



AOA
AUSTRALIAN
ORTHOPAEDIC
ASSOCIATION

ROLE
DESCRIPTION:
AOA TRAINEE
SUPERVISOR



Role Description



Excellence in Orthopaedic
Surgical Education and Training

Role Description: AOA Trainee Supervisor

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Overview

The AOA Trainee Supervisor is the designated AOA Fellow responsible for the day-to-day supervision and training of a trainee in an AOA-accredited training post. The Trainee Supervisor is expected to provide regular direction, feedback and support to the trainee. Ideally, a Trainee Supervisor oversees no more than one trainee (and a maximum of two trainees in exceptional circumstances)

The Trainee Supervisor works with surgeons and other colleagues within the orthopaedic department to provide the best possible learning environment for the trainee. They are also responsible for evaluating and reporting on the trainee's performance to the Director of Training, in accordance with AOA policy and procedure.

The document has been created as a companion to the AOA document Role Description: AOA Director of Training.

Responsibilities

1. Trainee Supervisor Responsibilities

1.1 Conduct day-to-day supervision and training of trainees.

This includes:

- a) Meeting with the trainee at the beginning of the rotation to discuss learning goals and expectations for the rotation
- b) Liaising with the Director of Training regarding the schedule of learning experiences available for the trainee at the site
- c) Assisting the trainee in achieving their goals for the rotation and meeting AOA training program requirements
- d) Directly teaching, role-modelling and observing the trainee's clinical skills in a range of different contexts within the hospital environment
- e) Providing regular feedback to the trainee, both positive and corrective; submitting trainee feedback entries
- f) Conducting workplace-based assessments (WBAs)
- g) Monitoring trainee performance during the rotation

1.2 Encourage other consultants in the department to provide a positive learning environment by:

- a) Actively contributing to trainee development
- b) Supporting trainees with the gradual increases in responsibility
- c) Providing regular feedback and submitting feedback entries
- d) Completing workplace-based assessment, in accordance with AOA guidelines

1.3 Conduct quarterly Performance Appraisal (PA).

This involves:

- a) Analysing PA reports (from TIMS) to assess:
 - Adequacy and effectiveness of WBAs; trainee response to feedback
 - Completeness, timeliness, procedural diversity and service level accuracy of elog records
- b) Meeting with the trainee to discuss performance
- c) Determining an overall performance rating
- d) Providing constructive advice to foster development and progression
- e) Recognising trainees experiencing difficulty; responding as appropriate for the nature, severity and urgency of the performance issue(s) (see 1.4 below)

1.4 Support Trainees Experiencing Difficulty

- a) Where appropriate, discuss performance issues with other surgeons and consultant who have worked with the trainee
- b) Address isolated issues or minor gaps through feedback, guidance and support
- c) Address more persistent or wider-ranging issues by implementing the '*Improvement Required*' pathway - formal learning plan and regular monitoring - of the AOA 21 Performance Appraisal framework, as outlined in the AOA 21 *Additional Support Policy*
- d) For more serious or enduring performance concerns, engage in performance improvement period (PIP) processes with the Director of Training, as outlined in the
- e) For issues beyond the scope of training, refer to appropriate other parties e.g HR, AHPRA

1.5 Monitor and Support Trainee Wellbeing

Foster a safe and respectful training environment, supporting the WHS obligations of both the employing hospital and the training provider in line with national legislation.

This includes:

- a) Supporting a safe and inclusive learning environment that upholds respect, equity, and cultural safety for trainees from all backgrounds
- b) Noticing signs of concern early and engaging supportively
- c) Referring concerns about trainee workload or welfare to the Director of Training and/or Head of Department.
- d) Managing reports of bullying or harassment appropriately
- e) Encouraging self-care and help-seeking, including guiding trainees to relevant and support services

- 1.6 Participate in hospital accreditation procedures, in accordance with *AOA Accreditation Standards for Hospitals and Training Positions*.
- 1.7 Participate in the annual Selection process
- 1.8 Carry out other reasonable duties from time to time, as directed by the Director of Training
- 1.9 Act in accordance with the [AOA Ethical Framework](#) and [AOA Code of Conduct for Members](#)

Eligibility for Appointment

2. Requirements

The nominated Trainee Supervisor must:

- 2.1 Be FRACS qualified.
- 2.2 Be an AOA member
- 2.3 Be an operating member of staff at the training site, working at least one day per week and on-site with the trainee allocated to the training post.
- 2.4 Have completed their Continuing Professional Development (CPD) requirements for the preceding year.
- 2.5 Have completed [AOA 21 workshops](#): *Trainee Rotations: A Planned Approach*, *Workplace Based Assessment*, *Effective Feedback* and *Helping Underperforming Trainees*.
- 2.6 Have completed RACS Introduction to *Operating with Respect*
- 2.7 Have completed Cultural Competence and Cultural Safety Training*
- 2.8 Have completed advanced training in recognising and preventing bullying, discrimination and harassment – either AOA's [Respectful Behaviour in Orthopaedics](#) or RACS advanced training in *Operating with Respect**

* Where not already complete, requirements must be fulfilled within 6 months of commencing the TS role

3. Desirable Attributes

Ideally, the nominated Trainee Supervisor will also:

- 3.1 Have post-training clinical experience.
- 3.2 Have an active interest in education and training.

Nominees who do not meet all of these requirements may be approved in exceptional circumstances. These will be considered by the FTC Chair on a case-by-case basis.

Nomination, Appointment and Tenure Procedures

4. Nomination

The Director of Training must confirm Trainee Supervisors to the Regional Training Committee (via email to the Regional Manager). One Trainee Supervisor must be appointed for each training post for each 6-month training period. Trainee Supervisors will also need to be identified at Accreditation Reviews.

Trainee Supervisor Appointments are reported to the Federal Training Committee for each 6-month training period.

5. Appointment & Tenure

The Trainee Supervisor role does not have a maximum term and the term is determined by the needs of the training site. Any changes to the status of a Trainee Supervisor should be notified to the RTC Chair via the Regional Manager.

The tenure of the Trainee Supervisor may be re-considered at any time if obligations of the role are not being met

The Trainee Supervisor will be relieved from the role if they are under investigation for any form of misconduct, including bullying, harassment or discrimination until the matter is resolved. In these circumstances, the Director of Training will be required to nominate another AOA Fellow as Trainee Supervisor in the interim.

6. Resources & Support

- [AOA 21 Workshops](#): *Trainee Rotations: A Planned Approach, Workplace Based Assessment, Effective Feedback and Helping Underperforming Trainees.*
- Trainee Supervisor Guide: In development; link to be added when available.
- [AOA 21 Curriculum](#) and [Training Program Handbook](#)
- AOA 21 Policies and Procedures: accessible from both the [LMS](#) and [Learn@AOA](#)
- [AOA 21 Accreditation Standards for Hospitals and Training Posts](#)
- Information of [Selection to Training](#)
- For additional guidance or support, [contact](#): your Director of Training, Regional Training Committee Chair, Regional Manager, National Education & Training Executive Manager, AOA E&T Team, Dean of Education or Chair of Training.
- Reminder: AOA provides indemnity cover for members when acting in an appointed training role, provided they operate within the parameters of the AOA policies and processes.