



POLICY ON DUTIES OF REGIONAL EDUCATION OFFICERS IN ANAESTHESIA

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

1. Regional Education Officers occupy an important position in the College's educational network. They have responsibilities to provide liaison between trainees, Supervisors of Training, their Regional Committee and the central administration of the College. Specific duties include:
 - 1.1 Maintaining a list of approved hospitals in each region. Notifying the Regional Committee and the College Council of any changes in senior Anaesthesia staffing or department workload which have the potential to affect the training programmes.
 - 1.2 Obtaining a list (on Form R1 or R2) from Supervisors of Training with:
 - 1.2.1 The names of all Registered Vocational Trainees in the Department.
 - 1.2.2 The numbers of junior medical staff in the Department who are not Registered Vocational Trainees.These lists should be forwarded to the College within two months of the commencement of the hospital employment year in each region.
 - 1.3 Obtaining notification from Supervisors of Training of any changes in the list referred to in 1.2.1 caused by Registered Vocational Trainees joining or leaving a rotational training scheme during the hospital employment year. It is particularly important that the dates of such changes are noted to allow independent verification of training by the Assessor.
 - 1.4 Co-ordinating In-Training Assessments.
 - 1.5 Assisting Supervisors of Training with monitoring of staffing and trainee supervision in each approved hospital. When considered necessary by Council or the Regional Committee, a survey of staffing and workload (using Form HA-2) should be conducted. Results should be forwarded – with any relevant recommendations – to the Hospital Accreditation Committee of the College.
 - 1.6 Understanding College Regulations relating to training and examinations.
 - 1.7 Maintaining a calendar of dates relevant to College examinations.
 - 1.8 Maintaining contact with Supervisors of Training with advice as appropriate on matters related to training and examinations.
 - 1.9 Co-ordinating and facilitating the provision of continuing education for Supervisors of Training in their region.

- 1.10 Ensuring that courses for Primary and Final Examinations are held on a regional basis.
- 1.11 Keeping the Chair of Education and Training informed of regional activities and problems. Providing a report to the Education Committee by 1st July each year.
- 1.12 Attending or nominating a representative to attend the annual meeting of Regional Education Officers with the Chair of Education and Training held during the ASM.
- 1.13 Providing advice as appropriate to trainees and prospective trainees.

2. REGIONAL EDUCATION SUB-COMMITTEE

- 2.1 This sub-committee will include the Regional Education Officer, the Regional Committee Chairman, and the Supervisors of Training within the region.
- 2.2 The Regional Education Officer will convene and chair the sub-committee.
- 2.3 The sub-committee will assist the Chair of Education and Training with all matters related to educational activities within the region and will report to the Regional Committee.

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*
- TE5 *Policy for Supervisors of Training in Anaesthesia*
- TE13 *Guidelines for the Provisional Fellowship Program*
- TE17 *Policy on Advisors of Candidates for Anaesthesia Training*

COLLEGE PROFESSIONAL DOCUMENTS

College Professional Documents are progressively being 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’.

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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