

## Australian and New Zealand College of Anaesthetists (ANZCA)

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### Policy on Vocational Training Modules and Module Supervision

#### 1. INTRODUCTION

Approved vocational training consists of basic vocational training of a minimum two years duration (BTY1 and BTY2), and advanced vocational training of a minimum three years duration (ATY1, ATY2 and ATY3).

In each year, trainees will complete a number of learning experiences organised into modules.

All modules must be completed to satisfy ANZCA training requirements.

#### 2. MODULE TITLES

- 2.1 Module 1 – Introduction to Anaesthesia and Pain Management
- 2.2 Module 2 – Professional Attributes
- 2.3 Module 3 – Anaesthesia for Major and Emergency Surgery
- 2.4 Module 4 – Obstetric Anaesthesia and Analgesia
- 2.5 Module 5 – Anaesthesia for Cardiac, Thoracic and Vascular Surgery
- 2.6 Module 6 – Neuroanaesthesia
- 2.7 Module 7 – Anaesthesia for ENT, Eye, Dental and Maxillofacial Surgery
- 2.8 Module 8 – Paediatric Anaesthesia
- 2.9 Module 9 – Intensive Care
- 2.10 Module 10 – Pain Medicine – Advanced Module
- 2.11 Module 11 – Education and Scientific Enquiry
- 2.12 Module 12 – Professional Practice

#### 3. MODULES

Each module provides the aims for the acquisition of knowledge, skills and attitudes in the relevant area, and includes basic sciences, clinical and technical skills, educational skills and clinical management skills. Modules are arranged with consideration of the stage of training, and with a few exceptions, the modules need not be completed sequentially or as dedicated rotations, so as to allow for flexibility in training.

- 3.1 Modules 1 and 3 must be completed to satisfy the requirements of basic training. Modules 2 and 3 cannot be commenced until six months of training have been completed.



- 3.2 Modules 2, and 4 to 10 may be completed during basic or advanced training, as described in regulations 14 and 15.
- 3.3 Modules 11 and 12 must be completed during advanced training.
- 3.4 The sequence of undertaking the modules is flexible, and will depend on the trainee's learning plan, in consultation with the supervisors of training and the directors of departments forming a recognised training program.

#### **4. MODULE COMPLETION**

Modules 1 to 10 and Module 12 require validation of completion by the module supervisor. Module 2 may be completed by the supervisor of training in the absence of a Module 2 supervisor. The following steps are involved in module completion.

- 4.1 The trainee will record their clinical experience in the learning portfolio. Modules 2 and 12 require covering material from the resource lists provided and recording relevant experience.
- 4.2 The module supervisor will review the trainee's clinical experience, as recorded in the learning portfolio.
- 4.3 The trainee will complete any module specific assessments, which will be validated by the module supervisor.
- 4.4 The trainee will self assess whether they have met the core trainee aims of the module.
- 4.5 The module supervisor will discuss the trainee's self assessment with the trainee, and will validate that the trainee considers that they have met the core trainee aims of the module.
- 4.6 When the above have been completed, the module supervisor will sign the "module completion form" validating module completion. The "module completion form" will be countersigned by the supervisor of training.

Module 11 is completed by completing the formal project (see College professional document *TE11 Policy on the Formal Project*).

#### **5. MODULE SUPERVISORS**

Supervisors of vocational training modules are key people in training in anaesthesia in its approved hospitals. They have an important role and must have a broad understanding of, and experience in the contents of the modules they supervise. They work directly with both the trainee and the supervisor of training.

#### **6. APPOINTMENT AND TENURE**

- 6.1 The supervisor of FANZCA training module(s) in anaesthesia shall be nominated by the director and supervisor of the relevant department of anaesthesia. The appointment shall be ratified by the relevant regional/national committee.
- 6.2 The appointee shall hold the Diploma of FANZCA or a comparable qualification acceptable to the College Council, should not be a candidate for any College examination, and should have relevant clinical knowledge and experience.

- 6.3 The department shall be responsible for notifying the regional/national committee of the recommendation for appointment.
- 6.4 The appointment of a supervisor of FANZCA training module(s) shall be for an initial term of five years with an annual review by the relevant department of anaesthesia. Supervisors will be eligible for reappointment by the regional/national committee after advice from the relevant department of anaesthesia.

## **7. DUTIES OF MODULE SUPERVISORS**

- 7.1 To oversee training in the specific module for which they are responsible.
- 7.2 To be familiar with the module's learning objectives, required clinical experience and assessment(s).
- 7.3 To guide the trainee in setting their goals for the module.
- 7.4 To guide the trainee in obtaining appropriate clinical experience for the module.
- 7.5 To validate module completion by the trainee.
- 7.6 To participate in the regular in training assessment(s) for the trainee(s) undertaking the specific module.
- 7.7 To liaise with the supervisor of training on all matters related to the module and the trainees undertaking it.
- 7.8 To attend courses for module supervisors.

## **8. RESOURCES**

The module supervisor shall be provided by the department with the resources needed to fulfil his or her responsibilities.

Each module supervisor should have:

- 8.1 Adequate time set aside to fulfil the duties of a module supervisor.
- 8.2 Access to private space for meeting with trainees.
- 8.3 Access to appropriate secretarial and administrative assistance.
- 8.4 Access to appropriate information technology.
- 8.5 Appropriate office equipment.

The College will provide training resources to aid module supervisors in their work. Module supervisors should be aware of these College provided resources and training.

## **9. TRAINING AFTER COMPLETION OF MODULES 1 TO 10**

An advanced vocational trainee who has completed the first two years of advanced vocational training, passed the final examination, completed all requirements of Modules 1 to 10, and who has gained prospective approval from the assessor for an optional individualised program of training during all or part of advanced vocational training year 3 within a hospital department (or other organisation) approved by the College for provisional fellow appointments, may complete Modules 11 and 12 during that year, if not already completed.

## **COLLEGE PROFESSIONAL DOCUMENTS**

College professional documents are coded as follows:

TE Training and Educational  
EX Examinations  
PS Professional Standards  
T Technical

**POLICY** – defined as ‘a course of action adopted and pursued by the College’.  
These are matters coming within the authority and control of the College.

**RECOMMENDATIONS** – defined as ‘advisable courses of action’.

**GUIDELINES** – defined as ‘a document offering advice’. These may be clinical  
(in which case they will eventually be evidence-based), or non-clinical.

**STATEMENTS** – defined as ‘a communication setting out information’.

Professional documents of the Australian and New Zealand College of Anaesthetists (ANZCA) are intended to apply wherever anaesthesia is administered and perioperative medicine practised within Australia and New Zealand. It is the responsibility of each practitioner to have express regard to the particular circumstances of each case, and the application of these ANZCA documents in each case. It is recognised that there may be exceptional situations (e.g. some emergencies) in which the interests of patients over-ride the requirement for compliance with some or all of these ANZCA documents.

ANZCA professional documents are reviewed from time to time, and it is the responsibility of each practitioner to ensure that he or she has obtained the current version which is available from the College website ([www.anzca.edu.au](http://www.anzca.edu.au)). Each document is prepared in the context of the entire body of the College’s professional documents, and should be interpreted in this way. These professional documents have been prepared having regard to the information available at the time of their preparation, and practitioners should therefore take into account any information that may have been published or become available subsequently.

Whilst ANZCA endeavours to ensure that its professional documents are as current as possible at the time of their preparation, it takes no responsibility for matters arising from changed circumstances or information or material which may have become available subsequently.

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