

## Position Description

### PRECEPTOR: COSMETIC SURGERY TRAINING PROGRAM

#### 1. OVERVIEW

The Australasian College of Cosmetic Surgery and Medicine (ACCSM) is a clinician-led member organisation established to advance health through Cosmetic Surgery and Medicine. The ACCSM Board of Censors manages the Cosmetic Surgery Training Program.

The preceptor plays a key role in the education, support and management of trainees as they progress through the Cosmetic Surgery Training Program. They are responsible for the overall structure and quality of training at their practice in line with the college training program curriculum and policies.

#### 2. ROLES AND RESPONSIBILITIES

Preceptors are college members who provide oversight of trainees in the Cosmetic Surgery Training Program at their practice. Preceptors are responsible for:

- On-boarding new trainees to their practice, including providing a practice orientation and development of a learning plan for the rotation.
- Monitoring the Trainee's progress by personal observation, feedback and discussion
- Reviewing and approving trainee requests for part-time and/or interrupted training in line with the college policy.
- Providing exposure to cases appropriate to the training needs of the trainee, including observing and assisting with procedures.
- Directly supervising hands-on procedural training for specific procedures required by the training program curriculum.
- Ensuring that trainees have adequate supervision that enhances their progressive exposure to cosmetic surgical techniques.
- Ensuring that trainees are prepared for assessments and examinations.

- Attending annual preceptor workshops and sessions provided by the college.
- Be familiar with and have current knowledge of the Cosmetic Surgery Learning Outcomes, Training Program Handbook, policies and procedures.
- Contribute to training site accreditation processes and reporting.
- Respond to requests for information from the Board of Censors and college staff.
- Supervising the professional education and clinical training of trainees
- Encouraging and facilitating trainees to attend relevant in-hospital education teaching and learning activities.
- Ensuring that trainees have opportunities to complete their Work-Based Assessments and engage in regular feedback conversations.
- Ensure that each trainee receives adequate supervision and face-to-face discussion regarding clinical practice.
- Seek feedback from other practice employees on trainee performance.
- Identifying trainees who are experiencing difficulty and require additional support.
- Initiating action plan meetings and remediation plan meetings with trainees and prepare plans when required as outlined in the relevant policies.
- Completing the annual Preceptor Survey to contribute to quality improvement of the training program.

### 3. APPOINTMENT OF PRECEPTORS

3.1 To apply for the role of preceptor, applicants must apply in writing to the ACCSM Board of Censors outlining their relevant skills and experience.

3.2 Applications should include:

- A detailed curriculum vitae which demonstrates the applicant's clinical competencies and experience
- Evidence of compliance with the CPD Homes Program
- Current AHPRA registration certificate

3.3 The Board of Censors will appoint preceptors on the basis of a satisfactory assessment of the applicant's written application.

## 4. SELECTION CRITERIA

Preceptors must:

- 4.1 Be a current Cosmetic Surgery Fellow of the ACCSM.
- 4.2 Have a minimum of three years clinical experience post ACCSM Fellowship.
- 4.3 Be in good standing with the Australian Health Practitioner Regulation Agency (AHPRA) with no outstanding conditions, undertakings, or reprimands.
- 4.4 Demonstrate a good understanding of the ACCSM Surgical Training Program curriculum, such as the structure, learning outcomes and assessments.
- 4.5 Demonstrate excellent communication skills.