



# **REGULATIONS**

## **POST FELLOWSHIP EDUCATION AND TRAINING PROGRAM IN SPINAL SURGERY**

**NEUROSURGICAL SOCIETY OF AUSTRALASIA AND AUSTRALIAN ORTHOPAEDIC ASSOCIATION**

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## SECTION 1: ADMINISTRATION OF THE PFET PROGRAMS

### 1.1 Overview

- 1.1.1 The Post Fellowship Education and Training (PFET) Program in Spinal Surgery provides the opportunity for suitably qualified independent specialist neurosurgeons and orthopaedic surgeons to undertake extensive education and training to achieve advanced proficiency, knowledge and skills in Spinal Surgery.
- 1.1.2 The PFET Program has clearly stated objectives based on achieving a level of competence above that of a generalist neurosurgeon or orthopaedic surgeon. The PFET Program complements the Surgical Education and Training (SET) Program in Neurosurgery and Orthopaedic Surgery.

### 1.2 Terminology

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

- 1.2.1 **AOA** is the Australian Orthopaedic Association
- 1.2.2 **Committee** is the Spinal Surgery Post Fellowship Education and Training Committee.
- 1.2.3 **Business Days** means Monday to Friday excluding public holidays.
- 1.2.4 **Regulations** are the rules, procedures, policies, administrative processes and principles for the control and conduct of the PFET Program only.
- 1.2.5 **PFET Program** means the Post Fellowship Education and Training Program in Spinal Surgery offered by the Neurosurgical Society of Australasia and Australian Orthopaedic Association.
- 1.2.6 **NSA** is the Neurosurgical Society of Australasia.
- 1.2.7 **Supervisor** is a surgical supervisor of an accredited PFET Program position.
- 1.2.8 **SET Program** is the Surgical Education and Training Program in Neurosurgery or Orthopaedics of the Royal Australasian College of Surgeons.
- 1.2.9 **Fellow** is a registrant in a PFET Program.

### 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 NSA and AOA reserves the right to make reasonable changes to these Regulations at any time. 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 twelve 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 will include clinical, research, educational and administrative experience in Spinal 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 experience, knowledge, skills and attributes.

## **1.5 Eligibility**

- 1.5.1 All applicants must have satisfactorily obtained employment in a position accredited for the PFET Program. Applications for employment in accredited PFET Program positions must be made directly to the institutions in which the positions are located. A list of accredited positions will be available on the websites of the NSA and AOA.
- 1.5.2 All applicants must have permanent residency or citizenship of Australia or have an appropriate visa to work in Australia as a specialist neurosurgeon or orthopaedic surgeon in a supervised fellowship position.
- 1.5.3 All applicants must have current and valid medical registration necessary to practice in the position accredited for the PFET Program.
- 1.5.4 Applicants must satisfy one of the following:
  - (a) Satisfactorily completed the FRACS Examination in Neurosurgery or Orthopaedic Surgery; or
  - (b) Completed the Australian Medical Council specialist assessment process resulting in formal recognition as a specialist neurosurgeon or orthopaedic surgeon; or
  - (c) Have a specialist training qualification in neurosurgery or orthopaedic surgery from a designated competent authority as defined by the Medical Board of Australia; or
  - (d) Have a specialist training qualification in neurosurgery or orthopaedic surgery from a country other than a competent authority as defined by the Medical Board of Australia where the applicant can demonstrate appropriate education and training. Such applications will be considered on a case by case basis with the onus on the applicant to provide sufficient evidence to the satisfaction of the Royal Australasian College of Surgeons noting that an assessment fee may be payable.
- 1.5.5 Prior to commencement of the PFET Program the fellow must have sufficient experience in general spinal surgery. The Committee requires a minimum of 50 operative spinal cases, with an appropriate case mix, as primary surgeon or first assistant.

## **1.6 Application for Registration**

- 1.6.1 Eligible fellows must apply prior to the commencement of their PFET Program on the prescribed registration form.
- 1.6.2 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.
- 1.6.3 Applications are considered by the Committee for registration. In considering applications the Committee will review eligibility and confirm the applicants' appointment to an accredited position for a PFET Program. If an applicant is deemed ineligible for registration the applicant will be refunded 50% of the application fee paid in accordance with 1.6.2.
- 1.6.4 If an applicant is deemed eligible for registration the applicant will be registered in the PFET Program for a twelve month duration. The application fee paid in accordance with 1.6.2 is non-refundable for applicants deemed eligible for registration.
- 1.6.5 The annual registration fee for the first twelve month period is complimentary. Subsequent renewal of registration is available on an annual basis thereafter for PFET Programs running longer than twelve months. Automatic renewal notices will be issued thirty days prior to the registration expiry date. The registration fee is revised annually. The registration fee or part thereof is non-refundable.
- 1.6.6 The official commencement date of the PFET Program will be the application date for registration or alternate date nominated at the time of application approved by the Committee. Retrospective credit for any training undertaken prior to the official commencement date or undertaken after the PFET Program registration has ceased may not be granted.
- 1.6.7 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 or such other date approved by the Committee.
- 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.

## **1.8 Accreditation (Completion) of a PFET Program**

- 1.8.1 The PFET Program has clearly stated curriculum requirements and objectives which must be satisfied for accreditation.
- 1.8.2 On application to and approval from the Committee that the objectives of the PFET Program have been satisfied the fellow will be issued with a Certificate of Post Fellowship Education and Training. The Certificate will acknowledge the sub-specialty being Spinal Surgery, duration of satisfactory training and the institution where the PFET Program was undertaken.

## **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 Business Days of being notified of the decision, submit a written grievance to the Committee Chair 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 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 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 Business Days of being notified of the grievance decision submit a written appeal to the NSA or the AOA Board to have the decision reviewed.
- 1.10.2 An appeal fee 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 taken 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.
- 1.10.4 The NSA and the AOA will convene an appeal panel. The appeal panel will include two neurosurgeons appointed by the NSA and two orthopaedic surgeons appointed by the AOA who were not party to the original decision or review.
- 1.10.5 The appeal panel will convene an appeal hearing within thirty 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.
- 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.

## **SECTION 2: ACCREDITATION OF PFET POSITIONS**

### **2.1 Introduction**

- 2.1.1 Applications for accreditation of PFET positions are open to public and private institutions in Australia with a current post fellowship training position in Spinal Surgery. Applications are based on a specific position, rather than an institution accreditation.
- 2.1.2 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. Only applications 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 is payable. The inspection fee is revised annually. 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 Business Days of receipt of application where a physical inspection is not required, or twenty Business Days of the physical inspection which such an inspection is required.
- 2.2.5 Where accreditation is not granted the applicant will have thirty 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 satisfactory addressed within twenty 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 to five years, subject to renewal (see clause 2.3).

## **2.3 Renewal of Accreditation**

- 2.3.1 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 Business Days prior to the expiry of the accreditation validity period unless an issue of sufficient concern is identified. Applications must be submitted, and will be processed, in accordance with clause 2.2 of these Regulations and any associated Post Fellowship Assessment Reports.
- 2.3.2 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 paper based assessment only is required no fees are payable. 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.
- 2.3.3 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 re-accreditation process.
- 2.3.4 If a position remains unfilled for eighteen months the institution will be required to submit a new application for accreditation. Applications will be processed in accordance with 2.2 of these Regulations.

## **2.4 Cessation of Accreditation**

- 2.4.1 Accreditation of a PFET Program position will cease if:
  - (a) The accreditation is not renewed annually during the accreditation validity period; or
  - (b) The renewal of the accreditation is not granted; or
  - (c) The institution requests in writing that the position accreditation cease; or
  - (d) 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 in Spinal Surgery and must be focused on specialist skills, knowledge and experience beyond that delivered in the SET Program in Neurosurgery and Orthopaedic Surgery.
- (b) Positions in institutions with current SET Program 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 position must have appropriate remuneration in place for the fellow.
- (g) 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.
- (h) 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 Spinal 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 Spinal Surgery 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 Spinal Surgery.
- (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) There must be a dedicated supervisor with the FRACS in Neurosurgery and membership of the NSA or the FRACS in Orthopaedic Surgery and membership of the AOA.
- (b) The dedicated supervisor must spend a minimum of 10 hours per week in the institution including after hours operating but not on-call hours.
- (c) The dedicated supervisor 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 must participate in an NSA, AOA or RACS supervisor's training meeting at least once every 2 years.
- (e) The dedicated supervisor must have sufficient post fellowship expertise in Spinal Surgery as determined by the Committee.



- (f) Where a position involves affiliate institutions, the supervisor must be on staff at all institutions.
- (g) The dedicated supervisor must submit their curriculum vitae and logbook summary of the previous 12 – 24 months alongside an application for PFET accreditation.

#### 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 neurosurgeon or orthopaedic surgeon spending a minimum total of 20 hours per week in the unit with sufficient post fellowship expertise in the Spinal Surgery.
- (b) Applications that have a mix of orthopaedic and neurosurgical consultants as supervisors are strongly encouraged.
- (c) 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

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

#### 2.5.6 Sponsorship

- (a) 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.
- (b) The sponsor must not be involved in the selection of the fellow in any way.

## **SECTION 3: CURRICULUM AND SYLLABUS**

### **3.1 Objective of the PFET Program**

- 3.1.1 The objective of the PFET Program in Spinal Surgery is to provide competent independent specialist neurosurgeons and orthopaedic surgeons with advanced procedural experience, knowledge and surgical skill relevant to the safe and effective treatment of complex spinal conditions.
- 3.1.2 To achieve the overall objective, the following competencies have been developed in the RACS competency areas of medical expertise, technical expertise, judgement, communication, collaboration, management and leadership, health advocacy, scholar and teacher and professionalism:
  - (a) an advanced level of scientific knowledge relevant to complex spinal conditions
  - (b) the ability to critically appraise new technologies
  - (c) the application of scientific knowledge to the diagnosis and treatment of complex spinal conditions
  - (d) advanced procedural experience and surgical skill relevant to the safe and effective treatment of complex spinal conditions
  - (e) advanced judgement and clinical decision making in the diagnosis, pre and post operative management of patients with complex spinal conditions
  - (f) appropriate clinical decision making in identifying those patients amenable to surgical treatment for complex spinal conditions
  - (g) advanced communication skills with patients, their families and the health team to achieve an optimal and collaborative clinical management environment
  - (h) effective management of administrative procedures and responsibilities

- (i) effective use of the resources available to prioritise patient and health care system needs in order to maximise patient outcomes
- (j) advocacy for the interests of spinal surgery and appropriate health resource allocations
- (k) a recognition and commitment to the maintenance of surgical knowledge through self directed learning
- (l) the application of research to clinical practice in spinal surgery
- (m) an understating of unique ethical and medico-legal issues relevant to the practice of spinal surgery and apply them in clinical practice
- (n) adherence to, and appreciation of, the required standards of professionalism
- (o) appreciation of the importance of peer reviewed audit
- (p) employ a critically reflective approach to spinal surgery and their own clinical performance

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 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, each PFET Program position will have an advertised curriculum, including as a minimum the following learning opportunities:

- (a) Three half day operating sessions per week for the fellow focused primarily on complex spinal surgery; and
- (b) Practical and theoretical teaching and instruction in spinal surgery; and
- (c) Case presentations and clinical audits; and
- (d) Outpatient clinics and other relevant spinal clinics on a weekly basis; and
- (e) Spinal or relevant divisional ward rounds on a weekly basis; and
- (f) On-call roster for spinal surgery and neurosurgery/orthopaedics with the call coverage being no more than 1:3.

## **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 an approved supervisor. The supervisor is 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.
- 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 remedial component of the PPA Report must be completed.
- 3.3.7 The fellow is responsible for ensuring that the completed PPA Report is submitted to the Committee by the due date.
- 3.3.8 To be eligible for accreditation of the PFET Program the PPA Reports, covering the 12 month period immediately prior to completion of the PFET Program, must be satisfactory in all areas. Where there have been any unsatisfactory or marginal areas the Committee may 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 Clinical Experience Assessment**

- 3.4.1 Appropriately supervised operative experience in spinal 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.
- 3.4.2 For each operative case where more than one surgical procedure is undertaken only one procedure may be recorded. 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.
- 3.4.3 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 cited by the supervisor.
- 3.4.4 Completion of a Cumulative Logbook Summary (CLS) Report, in the prescribed manner, 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.
- 3.4.5 The fellow is responsible for ensuring that the CLS Report is submitted to the Committee by the due date.
- 3.4.6 To be eligible for accreditation of the PFET Program the CLS Report must demonstrate sufficient experience in complex spinal surgery. While competence cannot be measured in absolute numeric terms, as a general guide the Committee would expect a minimum of 150 operative spinal cases as the primary surgeon or first assistant to be undertaken during the PFET Program period, with an adequate case mix of the following procedures:
  - (a) Disc Arthroplasty
  - (b) Epidural Abscess
  - (c) Epidural Haematoma
  - (d) Extradural Tumour
  - (e) Intervertebral Disc: Discectomy - Thoracic
  - (f) Intradural Extramedullary Tumour
  - (g) Intramedullary Tumour
  - (h) Laminectomy/Laminoplasty for Canal Stenosis - Thoracic
  - (i) Occipito-cervical Fusion
  - (j) Posterior Cervical Foraminotomy
  - (k) Spinal AVM
  - (l) Spinal Fusion: Anterior Thoracic Fusion
  - (m) Spinal Fusion: Anterior Lumbar Fusion
  - (n) Spinal Fusion: Posterior - Instrumented
  - (o) Spinal Fusion: Posterior - Non-instrumented
  - (p) Syring - Shunt Procedure
  - (q) Tethered Spinal Cord
  - (r) Vertebrectomy
  - (s) Scoliosis

### **3.5 Research Assessment**

- 3.5.1 The fellow must demonstrate scholarly activity in spinal surgery with active participation in clinical and/or basic research during the PFET Program.
- 3.5.2 To be eligible for accreditation of the PFET Program the fellow is required to complete one spinal research project suitable 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.

### **3.6 Competence Assessment**

- 3.6.1 At the completion of the PFET Program the supervisors of registered PFET fellows must submit the PFET Program Completion Report to the Committee.
- 3.6.2 To be eligible for accreditation of the PFET Program the Program Completion Report must confirm that the fellow has satisfied all requirements of the PFET Program 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.

### **3.7 Post Fellowship Assessment Report**

- 3.7.1 The fellow must submit the Post Fellowship Assessment Report providing an honest and accurate assessment of the PFET Program position.
- 3.7.2 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.

### **3.8 Completion and Awarding the Certificate**

- 3.8.1 With twenty business days of the completion of the PFET Program 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.
- 3.8.2 With twenty Business Days of the completion of the PFET Program the supervisor of registered fellow must submit the PFET Program Completion Report.
- 3.8.3 Accreditation of the PFET Program and awarding of the Certificate is conditional on the submission of the required forms identified above in the manner prescribed within the specified time frames.
- 3.8.4 Applications for PFET Program accreditation must be made after completion of 12 months of the PFET Program by submission of the requisite form. Accreditation is not an automatic process.
- 3.8.5 Fellows who apply for accreditation more than twenty Business Days after their PFET Program registration has expired will be charged PFET Assessment Fee. The PFET Assessment Fee is revised annually. The PFET Assessment Fee for 2015 will be \$AUD110 and is not refundable.
- 3.8.6 Applications are considered by the Committee. In considering applications the Committee must be satisfied that the PFET Program objectives have been satisfied. This determination will be made within 20 Business Days of the forms being received.
- 3.8.7 On approval of accreditation the fellow will be issued with a Certificate of Post Fellowship Education and Training.

## **SECTION 4: COMMITTEE TERMS OF REFERENCE**

### **4.1 Aim of the Committee**

- 4.1.1 To facilitate a joint Spinal PFET Program between AOA and NSA.

### **4.2 Objectives**

- 4.2.1 To determine and oversee a pathway to the joint spinal PFET program.
- 4.2.2 To resolve any key differences between the respective regulations of the two specialty programs under current arrangements and oversee transition to single joint regulation.
- 4.2.3 To review reports, log book summaries and other information pertaining to the Spinal PFET Program.

- 4.2.4 To prepare an annual report to AOA Board of Directors, the NSA Board of Directors and Royal Australasian College of Surgeons as required for accreditation.

### **4.3 Membership**

- 4.3.1 Membership of the Committee consists of:
- (a) Three AOA members
  - (b) Three NSA members
- 4.3.2 Members of the Committee must be AOA members or NSA members appointed by the respective Board.
- 4.3.3 Members of the Committee shall serve for no longer than 4 consecutive years. Thereafter they shall not be eligible to serve as members of the Committee until 2 years have elapsed since the expiration of their term of office.
- 4.3.4 The Committee can form specific working groups to investigate, review or undertake specific tasks on behalf of the Committee.
- 4.3.5 Non-members of the Committee may be invited to attend meetings of the Committee at the request of the Chairman to provide advice and assistance where necessary. In special circumstances, non-members of the Sub-Committee may include non-members of AOA or NSA.
- 4.3.6 Non-members of the Committee who attend meetings at the invitation of the Chairman have "observer" status and do not have voting rights. They may be requested to leave the meeting at any time by the Chairman.

### **4.4 Chairman**

- 4.4.1 The Chairman of the Committee shall be a rotational position between NSA and AOA on an annual basis with commencing Chair to be agreed mutually between AOA and NSA.
- 4.4.2 The Chair's responsibilities include:
- (a) Scheduling meetings and notifying committee members;
  - (b) Guiding the meeting according to the agenda and time available;
  - (c) Ensuring all discussion items end with a decision, action or definite outcome;
  - (d) Review and approve the draft minutes before distribution; and
  - (e) Reporting to the Board as required.

### **4.5 Meetings**

- 4.5.1 Meetings will be conducted according to normal meeting procedures.
- 4.5.2 The Committee shall meet at least three times a year or as required.
- 4.5.3 Meetings will be held via teleconference. Face-to-face meetings require budget approval by each respective Board.
- 4.5.4 The Chairman shall ensure that minutes are recorded of all meetings of the Committee.
- 4.5.5 A quorum shall be 50% of members of the Committee with the proviso that there must always be at least one member from each included in the quorum.
- 4.5.6 Questions arising at a Committee meeting shall be determined by a majority of the members present and voting. A decision by a majority of the members present shall be regarded for all purposes as a decision of the Committee.
- 4.5.7 If there is an equality of votes the Chair of the meeting shall have a second or casting vote.

#### **4.6 Declaration of interests**

- 4.6.1 All members of the Committee shall declare any interests in relation to specific agenda items for meetings of the Committee. The opportunity to do so must be provided at the start of all Committee meetings.
- 4.6.2 All declarations must be recorded in the minutes of the meeting.
- 4.6.3 If a member of the Committee has a conflict of interest in relation to a specific matter, the member must abstain from voting on that matter. The member may participate in the discussion on that matter, subject to the approval of the Committee.
- 4.6.4 Any decision reached by the Committee under a conflict of interest will be recorded and reported in the minutes of the meeting. The minutes will include:
  - (a) the nature and extent of the conflict
  - (b) an outline of the discussion
  - (c) the actions taken to manage the conflict.

#### **4.7 Governance and Reporting**

- 4.7.1 The Committee is a committee of the respective Boards and reports to those Boards.
- 4.7.2 The Committee may not make any determination of policy for either society but may provide advice to the Boards on any area falling within its jurisdiction to assist the Boards in formulating policy.
- 4.7.3 Any decision made by the Committee shall not take effect until ratified by the respective Boards.
- 4.7.4 The Chairman shall provide a written report on the activities of the Committee to each meeting of the respective Boards.
- 4.7.5 The Chairman shall provide a written report on the annual review of the performance of the Committee to the respective Board.

#### **4.8 Performance Measures**

- 4.8.1 The successful completion and introduction of the joint Spinal PFET.

#### **4.9 Review of Committee**

- 4.9.1 The Committee shall undertake an annual review of its performance, effectiveness and composition, prior to the end of the calendar year.
- 4.9.2 As part of this review, the Committee shall also review its Terms of Reference and recommend to the respective Boards any necessary revisions.