



The Royal Australian and New Zealand College of Radiologists®

The Faculty of Clinical Radiology

Director of Training Position Description

The role and responsibilities of the Director of Training is summarised below.

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 Clinical Radiologists (CRs). Training and supervision of individual trainees is undertaken by Directors of Training (DoTs) and Clinical Supervisors (CS).

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 Clinical Radiology within accredited departments. They have an important role and ideally should have a broad understanding and experience in College activities. They provide liaison between Trainees and hospital/department administration regarding matters related to training as well as their local Network and Network Training Director, Branch Education Officers and the College Office.

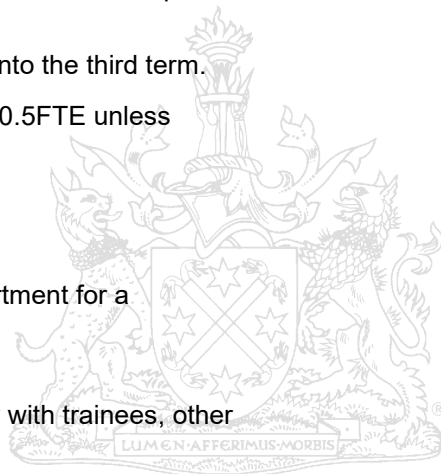
Appointment of Directors of Training

To be appointed as a DoT, Fellows must be nominated by their Heads/Directors of Department and must be a permanent member of staff.

- The DoT should not be the Head of Department or administratively responsible for its functioning unless the circumstances are exceptional.
- In hospitals with a large number of trainees, it is recommended that each DoT supervises no more than five trainees, with an absolute maximum of ten trainees per DoT.
- An affiliated site is typically one that a trainee attends as part of their roster from a primary or secondary site. While a DoT is not required, a CS must be present onsite during clinical hours to provide supervision.
- The DoT is appointed for a three-year term, with an option for a second term and/or third term, with a maximum of three terms (3 x 3 years).
- All DoT nomination terms are required to be reviewed and approved by the College. The Network approves the second and third terms, with any extension beyond three terms requiring CRETC approval. The DoT must be available for evaluation if required during their term.
- The DoT is to have a succession plan for replacement 18 months into the third term.
- The DoT is to hold a position within the department of minimum of 0.5FTE unless otherwise approved by the CRETC.

Qualifications and Skills:

- Be a Fellow of RANZCR or an Education Affiliate of RANZCR.
- Have consultant experience in a teaching Clinical Radiology Department for a minimum of two years full time or three years part time
- Demonstrated commitment to teaching and training.
- Good interpersonal skills and the ability to communicate effectively with trainees, other medical staff and patients.





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- Ability to contribute to planning and delivery of an effective training program at the training site level.

Responsibilities:

In conjunction with the Head of Department and Network:

1. Within the first six months of appointment, The DoT is required to complete the *Director of Training induction modules*.
2. The CRETC recommends attendance at a DoT Workshop annually; however, the minimum requirement is at least once every 24 months (biennially).
3. Be familiar with and have current knowledge of the Clinical Radiology Learning Outcomes, Training Program Handbook, policies and procedures, and relevant jurisdictional policy directives.
4. Support and facilitate trainees to develop the breadth of competencies as detailed in the Clinical Radiology Learning Outcomes.
5. Ensure trainees are provided with orientation prior to commencement of duties.
6. Conduct an initial meeting with the trainee within the first two weeks of training at the training site.
7. Manage implementation of the training rotation and educational opportunities in order to ensure that the program of training is:
 - Consistent with the training requirements
 - Appropriate for the stage of training
 - Appropriate to the trainees needs.
8. Work with the Network Training Director (NTD) to ensure trainees have appropriate access to relevant training opportunities (e.g. breast imaging, paediatrics, nuclear medicine, obstetrics and gynaecology).
9. Monitor the Trainee's progress in conjunction with the network and departmental, clinical supervisors, and by using the ePortfolio.
10. Review and approve trainee requests for part-time and/or interrupted training in conjunction with the NTD and site personnel.
11. Facilitate the trainee's attendance at the network education program and site- based education activities such as tutorials and courses, clinical radiology meetings and Multi-Disciplinary meetings.
12. Ensure that trainees have opportunities to complete Work-Based Assessments and engage in regular feedback conversations with clinical supervisors.
13. Seek feedback from CSs and other clinical teachers on trainee performance.
14. Conduct DoT Reviews with trainees every six months, providing feedback their strengths and guidance on their progress toward meeting the training program requirements specified for each phase of training.
15. Identify trainees who are experiencing difficulty and require additional support and initiate action plan meetings and remediation plan meetings with trainees and prepare plans when required and communicate to the NTD and College as outlined in the relevant policies.
16. Participate in trainee selection as per College guidelines and agreed process of department or institution.
17. Assist in the scheduled accreditation review of the training site and provide relevant documentation as required.
18. Complete the Annual Clinical Radiology Training Census and notify the Network



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Governance Committee if the training site is no longer meeting accreditation standards.

19. Attend Network Progression Review meetings to assist in the approvals for trainees to progress to the next phase of training.
20. Meet regularly with the Head of Department and attend (in person or via video teleconference) Network/Local Governance Committee meetings and represent the views of their training site.
21. Complete the Royal Australasian College of Physicians (RACP) Australian Aboriginal, Torres Strait Islander and Māori Cultural Competence and Cultural Safety module or similar cultural safety training offered by networks or universities. Cultural safety training should ideally be completed within 12 months of appointment.

Approved by the CRETC on 9 May 2025 and ratified by the FCR Council on 4 July 2025.

