



The Royal Australian and New Zealand College of Radiologists®

Radiation Oncology Director of Training Role Description

Preamble

The Royal Australian and New Zealand College of Radiologists (RANZCR) recognises that clinical and educational supervision of accredited trainees is a vital role in the successful training of future Radiation Oncologists (ROs). Training and supervision of individual trainees is undertaken by Directors of Training (DoTs) and Clinical Supervisors (CS).

Trainees will seek education opportunities to meet their learning needs and will request feedback from DoTs and CSs informally, during learning activities and whilst using work-based assessment tools. Trainees will action and respond to feedback suggestions to improve their performance. DoTs and CSs monitor performance and progression through the training program using the College's e-Portfolio System. The Network Portfolio Review Committee (NPRC) are then responsible for determining whether trainees are ready to progress to Phase 2 of the training program and are eligible to apply for Fellowship.

Primary Purpose of Position:

The Director of Training (DoT) has overall responsibility for the structure and quality of training in a hospital or department, in line with the College policies and the specific arrangements within their training network.

DoTs are the College's representatives of training in radiation oncology in accredited Departments. They provide liaison between trainees, clinical supervisors, clinician teachers, the Training Network Director, the Network Governance Committee, hospital authorities and the College regarding matters related to training delivery.

The role encompasses organisation and management, education and human relations.

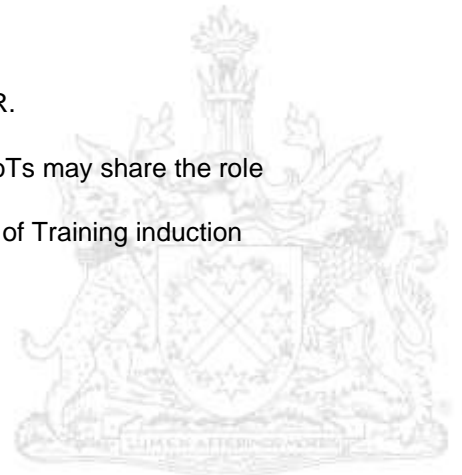
Appointment and Tenure:

- The DoT shall be nominated by the Head of Department (HoD) and approved by the Radiation Oncology Education and Training Committee (ROETC).
- DoTs are appointed for three years.
- Continuing tenure will be at the discretion of the HoD and the ROETC, following appropriate evaluation.
- The HoD will be responsible for confirming the continued appointment of the Director of Training, or otherwise to the ROETC.
- The DoT shall not be the HoD or administratively responsible for its functioning.
- A DoT may oversee the training of no more than 4-5 trainees, a second DoT must be nominated for training sites which have more than 5 trainees.
- The ROETC can review withdraw the tenure of a DoT at any time.

Qualifications and Skills:

A DoT must:

- Be a Fellow of RANZCR or an Education Affiliate of RANZCR.
- Two years' experience as a consultant
- Be a permanent staff member/s at the training site (or two DoTs may share the role to provide the equivalent full-time oversight)
- Within the first six months of appointment, complete Director of Training induction sessions including:
 - Overview of the RO Training Program
 - Work-Based Assessment
 - e-Portfolio and DoT role
- Complete DoT upskilling sessions as required.



It is preferable that DoTs have:

- Experience in a teaching RO department and as a Clinical Supervisor.
- Demonstrated commitment to teaching and training.
- Good interpersonal skills and the ability to communicate effectively with trainees, other medical staff and patients.
- Ability to contribute to the planning and delivery of an effective training program at the hospital level.
- Other requirements as determined by the ROETC.

Responsibilities

1. Be familiar with and have current knowledge of the Radiation Oncology Learning Outcomes, Training Program Handbook, Accreditation Standards and Criteria for Training Networks and Sites, policies and procedures, and relevant jurisdictional policy directives.
2. Support and facilitate trainees to develop the breadth of competencies as detailed in the Radiation Oncology Learning Outcomes.
3. Develop a prospective training program for the trainee and sign relevant forms for submission to the College. This should be devised in collaboration with the trainee(s) and Training Network Director (TND) to plan a program of training for the period that is:
 - (i) consistent with the College's training requirements
 - (ii) appropriate for the trainee's phase of training
 - (iii) appropriate to the trainee's needs
4. With the assistance of senior members of the specialist staff of an accredited department, provide trainees with orientation prior to commencement.
5. Conduct an initial meeting with the trainee within the first few weeks of training at the training site.
6. Review and approve trainee requests for part-time and/or interrupted training.
7. Facilitate the trainee's attendance at network and site education activities such as tutorials, workshops and courses.
8. Encourage trainees to attend relevant in-hospital education teaching and learning activities such as, consultant-led ward rounds multidisciplinary case conference, morbidity and mortality audits, journal clubs etc.
9. Utilise a range of strategies to evaluate both formal and informal education programs and implement changes to address feedback
10. Supervise the professional education and clinical training of trainees during the rotation, with delegation of these responsibilities to CSs, where appropriate.
11. Ensure that each trainee receives adequate supervision and face-to-face discussion regarding clinical practice with their clinical supervisors
12. Ensure that trainees have opportunities to complete work-based assessment and engage in regular feedback conversations.
13. Discuss with the trainee (where relevant) prospective clinical research and/or quality improvement projects, identifying suitable projects and planning the implementation of such activities within the framework of other clinical responsibilities.
14. Seek feedback from CSs and other clinical teachers on trainee performance.
15. Conduct DoT Reviews with trainees every six months, providing feedback on what the trainee is doing well and guiding trainees on their progress with training program requirements specified for each phase of training.
16. Identify trainees who are experiencing difficulty and require additional support.
17. Initiate action plan meetings and remediation plan meetings with trainees and prepare plans when required and communicate to the TND and College as outlined in the relevant policies

18. Provide more detailed feedback from the Phase 1 and Phase 2 examination to trainees (on request) where they have failed the examination.
19. Facilitate the provision of counselling and information to trainees regarding their career development for the future.
20. Attend (in person or via video teleconference) Network Governance Committee (NGC) meetings and represent the views of their training site.
21. Participate in workshops on supervision and the DoT role, provided by the College from time to time.
22. Participate in trainee selection as per College guidelines and agreed process of department or institution.
23. Notify the NGC if the training site would like to increase the maximum number of training positions at their site or if the site is no longer meeting accreditation standards.
24. Assist in the accreditation review of the training site and provide relevant documentation as required.

Approved by the ROETC 29 October 2021 and ratified by the FRO Council 26 November 2021.