

POLICY

Portfolio	Pathways to Fellowship	Ref. No.	POL-2009
Department	Professional Development		
Title	Academy of Surgical Educators Recognition Awards		

1. PURPOSE AND SCOPE

This policy governs the nomination and award process of the Royal Australasian College of Surgeons (RACS) Academy of Surgical Educators (ASE) Recognition Awards. The ASE Recognition Awards acknowledge the contribution of Surgical Education and Training (SET) supervisors, Specialist International Medical Graduates (SIMG) Supervisors and facilitators who deliver the College's education and training programs.

2. DEFINITIONS

Academy means the Academy of Surgical Educators (ASE) and includes Fellows, Trainees and others who are educators at various levels who have a keen interest in facilitating learning and teaching and a commitment to surgical education.

SET Supervisor, as determined by the Surgical Supervisors Policy

SIMG Supervisor, as determined by the Supervisors of Specialist International Medical Graduates in Australia and Aotearoa New Zealand policy

Facilitator or Instructor, as determined by the RACS Faculty Charter policy

Professional Development Faculty, as determined by the RACS Faculty Charter policy relating to those teaching on a RACS course run by the Professional Development department

Surgical Educator includes Supervisors, Trainers, Specialist International Medical Graduates (SIMGs) supervisors, workshop facilitators, interviewers, course directors, instructors and examiners, including both FRACS and non-FRACS educators.

STC/B means Specialty Training Committee or Board

3. KEYWORDS

Academy of Surgical Educators, recognition awards, Educator of Merit, Educator of Commitment, surgical education, surgical educators, Professional Development

4. BACKGROUND

The RACS Academy of Surgical Educators Recognition Awards acknowledge and reward the dedication and excellence of surgical educators across Australia and Aotearoa New Zealand.

The Recognition Awards include the following:

- Educator of Merit
 - SET Supervisor/SIMG Supervisor of the Year
 - Facilitator/Instructor of the Year
- Educator of Commitment
 - New SET Supervisors
 - 3, 6 or 9 Years with Service
- Academy of Surgical Educators (ASE) Membership Certificate

5. BODY OF POLICY

5.1. Educator of Merit

5.1.1. Presentation and Frequency

- a. The presentation of the Educator of Merit Awards is made either at a relevant local RACS event based on the recipient's location, or if a suitable event is not available, the award will be sent directly to the recipient.

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- b. Nominations for the Educator of Merit awards are called for in May of each year and awarded according to merit. If no applicant meets the criteria in a particular year, the awards will not be awarded in that year.

5.1.2. **Criteria for Award: SET Supervisor/SIMG Supervisor of the Year**

An award presented by the Academy to recognise an exceptional contribution by a SET Supervisor/SIMG Supervisor toward supporting Trainees or Specialist International Medical Graduates (SIMGs) to fulfil the goals, values and mission of RACS.

One SET Supervisor/SIMG Supervisor of the Year award will be awarded in each state or territory of Australia and up to two SET Supervisor/SIMG Supervisor of the Year award will be awarded in Aotearoa New Zealand, provided there is an appropriate candidate nominated.

The SET Supervisor/SIMG Supervisor of the Year award may be nominated by a member of the STC/B, regional committee, specialty society, clinical team, surgical colleague, SIMG, Trainee or RACS staff member.

This award will be judged on the following criteria:

- a. Demonstration of the RACS' goals, values and mission
- b. Inspirational role model as a SET Supervisor/SIMG Supervisor
- c. Understanding of and commitment to training and surgical education
- d. Involvement in training and continuing professional development
- e. FRACS Fellow who teaches/supervises, who are a STC/B designated supervisor
- f. Confirmed as a SET Supervisor/SIMG Supervisor in last 2 years
- g. Completion of mandatory training requirements
- h. Results of previous nominations

5.1.3. **Criteria for Award: Facilitator/Instructor of the Year**

An award presented by the Academy to recognise an exceptional contribution by a course facilitator or instructor teaching RACS Professional Development or Skills Education courses and activities.

The Facilitator / Instructor of the Year Award may be nominated by a surgical educator colleague, Fellow, SIMG, Trainee, course participant or RACS staff member.

This award will be judged on the following criteria:

- a. Demonstration of the RACS vision and mission
- b. Inspirational role model as a facilitator or facilitator of RACS Professional Development or Skills Education activities
- c. Understanding of and commitment to surgical education
- d. Demonstration of leadership in program delivery
- e. Active as a course facilitator or instructor in the last 2 years
- f. Completion of mandatory training requirements
- g. Results of previous nominations.

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5.1.4. *Nominations*

Nominations are to be received by the Academy Awards review panel prior to the Professional Development Committee (PDC) meeting, with a recommendation for approval made to the PDC.

The Academy's Educator of Merit nominations will be considered at a PDC meeting each year.

The Academy's Educator of Merit nominations will be accepted at the Education Committee (EC) meeting each year.

5.1.5. *Verification*

The professionalism status of all potential award recipients will be verified by ensuring there are no breaches of the RACS Code of Conduct. The verification process will include:

- a. RACS Complaints database
- b. Verification of financial status and CPD compliance
- c. Australian Health Practitioner Regulation Authority (AHPRA) and Te Kaunihera Rata o Aotearoa Medical Council of New Zealand (MCNZ) databases
- d. Completion of mandatory training requirements
- e. Executive Director of Surgical Affairs (EDSA) in Australia and Surgical Advisors - Aotearoa New Zealand
- f. The seconder to the nomination
- g. The relevant STC/B
- h. The nominated awardee's main hospital of practice (this could include the Director of Medical Services and/or Director of Surgery, as applicable)

5.1.6. *Committee Recommendation*

An Academy Recognition Awards review panel will be convened annually to discuss the nominations and make recommendations of award recipients to the PDC.

This review panel will comprise the Chair, PDC and the Executive Director Surgical Affairs for Australia and Surgical Advisor(s) - Aotearoa New Zealand.

Recommendations will be made based on the information provided through the nomination and verification process. The recommendation will then be endorsed by the PDC and a recommendation for acceptance will be made to the EC.

5.1.7. *The Award and Responsibility of Costs*

The award is in the form of a Certificate of Outstanding Service framed certificate with a gold medallion. Costs associated with production of the framed medal and certificate, and their postage, will be covered by the Academy's budget.

The Academy will cover the costs of attendance to a local RACS event (if there is found to be a suitable event), based on the allowable expenditure Dinner Allowance in the RACS Travel and Accommodation Policy. This will not include

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any travel or accommodation costs, or the cost of a recipient's guest to attend said event.

5.1.8. **Communications**

All award recipients will be announced in RACS communiques including Surgical News, Fax Mentis, website, Academy newsletter and on all social media platforms.

5.2. **Educator of Commitment**

5.2.1. **Presentation and Frequency**

New SET Supervisors: SET Supervisors are acknowledged based on ratification of appointment at Committee of Surgical Education and Training (CSET), and therefore frequency is at the discretion of CSET.

3, 6 or 9 Years with Service: The Educator of Commitment is acknowledged annually and based on years with service.

5.2.2. **Criteria for Award**

New SET Supervisors: Recognised upon STC/B accreditation as a supervisor they are awarded a certificate and bronze lapel pin by RACS.

3, 6 or 9 Years with Service: The Educator of Commitment Awards acknowledges the contribution of RACS registered SET Supervisor/SIMG Supervisors and Professional Development faculty over a sustained period of time.

A supervisor will be credited with one year with service if they have completed a term of more than three months within a calendar year.

A Professional Development faculty member will be credited with one year with service if they have taught at least one RACS Professional Development course within a calendar year.

After completion of at least three, six or nine years with service, they are awarded as per the table in "5.2.6. The Award and Responsibilities of Costs".

5.2.3. **Nominations**

New SET Supervisors: The number of newly accredited SET Supervisors who have been recognised with a certificate and bronze lapel pin will be tabled at a PDC meeting each year.

3, 6 or 9 Years with Service: A list of eligible educators who have completed 3, 6 and 9 years with service will be tabled at a PDC meeting each year.

Distribution and communication of recognition and awards will occur after the recipients' names are tabled at the PDC.

5.2.4. **Verification**

New SET Supervisors: The list of new SET Supervisors will be sent by SET team to the PD team after ratification of appointment at CSET.

3, 6 or 9 Years with Service: The list of eligible educators who have completed 3, 6 and 9 years with service as SET Supervisors will be supplied by the SET team, based on confirmation of service from the STB/Cs.

The list of eligible educators who have completed 3, 6 and 9 years with service as SIMG Supervisors will be supplied by the SIMG team.

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The list of eligible educators who have completed 3, 6 and 9 years with service as Professional Development faculty will be supplied by the Professional Development team, based on confirmation of service from course records.

5.2.5. *Committee Recommendation*

Not applicable.

5.2.6. *The Award and Responsibility of Costs*

New SET Supervisors: Costs associated with the production of the lapel pins is covered by the Academy's budget. Costs associated with the production of the certificate, and their postage, is covered by the SET team.

3, 6 or 9 Years with Service: Costs associated with production of the certificates, medals and pins, and their postage, is covered by the Academy's budget.

Award	SET Supervisor	SIMG Supervisor	PD Faculty
New Supervisor	Bronze lapel pin, unframed certificate	Not applicable	Not applicable
3 years with Service	Announcement via RACS website and Surgical News		
6 Years with Service	Unframed certificate of recognition Announcement via RACS website and Surgical News		
9 Years with Service	Gold lapel pin, gold medallion and framed certificate of Outstanding Service Announcement via RACS website and Surgical News		

5.2.7. *Communications*

A list of SET Supervisor/SIMG Supervisors and Professional Development faculty that have served 3, 6 and 9 years will appear in both Surgical News and the website at the end of each year.

5.3. **Academy of Surgical Educators (ASE) Membership Certificate**

5.3.1. *Presentation and Frequency*

Membership certificates are awarded upon approval of application.

5.3.2. *Criteria for Award*

A certificate is presented by the Academy upon approval of application. Membership is open to all Fellows, Trainees and SIMGs committed as educators to the roles of Teacher and Scholar. External members who have strong educational interests and expertise, and who contribute to RACS surgical education programs are also welcome to apply.

5.3.3. *Nominations*

Membership of the Academy can be awarded at any time throughout the year. Distribution of the certificates will occur periodically after the membership is approved.

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5.3.4. *Verification*

Applications for membership to the Academy are reviewed and approved by the manager of the Professional Development department.

5.3.5. *Committee Recommendation*

Not applicable.

5.3.6. *The Award and Responsibility of Costs*

The award is in the form of a certificate. The costs associated with the production and postage of the certificate are covered by the Academy's budget.

5.3.7. *Communications*

All Academy applicants will be notified by email upon receipt of their application and status updates throughout the process.

6. ASSOCIATED DOCUMENTS

Policies

Supervisors of Specialist International Medical Graduates in Australia and Aotearoa New Zealand policy

Surgical Supervisors policy

RACS Faculty Charter policy

Travel and Accommodation policy

Approver: Education Committee
Authoriser: Council