1.0 PURPOSE AND SCOPE

This policy provides details on the administration of the Early Management of Severe Trauma (EMST) program relating to the participant allocation process, management of waiting list and payment of course fees.

2.0 KEY DIRECTION STATEMENT

As a fellowship based organisation, the Royal Australasian College of Surgeons commits to ensuring the highest standard of safe and comprehensive surgical care for the community we serve through excellence in surgical education, training, professional development and support.

3.0 VALUES

- Service and Professionalism
  - performing to and upholding the highest standards
- Integrity
  - upholding professional values
- Respect and Compassion
  - being sympathetic and empathetic
- Commitment and Diligence
  - being dedicated, doing one’s best to deliver
- Collaboration and Teamwork
  - working together to achieve the best outcome

4.0 BACKGROUND

The EMST Course is a mandatory component of Basic Surgical Training, the Graduate Diploma in Rural General Practice and The ACRRM Fellowship. There is also opportunity for other participants (See Policy – Early Management of Severe Trauma Course description) to undertake EMST. Administration of the program involves a number of processes including registration, selection, payment, cancellation and withdrawal of participants. Doctors from all disciplines are encouraged to undertake the EMST course.

A guideline to ensure appropriate access for all applicants has been developed because of the large numbers of doctors applying to attend an EMST course and the additional requirement to provide priority to those for whom the EMST course is a component of mandatory training.

There are limited places available for doctors from overseas to complete an EMST course in Australia and New Zealand. Doctors considered are those where ATLS® is not available in their country of residence.

Generally applicants are placed in order of the date of registration and with these following considerations:

- Basic Surgical Trainees (BST) should undertake EMST in their second year of training. The BSTs are identified and positions are quarantined to ensure an initial placement appropriate to their location and in accordance with their mandatory training requirements.

- International Medical Graduates (IMGs) applying for Specialist Surgical Training (SST) and Oral and Maxillofacial (OMFS) Trainees are given preference over Non BST applicants to ensure access to the course within one year of application.

- Consideration of preference, domicile and date of application are taken into account during the allocation process of candidates to courses.
5.0 BODY OF POLICY

To reflect the multidisciplinary nature of trauma care, attempts will be made to achieve a broad mix of the medical specialties in each course.

Allocation is an ongoing allocation process from the waiting and reserve lists. There is a degree of flexibility to allow for special circumstances.

6.0 PROCEDURES

6.1 Application Process

- All applicants are required to register for an EMST course. Their details are entered into the EMST database from which the EMST waiting list is derived. All applicants are sent course preference forms and course dates.

6.2 Allocation/Reserve Process

- BSTs receive a course allocation in their residing state from the Skills Training Department. If the dates are unsuitable for the BST they are placed on the reserve list to be contacted in the event of an applicant withdrawing from a course.

- IMGs and OMFS trainees are allocated according to date of application. If there is not a place available during the initial allocation process, IMGs and OMFS trainees are placed on the reserve list and will be contacted when a vacancy occurs.

- If there is a requirement for special consideration to attend an EMST course an applicant can contact the Skills Training Department and request to be placed on the reserve list. When a vacancy becomes available the reserve list applicant is offered the position.

6.3 Payment

3.1 Course Fees

- The course fees are reviewed annually by the Royal Australasian College of Surgeons and published on the web site http://www.surgeons.org/Content/NavigationMenu/BasicSurgicalTrainingandSkills/SkillsCourses/EarlyManagementofSevereTraumaEMST/CourseFees/default.htm

3.2 Payment Process

- Payment may be made by credit card, cheque or money order at a minimum of eight weeks prior to the course. Course materials will be dispatched after payment is received.

3.3 Cancellation Policy

- In the event an applicant withdraws from a course, a 50% administration fee is charged for cancellations within 8 weeks of the course and no refund will be given for cancellations within 4 weeks of the course. Consideration for a refund or reassignment of fees to another course may be given for medical or compassionate circumstances.

- In the event that a course is cancelled, applicants will receive full reimbursement or fees will be assigned to another EMST course.

Approver: CEO
Authoriser: Executive Committee