



POLICY ON ADVISORS OF CANDIDATES FOR ANAESTHESIA TRAINING

(Document effective from the beginning of the 2004 Hospital Employment Year)

The Advisors of Candidates for Anaesthesia Training are the College's representatives on training to assist doctors who have registered their intent to train or who wish to continue to train in anaesthesia, but who are not currently registered vocational trainees. These candidates are likely to fall into one of the following categories:

- candidates who have registered with the College but are not participating in a training program or have voluntarily stepped aside from the training program.
- candidates who have interrupted their training for any reason.

Where a candidate has an association with a training hospital, he/she may wish to maintain contact with the hospital Supervisor of Training. However, the College Advisor should be their College contact person.

The College Advisors of Candidates for Anaesthesia Training have an important role and must have a broad understanding and knowledge of College activities. They provide liaison between these potentially isolated candidates, Regional Education Officers and the central administration of the College.

1. APPOINTMENT AND TENURE

- 1.1 The Advisor(s) of Candidates for Anaesthesia Training in each region shall be nominated by the Regional Committee according to the requirements of that region. The appointment will be ratified by the Education Committee on behalf of the College Council.
- 1.2 The appointee shall hold the Diploma of FANZCA or a comparable qualification acceptable to the College Council and must not be a candidate for any College examination.
- 1.3 An Advisor of Candidates for Anaesthesia Training shall be appointed for an initial term of five years with a review by the Education Committee after two years. Advisors will be eligible for reappointment by the Council after advice from the Education Committee.

2. DUTIES OF ADVISORS

- 2.1 To advise potential and currently registered candidates who do not have a specified Supervisor of Training on their registration and training requirements, fee payments and examination preparation.
- 2.2 To refer any difficulties regarding planned training programs or candidates to the Regional Education Officer.

- 2.3 To be aware of appropriate training courses, the calendar of examination dates, and dates of closure for entries, and to ensure that candidates receive this information.
- 2.4 To be familiar with the College's Regulations on Training, Examinations and Registration of Trainees.
- 2.5 To establish and maintain liaison with the Regional Education Officer and with Supervisors of Training. With the assistance of the College's Training and Examinations Administrative Officer, Advisors shall provide a list (on Form R2) to the Regional Education Officer and the Education Committee with the names of all candidates for anaesthesia training not currently in a training program. This list should be forwarded to the Regional Education Officer and the Education Committee within four months of the start of the hospital employment year.
- 2.6 To notify the Regional Education Officer of any changes to the list referred to in 2.5 caused by candidates joining or leaving training schemes during the hospital employment year. It is particularly important that the date of such changes are noted to allow for subsequent independent verification of training by the Assessor.
- 2.7 To be a member of the Regional Education Sub-committee.

3. RESOURCES

Each Advisor will be provided with the resources needed to fulfil his or her responsibilities from the Regional Committee office.

4. This Professional Document should be interpreted with regard to the following Documents:

- TE1 *Recommendations for Hospitals Seeking College Approval for Vocational Training in Anaesthesia*
- TE3 *Policy on Supervision of Clinical Experience for Vocational Trainees in Anaesthesia*
- TE4 *Policy on Duties of Regional Education Officers in Anaesthesia*
- TE5 *Policy for Supervisors of Training in Anaesthesia*
- TE13 *Guidelines for the Provisional Fellowship Program*

COLLEGE PROFESSIONAL DOCUMENTS

College Professional Documents are progressively being coded as follows:

<i>TE</i>	<i>Training and Educational</i>
<i>EX</i>	<i>Examinations</i>
<i>PS</i>	<i>Professional Standards</i>
<i>T</i>	<i>Technical</i>

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’.

This document has been prepared having regard to general circumstances, and it is the responsibility of the practitioner to have express regard to the particular circumstances of each case, and the application of this document in each case.

Professional documents are reviewed from time to time, and it is the responsibility of the practitioner to ensure that the practitioner has obtained the current version. Professional documents have been prepared having regard to the information available at the time of their preparation, and the practitioner should therefore have regard to any information, research or material which may have been published or become available subsequently.

Whilst the College endeavours to ensure that 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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