



AOA
AUSTRALIAN
ORTHOPAEDIC
ASSOCIATION

ROLE DESCRIPTION: AOA TRAINEE SUPERVISOR



AOA



Excellence in Orthopaedic
Surgical Education and Training

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Overview

The AOA Trainee Supervisor is the designated individual responsible for the day-to-day supervision and training of a trainee occupying an accredited training post. The Trainee Supervisor is expected to provide direction and feedback to the trainee on a regular basis. A Trainee Supervisor oversees no more than two trainees.

The Trainee Supervisor works with surgeons and other colleagues within the orthopaedic department to provide the best possible learning environment for the trainee, and reports on the trainee's performance to the Director of Training.

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

Responsibilities

1. Trainee Supervisor Responsibilities

The Trainee Supervisor has a responsibility to:

- 1.1 Conduct day to day supervision and training of trainees. This includes:
 - a) Conducting an initial meeting with the trainee to discuss learning goals and expectations for the rotation.
 - b) Assisting trainees in achieving their goals for the rotation and meeting AOA training program requirements.
 - c) Directly observing the trainee's clinical skills in a range of different contexts within the hospital environment.
 - d) Engaging in regular feedback conversations with the trainee.
 - e) Conducting workplace based assessments (WBAs) and submitting trainee feedback entries.
 - f) Confirming the accuracy of the Trainee's logbook at 3-monthly intervals.
 - g) Reviewing trainee progress during the rotation, resulting in submission of Performance Appraisal forms.
 - h) Reviewing evidence of learning for completion of orthopaedic modules
 - i) Identifying those who are experiencing difficulty and assist with the

- development of performance improvement plans.
 - j) Participating 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*.
 - k) Meeting with the trainee on a more regular basis should further monitoring of performance be required.
- 1.2 For trainees commencing 2017 and earlier, develop draft QARs for their trainee in accordance with *AOA Policy and Process: Quarterly Assessment Reports*. This should be done in consultation with other members of the department. It is the responsibility of the Trainee Supervisor to ensure consensus is reached, particularly if the overall rating is 'Improvement Needed' or 'Not Competent', before submitting the draft QAR to the DoT.
- 1.3 Contribute to education and training at the accredited training site and encourage other consultants in the department to provide a positive learning environment by:
- a) Submitting feedback entries.
 - b) Completing workplace based assessment.
 - c) Supporting trainees with the gradual increase in responsibility through experience.
 - d) Active involvement in trainee education experiences.
- 1.4 Liaise with the Director of Training regarding the schedule of learning experiences available for trainees at the site.
- 1.5 Communicate with other surgeons and consultant members of the department who have worked with the trainee to discuss any performance issues.
- 1.6 Manage reports of bullying or harassment appropriately and refer any concerns about trainee welfare to the Director of Training and/or Head of Department.
- 1.7 Participate in hospital accreditation procedures, in accordance with *AOA Accreditation Standards for Hospitals and Training Positions*.
- 1.8 Participate in the annual Selection process.
- 1.9 Carry out other reasonable duties from time to time, as directed by the Director of Training.
- 1.10 Act in accordance with *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 *Operating with Respect* eLearning module.

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

Trainee Supervisors must be formally nominated by the Head of Department using the training site using the *Training Roles Nomination Form*. Once submitted, the FTC will consider the application. One Trainee Supervisor must be appointed for each training post.

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 Trainee Supervisor 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 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.