

# **Training and Assessment in the Clinical Environment (TrACE)**

***Guide to regional delivery  
Information for potential new centres***

**A course developed and quality assured by  
The Royal College of Surgeons of England**

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## **1.0 Training and Assessment in the Clinical Environment**

Training and Assessment in the Clinical Environment (TrACE) is a course developed by the Royal College of Surgeons of England (RCS) to raise the standards of clinical and educational supervision.

TrACE is a one-day interactive course, linked to online resources, which maps to the competencies outlined in the GMC's Standards for the Recognition and Approval of Trainers. TrACE develops the skills and knowledge that clinical and educational supervisors require to deal with the challenges of teaching and supervising surgical trainees. TrACE differs from other supervisors' courses by focusing on the surgical environment and the challenges that are pertinent to surgical training within the context of the Intercollegiate Surgical Curriculum Programme (ISCP). TrACE covers all aspects of a generic supervisors' course and is equivalent in terms of GMC requirements.

TrACE is accredited and offers 6 CPD points.

### **1.1 Course content**

The course covers:

- Trainers, educational supervisors and clinical supervisors: differences in roles, responsibilities and requirements
- Equality and diversity; individual differences
- Dignity at work (bullying and harassment)
- Principles of assessment and feedback
- Supporting trainees in difficulty
- Conducting effective appraisals

### **1.2 Learning outcomes**

By the end of the course participants will be able to:

- Compare and contrast the roles of trainer, educational supervisor and clinical supervisor
- Work constructively with individual differences
- Describe the impact of bullying and harassment on the individual and the wider organisation
- Outline the principles of effective assessment and feedback, with particular reference to workplace based assessments including the ARCP
- Devise ways for working more effectively with trainees, including those identified as being in difficulty
- Conduct a successful educational appraisal

### **1.3 Target audience and suitability**

This course is suitable for assigned educational and clinical supervisors and for those who anticipate taking on this role within the next year. The course is intended for those working in a surgical environment and is suitable for consultants although senior trainees (ST8) and SAS doctors may also attend.

It is strongly recommended that participants have previously attended the RCS Training the Trainers: Developing Teaching Skills or an equivalent course.

## 2.0 Becoming an Approved RCS Regional Centre

The RCS is an independent professional body committed to promoting and advancing the highest standards of surgical care for patients. RCS Education work with over 140 regional centres across the UK, delivering RCS courses to 7,500 – 8,000 regional participants each year. There are a number of regulations set in place by the College in order to ensure the agreed teaching standards are maintained for all of our regional courses. Our aim is to ensure participants receive the same high quality educational experience and standard of teaching, wherever they attend an RCS course.

### 2.1 Centre approval

A regional centre will be approved to deliver an RCS course if it can demonstrate that it can meet the course requirements as described in Section [3.0 Course Requirements](#) and if RCS deems there to be reasonable demand for that course in that region. Approval is not automatically granted and RCS may decline an application or approve it with restrictions or conditions.

### 2.2 Approved faculty

In order to deliver the TrACE course on a regular basis, your centre will need the support of local approved faculty.

Approved faculty will have undertaken a *TrACE Faculty Development Programme* which comprises:

- Attendance on a TrACE faculty development day delivered by the College.
- Successful co-teaching on a TrACE course alongside an experienced faculty member.

To attend a TrACE faculty development day, potential faculty are required to meet all of the following criteria:

- Surgical and other medical faculty should be consultant level and can be from any specialty
- Have 3-4 years' experience of supervision, ideally including both clinical and educational supervision
- Have completed a relevant course such as the RCS Training the Trainers: Developing Teaching Skills or an equivalent course
- Be able to commit to delivering at least one course each year

Ideally, potential faculty will have either attended, or at least observed, a TrACE course before the faculty development day.

Faculty development days are held at the College, or if you have a group of 8-12 faculty of you would like to train, we can organise a faculty development day at your centre. If you have local faculty you would like to train, please get in touch to discuss the details.

## 3.0 Course Requirements

### 3.1 Centre requirements

The regional centre is responsible for running the course including arranging the faculty, booking facilities and catering, advertising the course, taking bookings and processing payments. A regional centre must be either a legal entity or part of one.

### **3.2 Course administrator**

The regional centre should nominate a course administrator who will work closely with RCS Education to ensure that the course requirements are met.

### **3.3 Faculty**

Each course must have a minimum of two approved faculty (see [Section 2.2 Approved faculty](#)), one of whom must be a *consultant surgeon*. The second member of faculty may be an educator, surgeon or other medical specialty. Medical faculty should be at consultant level.

The regional centre will need to cover the cost of travel expenses and accommodation costs for faculty members.

### **3.4 Facilities and equipment**

In order for a regional centre to be given approval to run this course, it must meet the requirements outlined below. Course administrators are asked to confirm that their centre has a suitably sized seminar room which is appropriately equipped with technical and audio-visual support available for the duration of the course.

The facilities and equipment required are:

- Standard teaching room with sufficient space for 12 participants and 2 faculty
- Standard audio-visual equipment including laptop, data projector and screen
- Flip chart and pens
- A separate room close by where there is adequate space for coffee/tea and lunch breaks

## **4.0 Course Programme**

### **4.1 Course format**

This one day course combines interactive lectures and practical activities and participants will have completed some pre course tasks prior to attending the course.

### **4.2 Class size**

The maximum class size is 12 and the minimum is 8.

### **4.3 Pre-course preparation**

Participants must complete some pre-course tasks and bring these with them to the course. We also provide some further reading resources which we recommend participants work through prior to the course.

Participants need to be enrolled on to our online learning website it at least four weeks prior to the course to give them sufficient time to complete the pre-course reading and course preparation.

#### 4.4 Course materials

A faculty guide is provided, along with course slides and hand-outs, these are available for download from the TrACE online learning website. RCS will administer the online learning elements of the course. Participants will have access to a copy of the course slides supplemented with additional notes after the course.

#### 4.5 Sample course programme

The course must include all the standard sessions and cover the learning outcomes listed, but you may start the course earlier or later than shown on the programme.

Time	Session
<b>0815-0830</b>	<b>Registration and Refreshments</b>
0830-0900	<b>Welcome and introductions</b> <ul style="list-style-type: none"><li>- reflection on training needs</li><li>- aims and plan for the day</li></ul>
0900-0930	<b>The trainer</b> <ul style="list-style-type: none"><li>- definition</li><li>- roles and responsibilities</li><li>- clinical versus educational supervision</li></ul>
0930-1100	<b>Equality and diversity</b> <ul style="list-style-type: none"><li>- definitions</li><li>- working styles</li><li>- bullying and harassment</li></ul>
<b>1100-1115</b>	<b>Refreshments</b>
1115-1230	<b>Assessment</b> <ul style="list-style-type: none"><li>- purpose of assessment</li><li>- assessment in the work place</li><li>- feedback principles</li><li>- competence versus confidence</li></ul>
<b>1230-1315</b>	<b>Lunch</b>
1315-1400	<b>Educational supervision</b> <ul style="list-style-type: none"><li>- role and competencies</li><li>- how to help your trainees</li></ul>
1400-1440	<b>ARCP</b> <ul style="list-style-type: none"><li>- objectives, panel and outcomes</li><li>- pitfalls and solutions</li></ul>
1440-1515	<b>Trainees in difficulty</b> <ul style="list-style-type: none"><li>- what to do</li><li>- behaviour, competence, conduct</li></ul>
<b>1515-1530</b>	<b>Refreshments</b>
1530-1630	<b>Appraisal</b> <ul style="list-style-type: none"><li>- how to</li><li>- feedback and reflection</li></ul>
<b>1630-1700</b>	<b>Q&amp;A and Close</b>

## 5.0 Quality Assurance

We aim to ensure participants receive the same high quality educational experience, wherever they attend an RCS course. The Surgical Course Participant Evaluation (SCOPE) is an essential part of maintaining the high quality of our courses and directing the future development of courses. It is an essential requirement for participants as certificates are only issued free of charge to those participants who complete SCOPE within the agreed timeframe after the course.

Faculty are also asked to complete the online evaluation to ensure a full review of the course from both the participants and faculty viewpoints. After the event, we will send you feedback on how your course was evaluated.

## 6.0 Promotional Support

Most regional courses are run as 'open' courses, i.e. they are open to any participant who meets the criteria and these courses are advertised by both the regional centre and the College. If you plan to run TrACE as an open course we can provide promotional support with the details of your course appearing on the College website.

TrACE may also be delivered as a 'closed' course, i.e. only invited participants from your LETB/Trust may attend. Closed courses are not advertised on the College website.

## 7.0 Course Fees

### 7.1 RCS fee charged to regional centre

The fee per course for up to 12 participants is £1,440

For this fee we provide:

- Course approval and administration
- Pre and post course online learning
- Course materials including hand-outs
- Promotional support
- Quality assurance including feedback on the course
- Participant certificates

If you would like us to supply you with an educator to act as faculty, there will be an additional charge of £385 plus travel, accommodation and expenses.

Note: fees are reviewed annually and are subject to change.

### 7.2 Fee charged by regional centre to participants

If you plan to run your course as an 'open' course (see [Section 6 Promotional Support](#)), participants must be charged a fee to attend. The fee you charge should be no higher than the standard fee for a TrACE course held at the RCS Education Centre, and no less than 20% below the standard fee.

If you plan to run your course as a 'closed' course (see [Section 6 Promotional Support](#)) for invited participants only, e.g. only open to doctors who work in your Trust, you may choose not to charge participants to attend, or charge a nominal administration fee only.

## **8.0 Contact Us**

Please contact the Regional Education team if you have any questions or would like to discuss how we can work together to deliver TrACE in your area.

E: [education@rcseng.ac.uk](mailto:education@rcseng.ac.uk) | T: 020 7869 6300 | [www.rcseng.ac.uk/courses](http://www.rcseng.ac.uk/courses)

*All information is correct as at May 2015, but may be subject to change.*