



SURGICAL EDUCATION & TRAINING (SET) PAEDIATRIC SURGERY 2017 TRAINING CALENDAR

All trainees to note that deadlines should be strictly adhered to.

It is the trainees responsibility to ensure that assessments are submitted to the Executive Officer by the due date.

Trainees must refer to the Examinations website for the most up to date information.

DECEMBER 2016	7 DECEMBER	CLOSING DATE: GSSE & Clinical Examination 12:00pm AEDT (Melbourne time)
JANUARY 2017	9 JANUARY	SET One Trainees 360 Contacts to be submitted to the Executive Officer for Rotation Four
	23 JANUARY	ASSESSMENT: Trainees Assessment forms to be submitted to the Executive Officer
	25 JANUARY	CLOSING DATE: May Fellowship Examination 12:00pm AEDT (Melbourne time)
FEBRUARY 2017	4 - 5 FEBRUARY	Board of Paediatric Surgery Meeting (Melbourne)
	13 FEBRUARY	CAT 1 sent to Trainees (Due Date: 1 May 2017 5:00pm AEST)
	15 - 16 FEBRUARY	EXAM: Generic Surgical Sciences Examination
	25 - 26 FEBRUARY	EXAM: Clinical Exam (Melbourne)
MARCH 2017	6 MARCH	DOGS # 1 Session 1 Opens
	12 MARCH	DOGS # 1 Session 1 Closes
	13 MARCH	DOGS # 1 Session 2 Opens
	19 MARCH	DOGS # 1 Session 2 Closes
	20 MARCH	DOGS # 1 Session 3 Opens
	26 MARCH	DOGS # 1 Session 3 Closes
APRIL 2017	4 APRIL	CLOSING DATE: Paediatric Anatomy & Embryology Examination 12:00pm AEDT (Melbourne time)
	4 APRIL	CLOSING DATE: GSSE & Clinical Examination 12:00pm AEDT (Melbourne time)
	10 APRIL	SET One Trainees 360 Contacts to be submitted to the Executive Officer for Rotation One
	13 APRIL	EXAM: Fellowship Examination (Written)
	26 APRIL	ASSESSMENT: Trainees Assessment forms to be submitted to the Executive Officer
	26 APRIL	DEADLINE: 2017 Training Preferences to be submitted to the Executive Officer
MAY 2017	1 MAY	DEADLINE: CAT 1 to be submitted to the Executive Officer by 5:00pm AEST
	8 - 12 MAY	RACS ASC & ANZAPS ASM (Adelaide)
	9 MAY	Board of Paediatric Surgery Meeting (Adelaide)
	10 MAY	Board of Paediatric Surgery and Surgical Supervisors Meeting (Adelaide)
	26 - 29 MAY	EXAM: Fellowship Examination (Clinical) (Melbourne)
	31 MAY	CLOSING DATE: September Fellowship Examination 12:00pm AEST (Melbourne time)
JUNE 2017	14 - 15 JUNE	EXAM: Generic Surgical Sciences Examination
	16 JUNE	EXAM: Paediatric Anatomy & Embryology Examination (Written)
	16 - 18 JUNE	Board of Paediatric Surgery Meeting (Sydney)
	17 JUNE	Selection Interviews (Sydney)
	24 - 25 JUNE	EXAM: Clinical Examination (Brisbane & Auckland)

JULY 2017	3 JULY	DOGS # 2 Session 1 Opens
	9 JULY	DOGS # 2 Session 1 Closes
	10 JULY	DOGS # 2 Session 2 Opens
	10 JULY	CAT 2 sent to Trainees (Due Date: 16 October 2017 5:00pm AEDT)
	16 JULY	DOGS # 2 Session 2 Closes
	17 JULY	DOGS # 2 Session 3 Opens
	23 JULY	DOGS # 2 Session 3 Closes
AUGUST 2017	7 AUGUST	SET One Trainees 360 Contacts to be submitted to the Executive Officer for Rotation Two
	10 AUGUST	CLOSING DATE: Paediatric Pathology & Pathophysiology Examination 12:00pm AEST
	18 AUGUST	EXAM: Fellowship Examination (Written)
	21 AUGUST	ASSESSMENT: Trainees Assessment forms to be submitted to the Executive Officer
	26 AUGUST	EXAM: Paediatric Anatomy & Embryology Examination (Clinical) (Melbourne)
	31 AUGUST	Board of Paediatric Surgery Meeting via Teleconference
SEPTEMBER 2017	15 - 18 SEPTEMBER	EXAM: Fellowship Examination (Clinical) (Brisbane)
OCTOBER 2017	5 OCTOBER	EXAM: Paediatric Pathology & Pathophysiology Examination
	9 OCTOBER	SET One Trainees 360 Contacts to be submitted to the Executive Officer for Rotation Three
	16 OCTOBER	DEADLINE: CAT 2 to be submitted to the Executive Officer by 5:00pm AEDT
	23 OCTOBER	ASSESSMENT: Trainees Assessment forms to be submitted to the Executive Officer
NOVEMBER 2017	TBC	New Trainee Symposium (NEWTS) (Brisbane)
	TBC	Registrar Annual Training Seminar (RATS) (Brisbane)
	TBC	Trainee Interviews (Brisbane)
	TBC	Board of Paediatric Surgery Meeting (Brisbane)
JANUARY 2018	8 JANUARY	SET One Trainees 360 Contacts to be submitted to the Executive Officer for Rotation Four
	22 JANUARY	ASSESSMENT: Trainees Assessment forms to be submitted to the Executive Officer

Assessment forms due at Mid-Term & End of Term

Mid-Term					End of Term			
	SET 1 (Rotation 1 & 3)	Early SET	Mid SET	Senior SET	SET 1 (Rotation 2 & 4)	Early SET	Mid SET	Senior SET
SET 1 Assessment Plan Record	✓				✓			
SET Progress Overview					✓	✓	✓	✓
Paediatric Surgery Trainee Evaluation Form	✓		✓	✓	✓		✓	✓
Self-evaluation Form (same form as above)	✓		✓	✓	✓		✓	✓
General Surgery Trainee Evaluation Form		✓				✓		
360 Degree Evaluation Form (self-evaluation)	✓				✓			
Logbook Summary Report	✓	✓	✓	✓	✓	✓	✓	✓
Operative Experience Report Major and Minor Totals Report	✓		✓	✓	✓		✓	✓
Mini-CEX	As per SET 1 Assessment Plan	4 per year			As per SET 1 Assessment Plan	4 per year		
MOUSE	As per SET 1 Assessment Plan		12 per year	12 per year	As per SET 1 Assessment Plan		12 per year	12 per year
DOPS		4 per year				4 per year		



Paediatric Trainees need to generate three MALT reports for the Paediatric Training Board at the end of their rotation:

1. Logbook Summary Report

Reports

MY REPORTS CUSTOM REPORT TOOL

My Logbook Reports

My Logbook Reports

Logbook Summary Report

Logbook * Rotation Period * SET Level *

Hospitals

Generate Report

From the **Logbook Summary Report** section of the **My Reports** screen, select the appropriate options for **Logbook**, **Rotation Period** and **SET Level** from the dropdown selection boxes. Click the '**Generate Report**' button.

2. Operative Experience Report

The remaining two reports can be found within the MALT Custom Reporting Tool. Click on the '**Custom Report Tool**' option under the **Reports** Page Heading. This will open a new browser window.

Reports

MY REPORTS CUSTOM REPORT TOOL



The Paediatric Operative Experience tab should open by default for Paediatric Trainees.

Paediatric Operative Experience Audit Reports

LogBook Type ☒ SET - Paediatric Surgery

Rotation ☐ R2 2014 ☐ R1 2014

SET Level ☐

Operative Experience 1 **Print Report**

Major & Minor Totals ? **Print Report**

Select a Logbook Type of **SET – Paediatric Surgery** by clicking in the tick box to the left of the selection.

Click the "**Print Report**" button under the **Operative Experience** label to generate the report.





3. Major and Minor Totals Report

In the Paediatric Operative Experience tab of the MALT Custom Report Tool, ensure that the Logbook Type of **SET – Paediatric Surgery** and the relevant **Rotation Period** are selected.

Click the “**Print Report**” button under the **Major & Minor Totals** label to generate the report.

Each report has been designed and formatted according to the requirements of the Paediatric Training Board. You do not need to change any of the formatting in the Custom Report Tool. Be aware, however, that as this is a custom tool, it does allow the report to be altered.

If you accidentally make changes to the format of the report, click ‘Clear’ to go back to the default settings, or click ‘Back’ to undo the last change.



Any last minute changes made to your logbook data within MALT will not be immediately reflected in the Operative Experience and Major and Minor Totals reports. Check the next refresh time onscreen to see how long before the report will be updated.

If you use the Historical Totals function in MALT, these figures will be reflected in the Logbook Summary and Operative Experience reports.

