying the decision, or reversing the decision, providing appropriate justification to both the Committee and the applicant. The appellant will be notified of the outcome of the appeal within two weeks of the hearing.

1.10.9 Where the appeal panel overturns or varies a decision the reasoning must fall into one of the following categories and must be justified:

- a. That the decision was based on a mistake of fact or law; or
- b. That an error in due process occurred; or
- c. That the relevant policies or procedures were not observed; or
- d. That relevant and significant information was not appropriately considered in the decision; or

- e. The grounds for special consideration as defined by the Committee were established which justify the decision.

1.11 GOVERNANCE

1.11.1 The ANZSCMFS Post Fellowship Education and Training Committee (the Committee) is responsible for the oversight of the policies and the maintenance of education, training, assessment standards and communication of decisions relating to the PFET Program.

1.11.2 The Committee must provide a written report to the ANZSCMFS executive at each scheduled meeting.

1.11.3 The composition of the Committee must include, as a minimum:

- a. An appointed Chair who must also be a member of the ANZSCMFS Executive
- b. Two additional persons who are members of the ANZSCMFS.

1.11.4 With the approval of the ANZSCMFS executive the Committee may co-opt additional members.

1.11.5 Committee members must satisfy the eligibility criteria for the duration of their tenure. If there is a change in circumstances and a Committee member no longer satisfies the eligibility criteria they may be removed from the Committee and their position declared vacant.

1.11.6 The Chair of the Committee shall be appointed by the ANZSCMFS Executive. The additional representatives in 1.11.3 (c) shall be appointed by the ANZSCMFS Executive following a call for nominations from eligible persons.

1.11.7 Members who sit on the Committee ex-officio do so for the term of office of that position. Members who are co-opted on the Committee do so for a term determined by the ANZSCMFS Executive. Other members shall hold office for a period of three (3) years and be eligible for re- appointment up to a maximum of nine (9) years.

1.11.8 Meetings must be held via teleconference or face to face as required.

1.11.9 Members who sit on the committee must declare any conflict of interest.

1.11.10 Questions arising at a meeting of the Committee shall be determined

by a majority of the votes of members who are present at the meeting. Each member present at a meeting is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

1.11.11 Notwithstanding the above, a member may be excluded from voting where there is a conflict of interest.

SECTION 2: ACCREDITATION OF PFET POSITIONS

2.1 INTRODUCTION

2.1.1 The purpose of these Regulations are to set forth and establish the terms and conditions for the inspection and accreditation of positions for the ANZSCMFS PFET Program.

2.1.2 Applications are open to public and private institutions in Australia, New Zealand and overseas. Applications are based on a specific position, rather than an institution accreditation.

2.1.3 Applications are open to institutions working in affiliation with other institutions. Where the proposed PFET position involves multiple units there must be a primary unit. The majority of the training time must be spent in the primary unit.

2.2 POSITION ACCREDITATION

2.2.1 Application can be made at any time of year on the prescribed form through the ANZSCMFS website www.anzscmfs.co.nz. Only applications submitted in the prescribed manner will be considered.

2.2.2 The assessment of the proposed position will commence with a paper based assessment against the minimum accreditation criteria.

2.2.3 If there are any significant areas which require further investigation a physical inspection may be required. Where a physical inspection is required an inspection fee may be payable based on costs incurred. The inspection fee, or part thereof, is not refundable.

2.2.4 The applicant will be provided with an assessment report, summarising the assessment against the minimum accreditation standards and the outcome. This assessment report will be provided within twenty (20) Business Days of receipt of application where a physical inspection is not required, or twenty (20) Business Days of the physical inspection where such an inspection is required.

2.2.5 Where accreditation is not granted the applicant will have thirty (30)

Business Days from the date of the assessment report to provide additional information regarding the identified deficiencies. The Committee will consider this additional information and make a determination on whether the deficiencies have been satisfactorily addressed within twenty (20) Business Days of receipt of the additional information. If additional information is not provided, or the Committee determine that the deficiencies have not been satisfactorily addressed the Committee decision will be final.

2.2.6 Where accreditation is granted, the initial accreditation validity period will be for between three (3) to five (5) years, subject to annual renewal (see clause 2.3).

2.2.7 The ANZSCMFS may, without application, accredit PFET positions that have an established and suitable training record, providing the position is in accordance with clauses 2.2.2 – 2.2.6.

2.3 RENEWAL OF ACCREDITATION

2.3.1 Renewal during the accreditation validity period (see clause 2.2.6) is conducted on an annual basis unless an issue of sufficient concern is identified. Where an issue of sufficient concern is identified the Committee may suspend the accreditation and require a paper based assessment and/or physical inspection at any time. Where a physical inspection is required the fees payable in clause 2.2.3 are payable. An assessment report will be provided in accordance with clause 2.2.4.

2.3.2 Fellows in accredited PFET positions must complete a Post Fellowship Assessment Report at the completion of their PFET Program. This assessment is used to evaluate the quality of the PFET position in comparison to the accreditation standards and objectives and is used in the renewal and re-accreditation process.

2.3.3 Institutions with accredited positions that are nearing the end of their accreditation validity period (see clause 2.2.6) will automatically receive a notice to submit a new application for accreditation sixty (60) Business Days prior to the expiry of the accreditation validity period. Applications must be submitted, and will be processed, in accordance with clause 2.2 of these Regulations.

2.4 CESSATION OF ACCREDITATION

2.4.1 Accreditation of a PFET Program position will cease if:

- a. The renewal of the accreditation is not granted; or
- b. The institution requests in writing that the position accreditation cease; or
- c. The institution is found to have falsified an accreditation or renewal submission.

2.5 MINIMUM ACCREDITATION STANDARDS

2.5.1 Institution and Position Structure

- a. The position must be focused on specialist skills, knowledge and experience beyond that delivered in the SET Program in Plastic and Reconstructive Surgery.
- b. Positions in institutions with current SET Program in Plastic and Reconstructive Surgery accredited training positions must demonstrate that the PFET position will not impact on the training, education and operative experience of the SET Program trainees.
- c. The duration of the position must be a minimum of 12 months' full time or part time equivalent.
- d. Non-discriminatory policies must be followed in the selection and appointment of fellows.
- e. The position must be under supervision and not be a consultant position.
- f. The institution(s) in which the position is located must have a defined unit including a designated supervisor, regular auditing and morbidity and mortality meetings of all relevant patients within the unit.
- g. The institution(s) must have appropriate accreditation and must be compliant with any regulation from any local, state and federal regulatory authorities. The accreditation must confirm the maintenance of appropriate standards of care and quality improvement.

2.5.2 Quality of Educational Training and Learning

- a. Fellows must be involved in the management decisions, pre-operative assessment, operative experience and post-operative monitoring and evaluation of patients in the institution(s) relevant to Craniomaxillofacial Surgery.
- b. The institution must have a dedicated educational program in place to satisfy the PFET Program curriculum and syllabus including the required clinical experience and educational activities.
- c. There must be evidence of clinical and/or basic research in the sub-specialty area within the institution(s) and the Fellow must have the opportunity to participate in the same.
- d. Fellows in the position must be given access to negotiated educational

leave to attend key scientific meetings and training activities relevant to the sub-specialty.

- e. The primary institution, being the institution where the fellow will spend the majority of their clinical time, must accept full responsibility for the quality and delivery of the PFET Program in the affiliated institutions.

2.5.3 Dedicated Supervisor

- a. For Australian and New Zealand positions, there must be a dedicated supervisor or co-supervisors with the FRACS in Plastic and Reconstructive Surgery, or equivalent, and membership of the ANZSCMFS. For positions outside Australia and New Zealand the dedicated supervisor must have the equivalent professional qualification and association membership in the country where the position is located.
- b. The dedicated supervisor(s) must spend a minimum of 10 hours per week in the institution including after-hours operating but not on-call hours. Where this is not possible a co-supervisor in the same institution may also be appointed to ensure adequate direct trainee supervision.
- c. The dedicated supervisor(s) must take responsibility for the educational program and supervision of the fellow and agree to comply with the PFET Program Regulations.
- d. The dedicated supervisor(s) must participate in an ANZSCMFS or RACS supervisor training meeting at least once every 2 years.
- e. The dedicated supervisor must have sufficient post fellowship expertise in Craniomaxillofacial Surgery.
- f. Where a position involves affiliate institutions, the supervisor must be on staff at all institutions.

2.5.4 Specialist surgical staff appropriately qualified to provide direct supervision

- a. In addition to the supervisor, for each PFET position there must be a minimum of one other surgeon, spending a minimum total of 20 hours per week in the unit with sufficient post fellowship expertise in Craniomaxillofacial Surgery.
- b. Each specialist staff must demonstrate a strong interest in the education of the fellow, possess sound clinical and teaching abilities, support the goals and objectives of the PFET Program, and participate in the education, training, supervision and assessment of the fellow.

2.5.5 Equipment and Clinical Support Services.

The institution must have appropriate imaging, diagnostic, support/ancillary services and operating equipment in place to satisfy the PFET Program sub-specialty curriculum and syllabus.

2.5.6 Sponsorship

Where industry sponsorship is provided for the position or fellow there must be no obligation on the fellow or the institution in which the position is located to use any industry product or service. The sponsorship arrangements must be compliant with the RACS Code for Interactions with Medical Industry.

The sponsor must not be involved in the selection of the fellow in any way.

SECTION 3: THE PFET PROGRAM IN CRANIOMAXILLOFACIAL SURGERY

3.1 OBJECTIVE OF THE PFET PROGRAM

3.1.1 The objective of the PFET Program in Craniomaxillofacial Surgery is to provide competent independent specialist surgeons with advanced procedural experience, knowledge and surgical skill relevant to the safe and effective treatment of Craniomaxillofacial conditions.

3.1.2 To achieve the overall objective, the following nine competencies have been developed by the RACS: Medical expertise, technical expertise, judgment, communication, collaboration, management and leadership, health advocacy, scholar and teacher and professionalism.

Specific objectives will include:

- a. An advanced level of scientific knowledge relevant to Craniomaxillofacial conditions.
- b. The ability to critically appraise new technologies .
- c. The application of scientific knowledge to the diagnosis and treatment of complex Craniomaxillofacial conditions.
- d. Advanced procedural experience and surgical skill relevant to the safe and effective treatment of Craniomaxillofacial conditions.
- e. Advanced judgment and clinical decision making in the diagnosis, pre and post operative management of patients with Craniomaxillofacial conditions.
- f. Advanced communication skills with patients, their families and the multidisciplinary team to achieve an optimal and collaborative clinical management environment.
- g. Effective management of administrative procedures and responsibilities.
- h. Effective use of the resources available to prioritise patient and health care system needs in order to maximise patient outcomes.
- i. Advocacy for the interests of Craniomaxillofacial patients and appropriate

- health resource allocations.
- j. A recognition and commitment to the maintenance of surgical knowledge through self directed learning.
 - k. The application of research to clinical practice in Craniomaxillofacial surgery.
 - l. An understanding of unique ethical and medico-legal issues relevant to the practice of Craniomaxillofacial surgery and apply them in clinical practice.
 - m. Adherence to, and appreciation of, the required standards of professionalism.

 - n. Appreciation of the importance of peer reviewed audit.
 - o. Employ a critically reflective approach to Craniomaxillofacial surgery and their own clinical performance.
 - p. A recognition of the importance of the multidisciplinary team approach to the management of craniomaxillofacial conditions.

3.1.3 To evaluate the effectiveness of the PFET Program in achieving the overall objective, the assessment of learning outcomes and other evaluation mechanisms will provide direction on potential improvements to the curriculum, training activities and learning methods and opportunities.

3.2 CURRICULUM AND SYLLABUS

3.2.1 To assist in achieving the objectives, the PFET Program will have a defined curriculum, including as a minimum the following learning opportunities:

- a. Two half day operating sessions per week for the fellow focused primarily on Craniomaxillofacial surgery.
- b. Practical and theoretical teaching and instruction in Craniomaxillofacial surgery.
- c. Case presentations and clinical audits.
- d. Outpatient clinics and other relevant Craniomaxillofacial clinics on a weekly basis.
- e. Ward rounds on a weekly basis.

3.3 PROFESSIONAL PERFORMANCE ASSESSMENT

3.3.1 The assessment of performance by the supervisor is fundamental to advancement of the fellow and the accreditation of the PFET Program. Each PFET position has a nominated supervisor or supervisors. The supervisor(s) is/are responsible for the supervision and assessment of the fellow in that position.

3.3.2 During the PFET Program the fellows' performance should be regularly reviewed by the supervisor including a three monthly performance assessment meeting.

3.3.3 Completion of the Professional Performance Assessment (PPA) Report, in the prescribed manner, must be undertaken at the conclusion of each six (6) month period. This form is available from the ANZSCMFS.

3.3.4 The PPA Reports may also be completed more frequently at the request of the Committee or at any time as determined by the supervisor where any area of unsatisfactory or marginal performance is identified.

3.3.5 The fellow and the supervisor must have a performance assessment meeting to discuss the content of the PPA Report completed by the supervisor. The PPA Report should be verified by both the fellow and the supervisor to acknowledge that the content has been discussed. Verifying the report does not indicate agreement with the assessment.

3.3.6 Where any area of performance within the PPA Report has been rated as unsatisfactory or marginal the committee will make recommendations to the fellow and supervisor to remediate the deficiencies. A further PPS must be submitted no later than three months following identification of the deficiency and demonstrate satisfactory remediation of the deficiency. Failure to remediate deficiencies to a satisfactory standard may lead to dismissal from the program.

3.3.7 The fellow is responsible for ensuring that the completed assessment PPA Report is submitted to the Chairman within twenty days of completion of the six-month period.

3.3.8 To be eligible for accreditation of the PFET Program the PPA Reports must be satisfactory in all areas. Where there have been any unsatisfactory or marginal areas the Committee will interview the supervisor to assist in making a determination on whether accreditation should be granted. For accreditation to be considered in these circumstances there will need to be strong support from the supervisor.

3.4 DISMISSAL DUE TO UNSATISFACTORY PERFORMANCE

3.4.1 Trainees may be dismissed from the program for unsatisfactory performance in accordance with the *PFET Dismissal from Training* policy.

3.4.2 Following confirmation that a Trainee has had a second unsatisfactory PPA in accordance with section 3.3.6 the following process will occur:

The trainee will be placed on interruption to training for six (6) months pending review by the Training Committee. The period of interruption will not be counted towards the training time period permitted to complete all the requirements of the program should the Trainee return to the program following the review. The

Trainee's continuation in the program will be reviewed in accordance with the *PFET Dismissal from Training Policy* and these regulations.

3.4.2 The trainee will be interviewed by a panel.

3.4.3 The panel will consist of a minimum of three (3) members of the Training Committee as appropriate.

3.4.4 The trainee will be provided with a minimum of ten (10) working days notice of the meeting and will be informed that the purpose of the meeting is to review;

- a. Details of unsatisfactory performance.
- b. The response of the trainee.
- c. Continuation of the Trainee in the PFET program.
- d. The process following interview.

3.4.5 The Trainee may invite a support person who is not a practicing lawyer.

3.4.6 The Trainee will be provided with an agenda and the opportunity to make a formal written submission to the panel. The submission must be received at least two (2) days prior to the meeting.

3.4.7 The panel and the Trainee will be provided with the minutes of the meeting. The Trainee may be asked if they believe the minutes to be a true and accurate reflection of the meeting. Any changes that the Trainee suggests can be attached to the minutes. No new information will be considered at this time for inclusion in the minutes.

3.4.8 Where a Trainee has been duly notified of the meeting and declines, or fails to attend, the Training Committee will recommend dismissal.

3.4.9 Where the Training Committee recommends dismissal, all of the relevant documentation to support the decision must be submitted to the Executive of the ANZSCMFS with the recommendation. The Executive must be satisfied that the recommendation can be substantiated and that the correct processes have been followed and adequately documented.

3.4.10 The Executive will make the final decision on whether or not the Trainee is to be dismissed. If dismissal is not recommended, the Executive can stipulate any additional probationary periods or conditions the Trainee will be required to abide by upon resuming training.

3.4.11 The Trainee will be notified of the ANZSCMFS final decision within ten (10) working days of the meeting. The Trainee will be provided with a copy of all documentation relied upon during the dismissal process.

3.4.12 The employing authority should be kept informed throughout the process and be provided with the opportunity to contribute where necessary.

3.5 CONTINUAL ASSESSMENT

3.5.1 Regular formative feedback and assessment of the Trainee by consultant members of the Unit is advisable, to identify and reinforce good performance and to review areas requiring improvement. These are in addition to the formative mid-year in-training assessment (PPA). Trainees are encouraged to seek continual feedback.

3.5.2 Borderline or unsatisfactory performance identified during continual feedback and assessment should be discussed with the Trainee and documented to record the following:

- a. Details of unsatisfactory performance
- b. Response of the Trainee
- c. Remedial action advised via a Performance Management Plan
- d. Consequences of any unsatisfactory assessments

3.6 DISMISSAL DUE TO MISCONDUCT

3.6.1 Conduct identified as misconduct is defined in Section 3.1 of the PFET Misconduct Policy.

3.6.2 Incidents of alleged misconduct must be documented and verified as soon as possible. Once the supervisor, Fellow, or other person has identified the misconduct, it should be reported to the Chairman of the Training Committee.

3.6.3 The allegation should be put to the Trainee, in writing, for an initial response, including relevant facts, reasoning and documentation.

3.6.4 If the Trainee's response is viewed as inadequate, or a response is not received, the process as per Section 7.11.6 and Section 7.11.7 will be followed.

3.6.5 If the initial inquiry determines that the allegation does not meet the required standard of misconduct, or if the Trainee's response is viewed as adequate, or if there is no documented proof of the allegation, no further action will be taken.

3.6.6 Following confirmation of alleged misconduct from a Trainee the following process will occur:

- The Trainee will be placed on interruption to training for six (6) months pending review by the Training Committee. The period of interruption will not be counted towards the time period permitted to complete all the requirements of the program should the Trainee return to the program following the review. The Trainee's continuation in the program will be reviewed in accordance with the PFET Dismissal from Training Policy and these regulations.
- The Trainee will be interviewed by a Panel.

3.6.7. The Panel and interview will proceed as follows:

- The Panel will consist of a minimum of three (3) members of the Training Committee as appropriate.
- The Trainee will be provided with a minimum ten (10) working days' notice of the meeting and will be informed that the purpose of the meeting is to review:
 - a. Details of the allegation.
 - b. Response of the Trainee.
 - c. Continuation in the PFET Program in Craniomaxillofacial Surgery.
 - d. Process following interview.
- The Trainee may invite a support person who is not a practicing lawyer.
- The Trainee will be provided with an agenda and the opportunity to make a formal written submission to the Panel. The submission must be received at least two (2) days prior to the meeting.
- The Trainee and Panel will be provided with the minutes of the meeting. The Trainee may be asked if they believe the minutes are an accurate reflection of the meeting. Any changes they suggest can be attached to the minutes. No new information will be considered at this time by the Trainee for inclusion in the minutes.
- Where a Trainee has been duly notified of the meeting as per Section 7.11.7b and declines or fails to attend, the Training Committee will submit a recommendation to the Executive of the ANZSCMFS regarding dismissal.

3.6.8 The Training Committee may determine possible penalties for the misconduct or dismissal. The Training Committee will make a final recommendation to the Executive of the ANZSCMFS.

3.6.9 If dismissal is not recommended by the Training Committee, the ANZSCMFS can stipulate the conditions or sanctions the Trainee will be required to abide by upon resuming training. This may include but is not limited to a probationary period and Performance Management Plan.

3.6.10 Where the Training Committee recommends dismissal to the Executive, all relevant documentation to support the decision must be submitted with the

recommendation. The Executive must be satisfied that the recommendation can be substantiated and that the correct processes have been followed and adequately documented.

3.6.11 The Executive will make the final decision on whether or not the Trainee should be dismissed.

3.6.12 The Trainee will be notified of the ANZSCMFS final decision within ten (10) working days of the meeting. The Trainee will be provided with a copy of all documentation relied upon during the dismissal process.

3.6.13 The employing authority should be kept informed throughout the process and be provided with the opportunity to contribute where necessary.

3.7 CLINICAL EXPERIENCE ASSESSMENT

3.7.1 Appropriately supervised operative and perioperative experience in Craniomaxillofacial surgery must be obtained during the PFET Program in the accredited position. Operative Experience acquired prior to the commencement, during a period of interruption, in an institution not accredited, or after the completion of the PFET Program will not be considered.

3.7.2 For a procedure to be recorded the fellow must have been involved in the performance of the surgery and the pre and post operative management of the patient.

3.7.3 The fellow must maintain an operative experience log of all procedures they participate in as part of the PFET Program. As a minimum the operative experience log should include the operative date, patient name, patient identification, institution where the procedure is performed, pre-operative diagnosis, operative procedure performed and outcome. This detailed operative experience log is not submitted to the Committee but must be sighted by the supervisor.

3.7.4 Completion of a Cumulative Logbook Summary (CLS) Report, in the prescribed manner (see Appendix 3,) including the supervisors' verification that the CLS Report reflects the fellows' detailed operative experience log must be submitted to the Committee at the conclusion of each six (6) month period.

3.7.5 The fellow is responsible for ensuring that the CLS Report is submitted to the Committee by the due date.

3.7.6 To be eligible for accreditation of the PFET Program the CLS Report must demonstrate sufficient experience in Craniomaxillofacial surgery.

3.7.7 Following completion of the Fellowship, if the candidate were to have insufficient numbers, an assessment of the total number of cases taken in context of the candidate's overall experience will be made.

3.8 RESEARCH ASSESSMENT

3.8.1 The fellow must demonstrate scholarly activity in Craniomaxillofacial surgery with active participation in clinical and/or basic research during the PFET Program.

3.8.2 To be eligible for accreditation of the PFET Program the fellow is required to have completed and submitted one Craniomaxillofacial research project for publication and/or presentation in a peer reviewed journal or scientific meeting during the PFET Program. Research projects completed prior to the commencement, during a period of interruption, in an institution not accredited, or after the completion of the PFET Program will not be considered.

3.9 COMPETENCE ASSESSMENT

3.9.1 At the completion of the PFET Clinical Program the current supervisor of the registered PFET fellow must complete a PFET Program Completion Report to the Committee final PPA. This must be submitted to the Chairman within twenty (20) days of completion of the Program.

3.9.2 To be eligible for accreditation of the PFET Program the Program Completion Report Committee must confirm that the fellow has satisfied all requirements of the PFET Program and examination and, in their opinion, should be accredited and awarded the Certificate. This report is completed by the supervisor alone. The report will be available to the fellow.

3.10 POST FELLOWSHIP ASSESSMENT REPORT

3.10.1 The fellow must submit a Post Fellowship Assessment Report providing an honest and accurate assessment of the PFET Program position.

3.10.2 The Post Fellowship Assessment Report is used to evaluate the quality of the PFET position in comparison to the accreditation standards and objectives and is used in the renewal and re-accreditation process. The report will be available to the supervisor(s).

3.11 COMPLETION AND AWARDING THE CERTIFICATE

3.11.1 With twenty (20) business days of the completion of the PFET Program clinical attachments registered fellows must submit the following:

- a. The final Professional Performance Assessment Report; and
- b. The Post Fellowship Assessment Report; and
- c. The Cumulative Logbook Summary Report for the PFET Program duration.
- d. Ten (10) detailed case reports including a review of current literature and a discussion about each case. Five (5) of the cases must involve Orthognathic Surgery and detail the preoperative workup and planning. An example of this can be requested from the Chairman

3.11.2 Within twenty (20) Business Days of the completion of the PFET Program the supervisor of the registered fellow must submit the PFET Program Completion Report. (delete as not relevant) add: If the requirements of 3.11.1 are incomplete or of a standard deemed unsatisfactory by the committee, the candidate will be granted a period of two (2) months (60 days) to resubmit the requirements at an appropriate standard. The candidate will not be permitted to present for the exit examination until these requirements have been met.

3.11.3 Accreditation of the PFET Program and Awarding of the PFET Certificate is conditional on the submission of the required forms identified in 3.11.1 in the manner prescribed within the specified time frames and successful completion of the exit examination.

3.11.4 PFET fellows are required to pass an exit examination. The examination will consist of:

- a. 1 hour of standardized oral questions relating to the published Syllabus in Craniomaxillofacial Surgery. The syllabus is available for download from the ANZSCMF website www.anzscmf.co.nz.
- b. 1 hour of oral questions relating to the submitted case reports.

3.11.5 The Exam will be held no later than 12 months following successful completion of the second PFET year. The candidate must have completed the requirements of item 3.11.1 to be eligible to sit the exit examination. The venue for the examination will be determined in the year prior.

3.11.6 The Chairman of the training committee will convene the examination. Examiners must be current members of the ANZSCMFS. There will be three examiners, at least one of who is, or has been, a RACS SET examiner. Where no current or past RACS examiners are available the PFET committee will request a suitable examiner from the Plastic and Reconstructive Surgery SET examination group.

3.11.7 If a fellow fails the exit examination he/she will be invited to sit again for no more than a total of three (3) times. The date and time of future examinations will be determined by the Committee.

3.11.8 On approval of accreditation the fellow will be issued with a Certificate of Post Fellowship Education and Training.

APPENDIX 1

DISMISSAL FROM TRAINING POLICY

PURPOSE & SCOPE

The purpose of this policy is to ensure that all disciplinary and dismissal matters be dealt with fairly, promptly, and in such a manner as is consistent with the rules of natural justice. This policy relates to the principles of dismissal from the Post Fellowship Education & Training (PFET) Program in Craniomaxillofacial (CMF) Surgery.

ANZSCMFS is the body that conducts and administers the PFET Program in Craniomaxillofacial Surgery in Australia and New Zealand. The administration of CMF training is managed through the Training Committee. The Training Committee is responsible for the assessment of overall performance and supervision of CMF Trainees. It is recognised that ANZSCMFS and the Trainee's employing body share responsibility for managing a Trainee's performance and dismissal from the PFET Program. Trainees appointed to the Post Fellowship Education & Training (PFET) Program in may be dismissed if their clinical and/or professional performance does not meet the standards set by ANZSCMFS. ANZSCMFS has formulated and published detailed training regulations for the PFET Program in CMF Surgery that comply with the principles of this policy and provide transparency of process to Trainees.

Definitions

Listed here are all key terms and acronyms used in the policy, and their definitions.

Acronym – Key Word

ANZSCMFS –Australia and New Zealand Society of Craniomaxillofacial Surgeons

CMF – Craniomaxillofacial

TC – Training Committee

Policy

4.1 DISMISSAL

4.1.1 Trainees may be considered for dismissal from the PFET Program in CMF Surgery for one or more of the following:

- a. The Trainees' performance has been rated as unsatisfactory during a probationary period applied in accordance with the PFET Assessment of Clinical Training Policy.
- b. Misconduct considered to be so serious as to warrant dismissal from training.
- c. Failure to complete training requirements within specified timeframes.
- d. Failure to comply with written direction of ANZSCMFS and its Executive and Committees.
- e. Failure to pay training related fees by due deadlines.
- f. Failure to maintain appropriate medical registration.
- g. Failure to achieve or maintain employment in accredited training posts.

4.2 MISCONDUCT

4.2.1 Trainees may be considered for dismissal from the PFET Program in CMF Surgery for misconduct. Examples of misconduct include but are not limited to the following:

- a. Discrimination, harassment, or bullying (including sexual harassment)
- b. Abusive, violent, threatening or obscene behaviour
- c. Theft, fraud, or misappropriation of funds
- d. Being found guilty of a criminal offence which results in a jail term or restrictions on the Trainee's ability to practice medicine
- e. Being under the influence of alcohol or illegal drugs at a PFET Program in CMF Surgery event (including surgical rotations)
- f. Falsification of training records, patient documentation, or patient treatment
- g. Serious breach of patient safety
- h. Gross insubordination, willful disobedience, or repeated refusal to carry out a lawful or reasonable instruction that is consistent with the Trainee's contract of employment and the training agreement for the PFET Program in CMF Surgery
- i. Bringing ANZSCMFS's name into disrepute, malicious damage to ANZSCMFS or society property and reputation
- j. Abandonment of employment or training post

- k. Dishonesty
- l. Cheating
- m. Repeated acts of misconduct for which the Trainee has been counselled
- n. A breach of the RACS Code of Conduct or ANZSCMFS Policies

4.3 FAILURE TO COMPLETE TRAINING PROGRAM REQUIREMENTS

4.3.1 The PFET Program in CMF Surgery will have specified minimum training requirements to be satisfied within timeframes determined by ANZSCMFS policy.

4.3.2 Trainees who fail to complete the training requirements within the timeframe specified by the TC will be dismissed.

4.4 FAILURE TO COMPLY WITH ANZSCMFS DIRECTION

4.4.1 As the training authority, Trainees are required to comply with any policy direction of ANZSCMFS pertaining to training activities.

4.4.2 Breaches of the RACS Code of Conduct that are not misconduct (refer to 3.2) are considered to be a failure to comply with ANZSCMFS direction.

4.4.3 Repeated failure to comply with directions during the life of the PFET Program in CMF Surgery will constitute a dismissible offence.

4.4.4 Trainees will receive written warnings, the second of which will advise that any further breach during the life of the training program may result in dismissal.

4.5 FAILURE TO PAY OUTSTANDING MONIES

4.5.1 Trainees who do not pay outstanding monies owed to ANZSCMFS in accordance with 1.6.11 of the ANZSCMFS PFET Training Handbook will be dismissed.

4.6 FAILURE TO SATISFY MEDICAL REGISTRATION OR EMPLOYMENT REQUIREMENTS

4.6.1 Trainees who, for any reason (excluding medical), do not have valid medical registration from the applicable Medical Board or Council in their jurisdiction that enables full participation in the PFET Program in CMF Surgery will be dismissed.

4.6.2 Valid medical registration is defined as specialist medical registration in

Australia and/or New Zealand.

4.6.3 Trainees who fail to satisfy the employment requirements of the institution in which their training position is located (as notified by the CEO or HR Director or equivalent) may be automatically suspended from the PFET Program in CMF Surgery.

4.7 NATURAL JUSTICE AND PROCEDURAL FAIRNESS

Trainees and employees must be afforded procedural fairness throughout the implementation of this policy. Normal standards of respect, civility and confidentiality must be maintained throughout the process. Before a Trainee can be dismissed, the Chairman must be satisfied that natural justice has been afforded to the Trainee. The following summarises the principles involved.

4.7.1 Notice and Hearing. A Trainee should not be dismissed unless given prior adequate written notice of the case against him/her, a fair opportunity to answer it and the opportunity to present his/her own case. An oral hearing is not necessarily required and a case may be decided "on the papers", which would include any written submissions from the Trainee submitted within the required timeframes.

4.7.2 Absence of Bias: The decision maker should not have a direct interest in the matter being decided, and should not appear to be bringing a biased or prejudiced mind to the making of the decision.

4.7.3 Evidence: The decision must be based on documented evidence that has been made available to the Trainee. Dismissal proceedings should not be initiated solely on the basis of an anonymous complaint.

4.8 DISMISSAL ADVICE

When the Training Committee decides to dismiss a Trainee, the Trainee must be notified within ten (10) working days of the decision. At the time of being notified the Trainee should also receive a copy of the documentation relied on in approving the recommendation.

APPENDIX 2

REFEREE REPORT

APPLICATION FOR PFET PROGRAM IN CRANIOMAXILLOFACIAL SURGERY

Name of Applicant: _____

Name of Referee: _____

The above named applicant has applied to ANZSCMFS for admission to the PFET training program in craniomaxillofacial surgery and has listed you as a referee. Could you please complete and return in confidence to the Chairman of the Training Committee, ANZSCMFS, 226 Melbourne St, North Adelaide, SA 5006.

Please do not fax this form.

Failure to submit this form will adversely impact the application

1. How long have you known the applicant?

2. How would you rate the applicant relative to other trainees at the same level?
(Please tick the appropriate box)

- | | | |
|--|--|--|
| <input type="checkbox"/> Within top 5% | <input type="checkbox"/> Within top 5-10% | <input type="checkbox"/> Within the top 10-25% |
| <input type="checkbox"/> Within top 25-50% | <input type="checkbox"/> Within the bottom 50% | <input type="checkbox"/> unable to judge |

3. Please comment on the applicant's surgical ability and general suitability to undertake the PFET program in craniomaxillofacial surgery, and any other information you consider to be relevant to the application.

APPENDIX 3

GUIDELINES FOR LOGBOOKS FOR +2 CMF TRAINEES

Logbook data should be submitted for each six-month period to the local program supervisor and training coordinator

The logbook should record operative procedures and should also include any other activity undertaken as part of Craniomaxillofacial education.

This includes;

- Tutorials attended
- Presentations given
- Clinics attended
- Orthognathic planning sessions
- Conferences

These headings can each be recorded on a separate page. Details recorded should include date and place of activity, topic of tutorial, type of clinic.

Record level of involvement as per RACS guidelines.

Record general category such as; Orthognathic, Dento-alveolar, Maxillofacial, Craniofacial, Cleft, Head & Neck and other.

Give sufficient operative details such as type of osteotomy

A composite logbook for the entire 24-month period is required for perusal by the examiners at the time of the final examination and is also used by the ANZSCMFS to evaluate the quality of +2 training at each centre.