



AOA
AUSTRALIAN
ORTHOPAEDIC
ASSOCIATION

ROLE
DESCRIPTION:
AOA DIRECTOR
OF TRAINING



AOA



Excellence in Orthopaedic
Surgical Education and Training

Role Description: AOA Director of Training

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Overview

The AOA Director of Training (DoT) is the individual primarily responsible for training within each accredited training site. The DoT works with Trainee Supervisors, as well as with other surgeons and consultants within the training environment, to provide the best possible learning environment for the trainee. A DoT oversees no more than five trainees at the site.

Additionally, the DoT has responsibilities as a member of the relevant Regional Training Committee (RTC). It is expected that the DoT will have a level of seniority within their Department, and ideally they will have had prior experience as an AOA Trainee Supervisor.

The AOA document *Role Description: AOA Trainee Supervisors* has been created as a companion to this document.

Responsibilities

1. Director of Training Responsibilities

The person in the DoT role has a responsibility to:

- 1.1 Be regularly available and accessible to trainees, and:
 - a) Review their progress during each stage, resulting in submission of Progress Review forms
 - b) Review evidence of learning for completion of orthopaedic modules
 - c) Confirm eligibility for the Fellowship Examination.
 - d) Identify those who are experiencing difficulty and assist with the development of performance improvement plans
 - e) Participate in performance improvement processes, including associated feedback and review meetings as documented in *AOA 21 Additional Support and Continued Participation in the Training Program Policies*.
 - f) Advocate for flexible training opportunities for trainees, if the need arises.
- 1.2 For trainees commencing 2017 and earlier, conduct face-to-face QAR feedback meetings with trainees and submit QARs on a quarterly basis, in accordance with *AOA Policy and Process: Quarterly Assessment Reports (QARs)*.

- 1.3 Coordinate training at the accredited training site:
 - (a) Support Trainee Supervisors.
 - (b) Co-ordinate learning experiences, including weekly clinical meetings.
 - (c) Assisting with the development of rosters to ensure training requirements can be met
 - (d) Encourage consultants in the department to
 - Submit feedback entries
 - Complete workplace based assessment
 - Contribute to trainee education experiences
- 1.4 Attend and actively contribute to regular RTC meetings, reporting on training site issues and trainee performance.
- 1.5 Participate in hospital accreditation procedures, in accordance with AOA *Accreditation Standards for Hospitals and Training Positions*.
- 1.6 Participate in the annual Selection process.
- 1.7 Carry out other reasonable duties from time to time, as directed by the RTC Chair or the Federal Training Committee (FTC).
- 1.8 Act in accordance with AOA *Code of Conduct for Members*.

Eligibility for Appointment

2. Requirements

The nominated DoT must:

- 2.1 Be FRACS qualified.
- 2.2 Be an AOA member (at least 2 years post-fellowship).
- 2.3 Be an operating member of staff at the training site.
- 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 *Operating with Respect* eLearning module.

3. Desirable Attributes

Ideally, the nominated DoT will also:

- 3.1 Have a level of seniority within the Department, but should not be the Head of Department.
- 3.2 Have experience as an AOA Trainee Supervisor.
- 3.3 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.

4. Nomination

DoTs must be formally nominated by the Head of Department using the *Training Roles Nomination Form*. Once submitted, the FTC will consider the application.

Nomination forms can be obtained by contacting AOA on training@aoa.org.au or 02 8071 8022.

5. Applications not approved

If an application is not approved, the Head of Department will be contacted to nominate another AOA Fellow for the DoT position.

6. Appointment & Tenure

Once an application is approved, the Head of Department and the nominee will be notified by the FTC via AOA Head Office.

The Director of Training role is held for a period of three years, with the possibility of one further period of reappointment (continuous maximum of 6 years total). The DoT must be re-nominated at the end of the three-year period.

Further periods of re-appointment may be considered at the discretion of the FTC Chair.

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

