



BreastSurgANZ

POST FELLOWSHIP TRAINING (PFT) PROGRAM
IN BREAST SURGERY

Training Regulations & Policies Handbook

March 2021

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1. INTRODUCTION

1.1. Definition and Terminology

The following terms, acronyms, and abbreviations, and their associated definition, will be used throughout these regulations

Term	Definition
BREASTSURGANZ	Breast Surgeons of Australia and New Zealand Incorporated.
BREASTSURGANZ SELECTION PROCESS	BreastSurgANZ Selection Process is the process for application, interview and selection of trainees in the PFT Program as advertised on the BreastSurgANZ website from time to time.
COMMITTEE	BreastSurgANZ Post Fellowship Training Sub-committee
COUNCIL	BreastSurgANZ Council
CPD	Continuing Professional Development
DOPS	Direct Observation of Procedural Skills in Surgery
OPBS	Oncoplastic Breast Surgery
PFT	Post Fellowship Training
PFT 1	First year trainee
PFT 2	Second year trainee
PFT PROGRAM	BreastSurgANZ Post Fellowship Training Program
PFT TRAINING DAY	Post Fellowship Training Day
RACS	Royal Australasian College of Surgeons
REGULATIONS	Regulations for the BreastSurgANZ Post Fellowship Training Program in Breast Surgery
RPL	Recognition of Prior Learning
HOSPITAL SUPERVISOR	The Hospital Supervisor is the doctor appointed by an accredited PFT Hospital Unit and approved by BreastSurgANZ as the Hospital Supervisor of breast surgery training in the PFT program
TERM	The PFT program consists of two (2) training year terms, each of twelve months in duration
TRAINEE	Trainee in the BreastSurgANZ PFT Program
TRAINING YEAR	A training year consists of one (1) twelve month-term commencing on the start date of employment in an accredited BreastSurgANZ training post

1.2 Overview of the Regulations

- 1.2.1 The Regulations are approved by Council and may be amended from time to time with the approval of Council in accordance with the policies and strategic direction of BreastSurgANZ.
- 1.2.2 The Regulations encompass the rules, procedures, policies, administrative processes and principles for the establishment and conduct of the PFT Program, *and are subject to other BreastSurgANZ policy and procedures.*
- 1.2.3 All Trainees, Supervisors, BreastSurgANZ PFT Committee, and Council Members are required to comply with the Regulations.
- 1.2.4 The information in the Regulations is as accurate as possible at the time of publication. The Council reserves the right to make reasonable changes to the Regulations at any time. As the Regulations are subject to change, the most current version is available on the BreastSurgANZ website. All affected persons are advised to ensure they are consulting the most current version.
- 1.2.5 All Trainees and Hospital Supervisors must be familiar with any applicable BreastSurgANZ policies, which are specifically referred to throughout these Regulations.

1.3 Administration, Governance and Ownership

- 1.3.1 BreastSurgANZ is the body that administers and manages the PFT Program in Breast Surgery in Australia and New Zealand.
- 1.3.2 The PFT sub-Committee has oversight of the Program including the establishment and conduct of the overall PFT Program in Australia and New Zealand, including the accreditation of hospital posts, and the selection, supervision, evaluation and assessment of Post Fellowship Trainees.
- 1.3.3 The composition, appointment, positions, terms of office, meetings and roles of the Committee are detailed in the BreastSurgANZ PFT sub-Committee Terms of Reference (ToR), as amended by Council from time to time.
- 1.3.4 The Committee provides advice and recommendations to Council on matters relating to the PFT Program including recommendations for the ongoing development of training and updating the PFT Program syllabus.

2. PROGRAM OVERVIEW

The aim of the PFT Program is to provide Post Fellowship training in Breast Surgery to general surgeons, following successful completion of their pre-Fellowship training in general surgery and after obtaining the qualification of a Fellowship of the Royal Australasian College of Surgeons (FRACS) and being entitled to practice as a general surgeon.

3. TRAINEE ADMINISTRATION

3.1 Trainee selection

- 3.1.1 Trainees are selected to the PFT Program in accordance with the BreastSurgANZ PFT Selection process, including matching to an accredited position via a competitive centralised ranking process.
- 3.1.2 The selection process and matching of candidates to accredited hospital positions is managed by the BreastSurgANZ administration team and is published on the BreastSurgANZ website.
- 3.1.3 Following assessment of Trainee applications, assessment scores for each applicant are collated and a final, overall score is calculated ranking candidates from highest to lowest.
- 3.1.4 Candidates are allocated to accredited positions in order of their final ranking (from first to last) and according to how each candidate has preferenced the available training positions.
- 3.1.5 Placement to a PFT training position **cannot** be made outside the centralised ranking and allocation process. Hospitals Supervisors are not permitted to offer prospective or successful candidates a position outside of the centralised ranking and allocation process.
- 3.1.6 Unless in exceptional circumstances, any candidate who declines a training post at a specific hospital at the completion of the selection process will have that offer withdrawn. Deferral from the program is not permitted in these circumstances and the applicant will need to re-apply, without prejudice, for the following year.
- 3.1.7 For detailed information regarding selection into the BreastSurgANZ Post Fellowship Training Program, please refer to the Selection Regulations located on the BreastSurgANZ website.

3.2 Hospital Position Allocation

- 3.2.1 Every applicant who applies for a position on the PFT Program must submit a list of hospital position preferences following their initial application. Applicants must rank **all** available hospital positions relevant to their training year (first or second year) from first to last and must be prepared to accept the position that is allocated to them.
- 3.2.2 The BreastSurgANZ PFT program is a bi-national program consisting of two, twelve-month training terms, which are generally undertaken in hospitals in at least two different states or countries, to provide broad training experience in breast surgery.
- 3.2.3 Candidates applying for a position on the program should be prepared to travel interstate within Australia or to New Zealand to complete their training.
- 3.2.4 If there is a reason an applicant is unable to travel from their home state or country these reasons must be provided at the time of application, **NOT** following successful admission onto the program and confirmation of an accredited hospital training position.

3.3 Overseas training

- 3.3.1 A period of overseas training may be permitted following prospective approval by the PFT Committee.
- 3.3.2 Overseas training will generally only be considered for second year training unless in special circumstances.
- 3.3.3 Pre-approval of the overseas training program must be obtained from the Committee upon written application made **prior to** the commencement of the BreastSurgANZ annual PFT selection process and evidenced with full supporting documentation.
- 3.3.4 Application for prospective approval of overseas training should include the following information:
 - 3.3.4.1 a full description of the proposed training position.
 - 3.3.4.2 the full name of the hospital, location and name of program head/Supervisor.
 - 3.3.4.3 evidence that the program is an accredited Fellowship training position.
 - 3.3.4.4 evidence that the position is a fully funded / paid position.
 - 3.3.4.5 a summary of the reasons for undertaking an international fellowship.

- 3.3.4.6 Evidence that the training position will meet the minimum training requirements for a BreastSurgANZ second-year Post Fellowship training position.
- 3.3.4.7 Confirmation that your overseas Supervisor is happy to adhere to the requirements of the program including prescribed logbook requirements.
- 3.3.5 Should prospective accreditation be granted by the PFT Committee and should the candidate be successful in their application for an overseas training position, the trainee must confirm with BreastSurgANZ once they have commenced in the position that they have received an employment contract from the hospital and that the position is a paid training position. If such information is not provided, the PFT Committee, may, in its full discretion revoke accreditation of the position.
- 3.3.6 Where an overseas training position is for a period of less than 12 months, the trainee may be required to complete a further full 12 months of training upon return to Australia or New Zealand to achieve post fellowship accreditation as periods of training of less than 12 months are not typically offered by the BreastSurgANZ training program.
- 3.3.7 Generally, an overseas accredited training position would be required to be within a similar reputable international post-fellowship breast surgery training program and at a training hospital with similar Unit standards to other accredited PFT program Australasian and New Zealand training positions.
- 3.3.8 In order to receive final accreditation for the BreastSurgANZ PFT program it is a mandatory requirement that at least one year of training be undertaken in an Australian or New Zealand accredited hospital unit.
- 3.3.9 Approval of an overseas period of training will not be given to any Trainee or applicant who has already accepted a matched training position in the PFT program, except in extraordinary circumstances to be immediately notified in writing to BreastSurgANZ.
- 3.3.10 An alternate offer of overseas training will not be considered as extraordinary circumstances.
- 3.3.11 In the event a Trainee is approved for a period of overseas training, but where a Trainee fails to adhere to the stipulated requirements as detailed in [clause 5.1](#), within two weeks following the specified deadline for submission of the required documentation, the Trainee may be considered to have withdrawn from the PFT Program and will be noted on BreastSurgANZ records as having officially withdrawn from training.

3.4 Part Time Training

- 3.4.1 Part time training may be permitted but only with prospective approval by BreastSurgANZ. It is a mandatory requirement that a minimum of two years full -time equivalent training be attained to qualify for successful completion of the program.
- 3.4.2 PFT Program training must be completed within a three (3) year period, or otherwise as approved in writing by BreastSurgANZ. Approved family, carers or sick leave shall not be included in the calculation of the maximum period of training.
- 3.4.3 The approval of part time training is dependent on the availability of an accredited, part-time hospital position being available at the time of application. Trainees may take the initiative to seek a part time accredited position where it is known a job-share or part-time position is available. All part-time positions must be approved by the PFT committee **prior** to the selection process being completed.
- 3.4.4 Part time training in an un-accredited hospital position will not be approved by the Committee.

3.5 Interruption to training

Interruption to training is a period of approved absence of a Trainee from the BreastSurgANZ PFT Program.

- 3.5.1 All requests for interruption must be made in writing to BreastSurgANZ and must include the details regarding the requested length of interruption and the reason for interruption. Periods of interruption which extend beyond the allowed six weeks of leave must be approved by the BreastSurgANZ PFT committee in consultation with the Trainee's hospital supervisor.

- 3.5.2 With the exception of leave for medical or family reasons, applications for periods of extended leave must be provided to the PFT committee a minimum of six months in advance of the commencement of selection for a new training year.
- 3.5.3 Trainees will not be permitted to apply for retrospective accreditation of clinical or research work undertaken during any period of interruption.

3.6 Deferral from training

- 3.6.1 Deferral from training, unless in exceptional circumstances, is not permitted following successful selection to the program. This may be permitted with prospective approval from the Committee upon application in writing, which should generally be made prior to the commencement of the selection period for which the application is being made, unless in extraordinary circumstances.

3.7 Withdrawal from a training position

- 3.7.1 Withdrawal from a training position after acceptance of a matched position or commencement of the position must be immediately notified in writing to BreastSurgANZ. Withdrawal is strongly discouraged by the Society, except where special circumstances apply which should be notified in writing to the Committee.
- 3.7.2 Withdrawal from a training position may result in a penalty of up to a two (2) year period of exclusion from re-applying.
- 3.7.3 A Trainee who formally withdraws from the program prior to the completion of the full two years of training will not be eligible for Full membership of BreastSurgANZ for a period of five (5) years. Refer to the [BreastSurgANZ Membership Policy](#) for further information.
- 3.7.4 Trainees who withdraw early from the program will be eligible for Associate Membership following their withdrawal pending approval by the BreastSurgANZ Membership committee.

3.8 Extension to Training

- 3.8.1 Requests for an extension to training must be made to the PFT committee and approved at least six (6) months prior to the commencement of the new training year. Requests submitted outside of this timeframe will only be considered in exceptional circumstances.
- 3.8.2 Requests must be made in writing and must specify the following:
 - a) Length of extension
 - b) Reason for the extension including detailing particular areas of concern
- 3.8.3 The PFT Committee will consider the request for extension to training and will advise the Trainee once a decision has been reached.
- 3.8.4 Trainees will be notified within seven (7) working days of the meeting. Trainees are reminded that the BreastSurgANZ PFT Committee meets quarterly. If a request is urgent, a follow up call or email to BreastSurgANZ is required.

3.9 Leave

- 3.9.1 Trainees undertaking full-time training are permitted a maximum of six (6) weeks of leave per twelve-month term subject to approval by the employing authority.
- 3.9.2 Where a Trainee takes more than six (6) weeks leave during a twelve-month term, the term may be deemed un-assessable if the Supervisor and Breast Unit consultants have not been able to adequately assess the Trainee and the logbook numbers. In this instance, a written report must be provided by the Hospital Supervisor to the PFT Committee for review and consideration. The PFT Committee will make the final determination as to whether the training term can be assessed.

- 3.9.3 The maximum leave entitlement is inclusive of, but not limited to, combined annual, personal, compassionate, parental, study, exam, conference and carer's leave.
- 3.9.4 Trainees wishing to take more than six (6) weeks of leave in a single term must receive prior approval for either interruption to training or extension of leave from the BreastSurgANZ PFT Committee in accordance with [clause 3.5](#) of these Regulations, and subject to approval by the employing authority.
- 3.9.5 Trainees who take leave from Training without the prior approval or notification to, the BreastSurgANZ PFT Committee, will be considered as having permanently withdrawn from training and the PFT Program. Upon learning that the Trainee has left their employment, the BreastSurgANZ PFT Committee will provide 10 days notice to the Trainee, for attendance at a meeting to consider their continued participation in the program. Should the Trainee not respond, or not attend the meeting, the Trainee will be dismissed in accordance with the BreastSurgANZ Dismissal from Training Policy.

3.10 Recognition of Prior learning

- 3.10.1 No recognition of prior learning shall be considered in the assessment of satisfactory completion of the PFT program, except for prior training within an accredited overseas training program with letters of support to the satisfaction of the Committee as detailed in [clause 3.3](#).
- 3.10.2 Any work undertaken in a vacant, approved accredited PFT position which has not been filled by the BreastSurgANZ PFT centralised selection process is not recognised as prior learning for the PFT program.
- 3.10.3 An additional third research year in breast surgery research may be approved upon prospective application to BreastSurgANZ.
- 3.10.4 BreastSurgANZ may, but only in exceptional circumstances, approve varied training requirements upon prospective application for special consideration.

3.11 Registration and Training Fees

- 3.11.1 Trainees agree to pay annual BreastSurgANZ Specialist Trainee Membership fees, annual PFT Training Day fees and annual PFT program application fees for any application for selection and during the periods of their PFT training.
- 3.11.2 Training fees are approved each year by BreastSurgANZ and published on the BreastSurgANZ website.
- 3.11.3 Trainee assessment will be withheld for non- payment of fees. No Certificate of Completion will be issued when any monies remain outstanding and owing to BreastSurgANZ.

4. ACCREDITED HOSPITALS AND HOSPITAL SUPERVISORS

A Hospital breast surgery Unit may apply to BreastSurgANZ for accreditation as a participating training hospital. The Committee may inspect the Unit and may provide accreditation in accordance with the 'BreastSurgANZ Guidelines for the development of an Accredited PFT Program in breast surgery' ([see Appendix 1](#)).

4.1 Application for hospital position accreditation

Hospitals interested in applying for accreditation as part of the PFT program must contact BreastSurgANZ directly in writing to obtain the necessary paperwork.

4.2 Appointment of hospital Training Supervisor

Each accredited Hospital Unit is required to appoint a qualified breast surgeon as the Hospital Supervisor who will have direct responsibility for the training and supervision of the allocated trainee.

The selection of the nominated Supervisor should include consideration of that person's breadth of experience, capability to teach, mentor and provide ongoing, regular direction to the Trainee.

The Hospital Supervisor must:

- a) hold qualifications as a current practising general surgeon;
- b) be a current FULL, financial Member of BreastSurgANZ
- c) have the necessary skills and experience as a specialist breast surgeon to supervise Trainee/s
- d) comply with the Program regulations and the BreastSurgANZ Hospital Supervisor Agreement (as amended from time to time), including signing the BreastSurgANZ training agreement as provided from time to time.

4.3 Role of Hospital Training Supervisor

Each nominated Hospital Supervisor is responsible for:

- a) providing supervision and co-ordinating education, training and management of the Trainee in accordance with the requirements of the PFT program and the Regulations, including provision of adequate Trainee remuneration, appropriate contract, roster, standards and workplace conditions, and compliance with occupational health and safety standards and requirements.
- b) adequate training experiences for the Trainee, as are reasonably possible to meet the needs and requests of the Trainee.
- c) oversight of the Trainee's progress in the PFT Program including logbook, DOPs, research project, any Trainee's Day papers and presentations, and any trainee assessment and evaluation requirements.
- d) monitoring and managing the Trainee's performance, including providing constructive feedback from the Consultant team to the Trainee about the Trainee's performance, including regular informal feedback and formal feedback, including providing evaluation reports (as set out below) at least every three (3) months.
- e) completion of Trainee Evaluation Reports - the formal assessment of a Trainee and provision of a written evaluation to be reported in writing to BreastSurgANZ at least four times annually (twice during each training term) or otherwise as required by BreastSurgANZ.

Such reports are:

- for discussion with the Trainee during a meeting, including comments recorded to reflect all discussions held;
 - to be signed and dated by both the Trainee and Hospital Supervisor, to acknowledge that the assessment occurred – noting however that such signing is not considered to be agreement by the Trainee to the assessment;
 - For submission to BreastSurgANZ within seven (7) days of signing (or within the due date as required) by the Trainee, who is also responsible to retain a copy for their own training records.
- f) Ensuring accurate reporting of the Trainee's operative experience.

4.4 Reporting of Unsatisfactory Performance

Hospital Supervisor's must inform BreastSurgANZ in writing of any unsatisfactory or marginal performance or misconduct of the Trainee, to be forwarded within a reasonable time should this be identified. Such report must detail the areas of concern and any steps being undertaken or proposed to assist the trainee to improve performance, or any other recommendations to the Committee including probation, dismissal or additional training requirements.

5. ASSESSMENT

The table below provides a general overview of the overall minimum training requirements of the PFT Program in Breast Surgery.

5.1 PFT Year 1 and Year 2 – Annual reporting and training requirements

Requirement	Quantity/Description	PFT Year 1	PFT Year 2
Term	Satisfactory completion of one (1) twelve-month term.	✓	✓
Logbooks	<p>Two (2) per twelve-month rotation</p> <p>Trainees are required to use the RACS MALT/SNOMED logbook to record operative cases. Logbooks are due on 31 July for mid-year and 31 January for end-of- year assessment.</p> <p>Logbooks, must be sighted, signed and dated by your Hospital Supervisor, for each six (6) month period to 31 July & 31 January of the training year.</p> <p>It is the Trainee's responsibility to ensure that Logbooks are signed by their Supervisor prior to submission for assessment.</p>	✓	✓
Trainee Evaluation Report (new 2022)	<p>Four (4) per twelve-month rotation, including two (2) for each training term, or additional as required by the Hospital Supervisor or BreastSurgANZ.</p> <p>Completion of a BreastSurgANZ Evaluation report signed by the Hospital Supervisor - due May, August, October and, December in each training year.</p>	✓	✓
Supervisor's Letter	<p>Two (2) per twelve month rotation on submission of all other required end-of-term assessment requirements in July and January. The letter must stipulate whether the Trainee has been successful or unsuccessful in completing training for the designated period of assessment and that the Trainee's logbooks have been approved and sighted..</p>	✓	✓
DOPS	<p>Three (3) DOPS per twelve-month rotation. Only one (1) DOPS is required to be completed during the first term of training with the remaining two (2) DOPS to be completed during second term.</p> <p>Each DOPS must be signed and dated by both the trainee and the Hospital Supervisor.</p>	✓	✓
Trainees' Day	<p>Compulsory attendance at the annual PFT Trainee's Day meeting generally held in conjunction with the BCT conference in Australia or New Zealand (and Application interviews) in July, or as otherwise approved by BreastSurgANZ.</p> <p>A presentation by second year trainees is compulsory at Trainees' Day.</p> <p>Presentation requirements will be provided to Trainees prior at least six (6) weeks prior to the meeting.</p>	✓	✓
BreastSurgANZ Training Requirements Summary Form	<p>Summary form to be completed with submission of training documents. Two (2) per twelve-month rotation.</p> <p>Due date by 31 July and 31 January each training year.</p> <p>Evidence of completion of Advanced Ultrasound Workshop and the BreastSurgANZ Level 1 and Level 2 Oncoplastic Breast Surgery Workshops must be provided upon completion of each workshop.</p>	✓	✓
Master/Graduate Diploma – Coursework	Recommended further education. Completion of the Graduate Certificate in Advanced Surgery (Breast). This can be extended to a Master in Advanced Breast Surgery, or equivalent studies.	OPTIONAL	
Communications Workshop	Accredited communications workshop as approved, including communication training provided at PFT Trainees Day.	✓	✓
Ultrasound course	Advanced Ultrasound Workshop (CCPU or ASUM) or other RACS approved RACS for a minimum of 6 hours CPD (skills)	✓	✓
Level 1 & 2 Oncoplastic Workshops	BreastSurgANZ Oncoplastic Breast Surgery Level 1 and Level 2 Workshops or approved equivalent	✓	✓

5.2 Training, Terms and Posts

The BreastSurgANZ PFT Program is designed to allow the Trainees to achieve competency in the domains of medical and technical expertise, clinical judgement, communication, collaboration, management and leadership, health advocacy, scholarship teaching and professionalism, leading to competent, independent practice as a specialist breast surgeon.

- 5.2.1 All training terms are twelve (12) months in duration. Trainees will be required to satisfactorily complete a minimum of two (2) terms.
- 5.2.2 Trainees may be required to complete additional training terms based on performance and level of competency.

5.3 BreastSurgANZ Minimum Case Load – Competency Based Assessment

Prior to being awarded the BreastSurgANZ Certificate of Post Fellowship Training in Breast Surgery, Trainees are required to:

- 5.3.1 Complete all PFT Program training requirements, as listed in the above table.

Achieve minimum experience during each of training as primary operator:

A minimum of 200 breast procedures per year, including 60% (or greater than 120 cases) as primary operator

- Mastectomy (minimum 15 cases)
- Skin sparing mastectomy (5 cases)
- Imaging guided wide local excision for malignancy (Hookwire, Magseed, Rollis; minimum 15 cases)
- wide local excision for malignancy (palpable lesion) (minimum 25 cases)
- Axillary dissection (minimum 10 cases)
- Sentinel node biopsy (minimum 30 cases)
- Benign breast disease (minimum 25 cases)
- reconstructive procedures (minimum 7 cases - observation at minimum not as primary operator)
- Microdochoectomy (optional)

5.4 Direct Observation of Procedural Skills in Surgery (DOPS) Assessment

- 5.4.1 Surgical DOPS is a method of assessing competence in performing diagnostic and interventional procedures during surgical practice. It also facilitates feedback in order to drive learning.
- 5.4.2 The DOPS forms can be found on the BreastSurgANZ website.
- 5.4.3 Trainees are required to participate in at least three (3) DOPS assessments during each twelve-month term.
- 5.4.4 One (1) DOPS must be completed in the first half of training for each twelve-month term and the remaining two (2) DOPS during the second half of training for each twelve-month term.
- 5.4.5 DOPS must be returned to BreastSurgANZ in accordance with the timelines provided to Trainees at the commencement of their training year.
- 5.4.6 Multiple scores of 'Improvement Required' or a single score of 'Significant Improvement Required' indicates a need for improvement in performance. Trainees should be counselled and given the opportunity to improve the relevant skills before being re-assessed. This process may be repeated until significant improvement is demonstrated

5.5 Other requirements

- 5.5.1 Attend a minimum of 10 BreastScreen Assessment Clinics
- 5.5.2 Attend a minimum of 20 Multidisciplinary Team Meetings (MDTs)
- 5.5.3 Attend an accredited ultrasound course. Preference is for initiation of a Certificate in clinician Performed Ultrasound (CCPU) with the Australasian Society of Ultrasound in Medicine (ASUM) which should be approved by RACS for a minimum of 6 hours CPD (skills). Otherwise, a course approved by the BreastSurgANZ PFT subcommittee of equivalent standard. Evidence of successful completion must be provided to BreastSurgANZ.
- 5.5.4 Attend an accredited communications workshop approved by the BreastSurgANZ PFT subcommittee, which may include communication training provided at a PFT Trainees Day.
- 5.5.5 Second year PFTs will be required to undertake a presentation at the Trainees' Day. Topic of presentation, duration and any other details will be provided to Trainees at least six (6) weeks prior to the meeting.
- 5.5.6 Successfully complete the BreastSurgANZ Oncoplastic Breast Surgery Level 1 and Level 2 workshops or as otherwise approved by the BreastSurgANZ PFT subcommittee of equivalent standard, which should be RACS approved for CPD purposes.
- 5.5.7 All trainees are required to participate in research across each year of training. Further details regarding research requirements will be provided shortly.
- 5.5.8 Further details regarding Presentation requirements will be provided shortly.

5.6 Satisfactory Completion

A twelve (12) month training year will be assessed by the Committee and considered by BreastSurgANZ as satisfactory when the training requirements are submitted by the due date and satisfy the stipulated training requirements for successful completion of a training term.

5.7 Unsatisfactory Completion

A twelve (12) month training year will be assessed by the Committee and considered by BreastSurgANZ as unsatisfactory when either:

- a) the training requirements are not submitted by the due date;
- b) the training requirements are not satisfied for clinical performance and training standards;
- c) Leave exceeds six weeks, or seven weeks if at least one week of professional development leave is included without prior approval of the Committee as per [clause 3.9](#);
- d) The trainee withdrew from the PFT program without prior approval of BreastSurgANZ, or
- e) otherwise determined as unsatisfactory by BreastSurgANZ in extraordinary circumstances.

5.8 Unsatisfactory or Marginal Trainee Performance

- 5.8.1 Where a Trainee is reported during the training evaluation and assessment of their training by the Hospital Supervisor as having unsatisfactory performance, both BreastSurgANZ as the body responsible for managing the PFT program, together with the Trainee's employing hospital body, are responsible for managing the Trainee's performance, including any probation or dismissal for unsatisfactory performance.
- 5.8.2 If the trainee is considered by the Hospital Supervisor in consultation with the training unit to be borderline or unsatisfactory in performance, the trainee should be placed immediately on probation. A probationary plan must be developed by the Supervisor and the Committee Chair/s, including:

- a) identifying the areas of concern in performance and what improvements are required to meet training standards;
 - b) a remedial plan, including proposed support, additional training, meetings and supervision;
 - c) further ongoing assessment and update reports, copies to be submitted to BreastSurgANZ
 - d) possibility of dismissal if satisfactory improvement is not made within a reasonable probationary period, within a maximum of six (6) months.
 - e) A written confirmation of the summary of a meeting discussing the probationary plan to be promptly sent by the Committee Chair/s to all attendees.
- 5.8.3 Where the trainee's performance is considered satisfactory at the end of the probation period, the probation status is removed.
- 5.8.4 Where the trainee's performance is considered to remain unsatisfactory at the end of the probation period, the Trainee is deemed to have failed this year of training, and may at the option of BreastSurgANZ be dismissed from the PFT training program unless any other special circumstances apply to allow consideration by the Committee of an offer to repeat the training year.

5.9 Trainee Misconduct

- 5.9.1 The Committee and BreastSurgANZ will consider any necessary action in relation to the training program due to Trainee misconduct, including removal or deferral from the program, unsatisfactory completion of training, recommendation for any additional training, and/or any other necessary action in accordance with the BreastSurgANZ PFT Program Misconduct Policy.
- 5.9.2 Should a trainee be disciplined or dismissed by the Trainee's employing hospital body or a regulatory body for misconduct, such action must be immediately reported to BreastSurgANZ by the Trainee as well as the Hospital Supervisor and/or participating hospital.

5.10 Appeals

Decisions relating to training assessment and satisfactory completion of training may be reviewed or appealed in accordance with the BreastSurgANZ policy for Appeals, consistent with the rules of fairness and natural justice.

5.11 Completion of Post Fellowship Training

- 5.11.1 Post Fellowship Training is completed when a trainee has been assessed by the PFT Committee as having attained Satisfactory Completion of both their first and second year of training.
- 5.11.2 All trainees having been assessed as having satisfactorily completing two, full years of Post Fellowship training will be recommended for Full membership of the Society by the PFT committee.
- 5.11.3 Before Full Membership is confirmed, both the BreastSurgANZ Membership sub-Committee and the BreastSurgANZ Council will be required to ratify the recommendation of the PFT sub-Committee.
- 5.11.4 Final ratification of Full Membership occurs at the BreastSurgANZ Annual Meeting, which is typically held annually in May.
- 5.11.5 Trainees will be provided with a Certificate of Completion once the BreastSurgANZ Council has ratified Full Membership.
- 5.11.6 All graduating trainees will be advised of the assessment and Full Membership approval timeline prior to completion of their second year of training.
- 5.11.7 Graduating trainees are prohibited from referring to themselves as Full Members of BreastSurgANZ until formal notification is received from the Society.

APPENDIX 1

BreastSurgANZ Guidelines for the development of an Accredited PFT Program in Breast Surgery

The Committee is in the process of developing guidelines for accreditation standards and requirements of a hospital located in Australia or New Zealand to participate in the PFT program.

In the interim period, a request for accreditation may be made in writing to BreastSurgANZ, and will be considered on a case by case basis by the Committee.

Factors to be considered include:

Hospital

- Size and teaching status
- Services available
- BQA Audit participation
- Capacity to meet minimum operative caseload and other PFT program training requirements

Surgical Unit:

- composition of clinical team
- Clinical team qualifications including FRACS, post-fellowship training, BreastSurgANZ membership and experience
- Nominated Hospital Supervisor/s is required to hold qualifications as a current practising general surgeon, current FULL membership of BreastSurgANZ, has the necessary skills and experience as a specialist breast surgeon to supervise trainees and agrees to comply with the Regulations and the BreastSurgANZ Hospital Supervisor Agreement (as amended from time to time).