

ANNUAL TRAINING PROGRAM

RCPA TRAINEE SUPERVISION

OVERVIEW

The Annual Training Program should specify how the learning outcomes in the Trainee handbook will be addressed.

- The Annual Training Program should accommodate the specific needs and level of training of the Trainee.
- The Supervisor should devise the Annual Training Program in conjunction with the Trainee.
- The Supervisor should ask each new Trainee about any previous difficulties with specific skill areas, examination failures (and perceived reasons), and omissions in training experience. This will enable the Supervisor to identify any areas requiring specific remediation or additional experience.
- The Supervisor is expected to advise the College, through the Registrar of the Board of Censors, the State or Regional Councillor, or the Chief Executive Officer of the College, as appropriate, of any changes or deficiencies in the training environment that may affect the quality of training
- Training programs should be clearly defined as Trainees need to work towards specified outcomes.
- A well planned training program should allocate sufficient time for reflection.

A GUIDE

The Annual Training Program must include the following elements:

1. Overview of the laboratory and its networks indicating the numbers of Consultants and Trainees and the approximate case load.
2. Planned exposure to relevant experience: major aspects of the discipline, any standard rotations to other laboratories.
3. Specific responsibilities relevant to level of skill and experience: eg. checking laboratory reports; liaising with clinicians; quality control of assays; trialling of new methods.
4. Additional external experiences: eg. arrangements to receive specific experience in services which are not provided by the laboratory.
5. Intended participation in projects or research.
6. Additional educational activities: eg. weekly journal club, departmental administrative or patient care meetings, planned attendance at conferences or seminars.
7. Teaching and presentation activities: Responsibilities for tutorials to medical students, conference papers and departmental presentations.