1. PURPOSE AND SCOPE

This policy outlines the participant management of RACS Skills Training Department courses.

2. KEYWORDS

EMST, CCrISP®, ASSET, CLEAR, TIPS, OWR, Participant, Applicant, Eligibility, Cancellation, Reserve.

3. BODY OF POLICY

The Skills Training Department manages six skills courses, four of which are mandatory components of the Surgical Education and Training (SET) program for most specialties.

- Early Management of Severe Trauma (EMST)
- Care of the Critically Ill Surgical Patient (CCrISP®)
- Australian and New Zealand Surgical Skills Education and Training (ASSET)
- Critical Literature Evaluation and Research (CLEAR)
- Training in Professional Skills (TIPS)
- Operating with Respect (OWR)

3.1. Eligibility

3.1.1. Applicants for all skills courses must be medical graduates who are currently registered to practice medicine in Australia or New Zealand. When a candidate attends a skills course they must be:

- EMST Medical Graduate Post Graduate Year (PGY) 2+
- CCrISP® Medical Graduate PGY3+
- ASSET Medical Graduate PGY2+
- CLEAR Medical Graduate PGY1+
- TIPS Medical Graduate PGY2+
- OWR Fellow, IMG, Trainee, RACS major committee members

3.1.2. All surgical Trainees are required to complete EMST, CCrISP® and ASSET at some stage during their training. (Refer to the Guide for SET booklet to identify at which SET level each specialty requires their trainees attend each course.)

3.1.3. The CLEAR course is mandatory for Urology, General, Paediatrics and New Zealand Orthopaedic surgical Trainees.

3.1.4. The TIPS course is mandatory for Australian orthopaedic surgical Trainees.

3.1.5. The OWR course is mandatory for SET Surgical Supervisors, IMG Clinical Assessors and RACS major committee members:
   a. Council
   b. Governance and Advocacy Committee
   c. Board of Regional Committees
   d. Education Board
   e. Professional Development and Standards Board
   f. Prevocational and Skills Education Committee
   g. Court of Examiners Executive
h. Board of Surgical Education and Training  
i. Professional Standards Committee  
j. Professional Development Committee  
k. Fellowship Services Committee  
l. Specialty training boards

3.2. Enrolments

3.2.1. Priority access  
a. Surgical Trainees and Oral and Maxillofacial Trainees (OMFS) who are required to complete EMST, CCrISP®, ASSET, TIPS or CLEAR are given priority access in the year they are required to complete the relevant course. (To determine SET level, refer to: *Guide for SET booklet*.)  
b. Fellows mandated to complete the OWR course are given priority access.  
c. Enrolments for remaining skills course places are able to be completed online by eligible candidates. A schedule of release dates is drafted annually, specifying when courses are open for enrolment. This schedule is published on the College website.

3.2.2. Reserve places  
a. Applicants are able to register for a reserve place on full courses and will be contacted if a place becomes available.  
b. Fellows interested in attending OWR that are not required to complete the course can be waitlisted and will be advised of course availability 12 weeks prior to course commencement.  
c. A small number of course places are set aside each year to enable stand-by list applicants and remedial candidates to be placed on courses at short notice.

3.2.3. Transferring to another course  
Transfers to alternative courses are not possible. Applicants are required to withdraw from their original course then enrol in another course. The withdrawal cancellation policy applies (see 3.3).

3.3. Withdrawal and cancellation

3.3.1. Withdrawal  
In the event that an applicant withdraws from a skills course, the following refund criteria are applied:  
a. Withdrawal more than 10 weeks prior to course: **95% refund of course fee**  
b. Withdrawal less than 10 weeks prior to course: **50% refund of course fee**  
c. Withdrawal less than 6 weeks prior to course: **No refund of course fee**
Upon withdrawal, applicants are required to return any course materials received.

3.3.2. Special consideration
   a. For applicants requesting special consideration, applications will be considered by the Manager of the Skills Training Department owing to extenuating or compassionate circumstances.
   b. Applications must be made in writing for consideration along with relevant supporting documentation.
   c. Should special consideration be granted, applicants may be eligible for a 100% refund.

3.3.3. Cancelled courses
   In the event that a course is cancelled, RACS is not responsible for reimbursing airfare, hotel or other costs incurred by the registrant.

4. ASSOCIATED DOCUMENTS

   Guide to SET booklet

   Approver: Education Board
   Authoriser: Council