

NZOA Policies and Procedures – NZOA Fellowship Accreditation Policy	
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Department	Governance
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OUTCOME:

All NZOA Accredited Fellowship Programmes will be accredited and managed in accordance with this Policy.

PURPOSE:

The aim of a Fellowship is to provide Orthopaedic surgeons (Fellows) with supervised short-term training in a specific subspecialty of Orthopaedic surgery. This is normally through a work-based Fellowship program provided by a chief supervisor/hospital.

The NZOA accreditation process provides a voluntary service to NZOA members and Fellows to ensure that the highest standard of training is available throughout New Zealand.

The accreditation process works towards meeting requests for NZOA validation of Sub Specialty training Fellowship programmes by external bodies, including hospitals, medical boards, medical industry, government agencies and overseas institutions. Accreditation implies reasonable exposure to the breadth of the Sub Specialty area (as determined by the relevant Sub Specialty Societies).

Accreditation does not imply competence nor guarantee acquisition of a particular skill set.

The NZOA acknowledges the assistance of the Australian Orthopaedic Association (AOA) and their policies on Fellowship Accreditation in helping to develop this policy.

DEFINITIONS:

NZOA is the New Zealand Orthopaedic Association.

NZOA Accredited Fellowship is a Sub Specialty training programme in Orthopaedics which has undertaken the process of accreditation by the NZOA.

Accreditation is the process in which the New Zealand Orthopaedic Association certifies Fellowships as providing suitable training opportunity.

Fellow is the individual selected to participate in the Sub Specialty training in the Fellowship Programme.

Chief Supervisor is the individual primarily responsible for the Fellowship Programme and the Fellow.

Institution is the site at which the Fellowship Programme will be held (e.g. hospital, private practice entity). There may be a number of institutions that are associated with the Fellowship Programme.

SET Programme is the Surgical Education and Training Program in Orthopaedic surgery.

CPD is Continuing Professional Development.

IMG is an International Medical Graduate.

POLICY:

1. Minimum Accreditation Requirements
2. Application Procedure
3. Advertisement of Fellowship Programmes
4. Reporting Procedures
5. Changes to an Accredited Fellowship Programme
6. Supervision of an Accredited Fellowship Programme
7. Fellows
8. Cessation of an Accredited Fellowship Programme
9. Suggested Composition
10. Process

1. MINIMUM ACCREDITATION REQUIREMENTS

- 1.1.** The Fellowship must be in a sub-specialty area relevant to Orthopaedic surgery and must be focused on the acquisition of specialist skills, experience, and knowledge beyond that delivered in an accredited surgical Orthopaedic training programme.
- 1.2.** A Chief Supervisor, responsible for both the Fellowship and the Fellow, must be allocated.
- 1.3.** The minimum tenure of the Fellowship must be six (6) months (including reasonable leave taken).
- 1.4.** The Fellowship must consist of a mixture of theatre and outpatient clinical sessions (see Section 9 for guidance – deviation of more than 50% from the recommended clinical sessions should be justified by the subspecialty society).
- 1.5.** The Fellowship must include arrangements for regular performance review and feedback.
- 1.6.** The Fellowship must include supervision. The position must not be a consultant position.
- 1.7.** Fellows must not be used as substitutes for consultants on-call unless they are Australian and New Zealand Fellows who hold FRACS (Orth), have specialist registration and have agreed to this prior to commencing the Fellowship Programme. All other Fellows can contribute to the work of the institution by covering on-call at the level of a registrar depending on the structure of the Fellowship.
- 1.8.** Funding for the Fellowship should be paid to the host institution or a third party. The funding should not be paid directly to the fellow or fellowship supervisor.

2. APPLICATION PROCEDURE

- 2.1.** Applications for accreditation can be made at any time of year to the NZOA.
- 2.2.** All applications must be received on the NZOA Fellowship Accreditation Applications form complete with supporting documentation and the relevant fee – incomplete applications will not be considered.

- 2.3. The application will be sent by the NZOA for assessment by the relevant Sub Specialty Society to endorse the content, or otherwise, of the proposed Fellowship programme.
- 2.4. The NZOA Editorial Secretary makes a final decision regarding the accreditation of the Fellowship.
- 2.5. Where accreditation is granted, the initial accreditation validity period will be for five (5) years.
- 2.6. The relevant subspecialty society may make additional enquiries or obtain advice in order to assist it to come to a decision regarding the accreditation of a Fellowship Programme.
- 2.7. If the Fellowship is not approved for accreditation by the NZOA the applicant may seek feedback in writing from the relevant Sub Specialty Society with a view to reapplication.

3. ADVERTISEMENT OF FELLOWSHIP PROGRAMS

- 3.1. A directory of NZOA Accredited Fellowships is available on the NZOA website. It is the responsibility of the Chief Supervisor to periodically check the accuracy of the Fellowship programme information on the website and to advise the NZOA if changes are required.

4. REPORTING PROCEDURES

- 4.1. At the conclusion of the Fellowship the Fellow and Chief Supervisor must submit reports within 1 month, including a surgical logbook, to the relevant Sub Specialty Society for consideration.
- 4.2. Upon receipt of satisfactory reports, and provided these reports acknowledge successful completion of the Fellowship Program, the subspecialty society will notify the NZOA of satisfactory attendance and experience.
- 4.3. The NZOA logo may be used on the Fellowship certificate (where the host institution provides one). The subspecialty society logo may be used where approval has been received from the relevant Society.
- 4.4. Ongoing accreditation of the Fellowship Programme will be conditional on the timely receipt of these reports.
- 4.5. Chief supervisors will be notified 6 months prior to the expiration of their Fellowships' accreditation. It is the Chief Supervisor's responsibility to ensure that the appropriate re-accreditation paperwork is submitted on time.
- 4.6. Renewal of the NZOA accredited Fellowship will be subject to the NZOA Accredited Fellowships Policy as amended from time to time.
- 4.7. It is understood that Fellowships may remain vacant on some occasions. However, if the Fellowship remains vacant for 24 months, ongoing approval shall not be granted unless there are extenuating circumstances.

5. CHANGES TO AN ACCREDITED FELLOWSHIP PROGRAMME

- 5.1. The Chief Supervisor is required to notify the NZOA, in writing of the following circumstances:
 - 5.1.1. Change in Chief Supervisor.
 - 5.1.2. Change in primary institution.
- 5.2. The NZOA and relevant Sub Specialty Society will review all changes made to the Fellowship and may request additional documentation to support these changes.
- 5.3. Once the changes have been reviewed the NZOA Fellowships Committee will make the following recommendations:
 - a) If the changes are minor, the Fellowship will continue with the changes taking effect immediately.

- b) If the changes are major the Chief Supervisor will need to reapply for accreditation.

6. SUPERVISION OF AN ACCREDITED FELLOWSHIP PROGRAM

6.1. Chief Supervisor Responsibilities

6.1.1. The Chief Supervisor is the individual primarily responsible for the Fellowship and participant.

6.1.2. The Chief Supervisor has a responsibility to:

- a) Take full responsibility for the Fellowship and supervision of the Fellow.
- b) Coordination of the provision of the Fellowship at the relevant sites, including:
 - Orientation for each Fellow on rotation to each of the institutions listed in the Fellowship.
- c) Be regularly available to the Fellow.
- d) Identify a secondary or sub-supervisor for periods when the Chief Supervisor is absent or on leave (suitability criteria for the sub supervisor are the same as for the Chief unless otherwise approved by the relevant Sub Specialty Society).
- e) Provide regular instruction and feedback to the participant (see 1.5).
- f) Gauge the appropriate level of supervision required for the Fellow and liaise with consultant colleagues as necessary.
- g) Be readily available to provide direct supervision to the Fellow when needed.
- h) Be readily available to the Fellow and the patient and be prepared to take over the provision of patient care if/as needed.
- i) Notify NZOA of any changes to the Fellowship.
- j) Complete the required 'Supervisor's Report' within 1 month of completion of the Fellow's tenure.

6.2. Eligibility for appointment

6.2.1. Chief supervisor

The Chief Supervisor must:

- a) Must have passed the Royal Australasian College of Surgeons Fellowships Examination in Orthopaedics, or equivalent and hold vocational registration in Orthopaedic Surgery.
- b) Be a full member in good standing of the NZOA.
- c) Have at least 5 years of specialist Orthopaedic surgeon experience.
- d) Have current New Zealand medical registration as a specialist Orthopaedic surgeon.
- e) Have full evidence of their CPD compliance for the preceding year and must continue to maintain this. Failure to maintain CPD compliance will jeopardize the accreditation of the Fellowship.
- f) Have sufficient post-specialty training experience in the Fellowship Sub Specialty area.
- g) The above a-f similarly applies to the designated secondary supervisor.

7. FELLOWS

7.1. Eligibility for appointment local fellows

Applicants who wish to participate in a Fellowship Program should:

- 7.1.1. Hold a Fellowship of the Royal Australasian College of Surgeons (FRACS) in Orthopaedic surgery, or equivalent.
- 7.1.2. Only participate in an accredited Fellowships for a maximum of **two** years.

7.2. Eligibility for appointment International Medical Graduates

- 7.2.1.** The IMG should be a qualified Orthopaedic surgeon in their country of origin or;
- 7.2.2.** Be training towards a specialist Orthopaedic qualification in their country of residence where they are no more than two years from completion of Orthopaedic qualification.
- 7.2.3.** The IMG should be a member of good standing with their Associations/Colleges in their country of origin.
- 7.2.4.** Prior to commencement of the Fellowship Program, IMG Fellows must apply to:
 - a)** The New Zealand Medical Council (NZMC) in order to verify their qualifications for medical registration.

7.3. Fellow's Responsibilities

During the Fellowship Program the participant must:

- 7.3.1.** Not act in a way detrimental to the education or learning of NZOA accredited trainees.
- 7.3.2.** Contribute to house surgeon and registrar education by becoming involved in leadership and teaching opportunities.
- 7.3.3.** Uphold the RACS core competencies or equivalent.
- 7.3.4.** Maintain a contemporaneous surgical logbook including detail of operative responsibility.
- 7.3.5.** Complete the required Fellow's Report within 1 month of completing the Fellowship.

8. CESSATION OF AN ACCREDITED FELLOWSHIP PROGRAMME

8.1. Cessation of an NZOA accredited Fellowship Program will occur if:

- 8.1.1.** Accreditation is not renewed.
- 8.1.2.** Violation of guidelines as set out in Sections 1-7.
- 8.1.3.** Renewal of accreditation is not granted by the NZOA under the guidance of the relevant Sub Specialty Society.
- 8.1.4.** The Chief Supervisor notifies the NZOA in writing that the Fellowship has been discontinued.
- 8.1.5.** The Fellowship is no longer able to meet and maintain the minimum accreditation requirements.
- 8.1.6.** The Fellowship has remained vacant for twenty-four (24) months without due explanation from the Chief Supervisor.

9. SUGGESTED COMPOSITION

9.1. Recommended sessions

- 9.1.1. Operating sessions:** At least 4 half-days per week in the area of Sub Specialty training.
- 9.1.2. Outpatient sessions:** At least 2 half-days per week in the area of Sub Specialty training.
- 9.1.3. Non-clinical:** At least 2 half day sessions for continued medical education, teaching, reading, audit/research and self-directed learning.

10. PROCESS

