



# The Royal Australian and New Zealand College of Radiologists®

## The Faculty of Clinical Radiology

### **Role and Responsibilities of a Clinical Radiology Branch Education Officer**

#### **Preamble:**

The Branch Education Officer is a member of the Clinical Radiology Education and Training Committee (CRET) which is a standing Committee of the Faculty of Clinical Radiology.

The Clinical Radiology Education and Training Committee shall have power to appoint a committee or committees to consist of one or more members to carry out any of their functions.

#### **Primary Purpose of Position:**

The Branch Education Officer (BEO) monitors and supports the training programs within their own jurisdiction and liaises regularly with Directors of Training (DoTs) and the Chief Accreditation Officer (CAO) regarding any significant training issues. They have an important role within the College and must have a broad understanding and experience in College activities. This includes attendance at the Clinical Radiology Education and Training Committee meetings and participation in subcommittees of the Clinical Radiology Education and Training Committee. The BEO acts as a conduit between the College, the trainees, the training departments and the Health authorities of the relevant jurisdictions. The BEO also assists or supports the accreditation process, the exam process, the IMG assessment process and the functioning of the Branch Committee. The BEO is a representative of the College and the decisions made in the democratic environment of College Governance.

#### **College support for Branch Education Officer Role:**

BEOs are vital to the success of the RANZCR Clinical Radiology training program and the mission of the College. The College is committed to providing the necessary resources and support to maximise the effectiveness of BEOs.

#### **Resources and Support:**

- The BEO is supported by the College's Specialty Training Portfolio to assist them in their role
- CPD Points can be claimed by BEOs under Category 2.1 – Participation in College Governance

#### **Appointment and Tenure:**

- The appointee shall hold Fellowship of the RANZCR
- Nominations for the BEO are received from the Branches and BEOs are then appointed during RANZCR's Annual General Meeting
- No person shall occupy the position of Branch Education Officer for more than seven years. The Branch Committee will also elect an alternative Branch Education Officer

#### **Qualifications and Skills:**

- 5 years Post Fellowship experience in an Australian/New Zealand Clinical Radiology Accredited Training Department
- Demonstrated commitment to teaching and training
- Good interpersonal skills and the ability to communicate effectively with trainees, other medical staff
- Understand the functions of formative and summative assessment
- Ability to contribute to the planning and delivery of an effective training program at the hospital level
- Other requirements as determined by the Clinical Radiology Education and Training Committee

- Ideally should not be a Head of Department (HoD), however the Committee recognises that ultimately it is up to the Branch should they wish to elect a HoD as BEO
- The BEO is not to be a Network Training Director (NTD)

#### **Public Activity/External Representation:**

The Faculty of Clinical Radiology Council (FCRC) is the only body authorised to make public statements.

All official liaison and reporting to external bodies is to be done through the College Council or CEO.

#### **Conflict of Interest:**

Any recognised or potential conflict of interest is to be declared and recorded in the minutes/reports of the Clinical Radiology Education and Training Committee.

#### **Disputes:**

Disputes which cannot be satisfactorily resolved within the Clinical Radiology Education and Training Committee will be referred to the President via the CEO.

#### **Responsibilities:**

The Branch Education Officer will be expected to:

1. **Attend Clinical Radiology Education and Training Committee meetings during the course of the year.** Generally, these meetings are held three times per year. If the BEO is unable to attend a Clinical Radiology Education and Training Committee meeting, the alternate delegate from that Branch must attend in their place. For continuity, BEOs must attend 2 of the 3 annual meetings in person
  - a) Contribute to discussion and deliberation at Clinical Radiology Education and Training Committee meetings. The range of issues considered includes those relating to training site accreditation, trainee assessment, education policy development, curriculum development and training program development and delivery
  - b) Participate in subcommittees of the Clinical Radiology Education and Training Committee
  - c) Act as a conduit between the Clinical Radiology Education and Training Committee and the DoTs, disseminating information about Committee decisions and planning to DoTs, and feeding concerns and queries from DoTs back to the Committee
  - d) Submit a 'Branch Update' on activities undertaken within the Branch and key issues or concerns to be included in each Clinical Radiology Education and Training Committee meeting using the provided template
2. **Support and monitor training programs within the BEO's own Branch**
  - a) Provide advice and support to DoTs on the planning and delivery of education programs, acting as a trouble-shooter within and between departments where necessary
  - b) Facilitate at least one annual meeting with DoTs for education planning
  - c) Assist departments with the implementation of Curriculum and training requirements
  - d) Act as a champion for College Policy, explaining new Policies to departments and assisting with their implementation. Support DoTs and departments in ensuring

- adequate resources for training
- e) Provide advice to DoTs and Clinical Supervisors regarding training
- f) Attend and contribute to the State's Annual Branch Meeting
- g) Report regularly to the Branch Executive
- h) Act as a conduit between the College and State Health authorities
- i) Assist with the co-ordination of recruitment and selection processes

**3. Contribute to the ongoing development and enhancement of the RANZCR Clinical Radiology Training Program**

- a) Submit new ideas and concepts relevant to the Training Program to the Clinical Radiology Education and Training Committee for discussion
- b) Identify and facilitate training opportunities for trainees
- c) Convene DoTs for a Strategic Planning Day for their Branch a minimum of once per year to ensure adequate opportunities for raising concerns and discussing training issues

**4. Act as an external advocate and support for trainees, particularly where trainees may be experiencing difficulty communicating with their own DoT**

- a) Act as a point of contact for trainees on trainee-related issues
- b) Support trainees in the resolution of HR issues within their departments where required
- c) Provide support and assistance with processes outlined under the Performance and Progression (Clinical Radiology) Policy and/or the Remediation in Training (Clinical Radiology) Policy, where required

**5. Assist the Chief Accreditation Officer and other Accreditation Panel Members with accreditation of hospital departments**

- a) Serve on accreditation teams for visits to established and potential new training sites
- b) Provide advice to the Chief Accreditation Officer and Accreditation Panel regarding accreditation processes or issues
- c) Provide advice to training sites who are considering applying for additional training positions
- d) Provide recommendations to the Chief Accreditation Officer regarding applications for additional training positions

**6. Assist the Network Training Director (NTD) with network implementation and ongoing training or accreditation issues within the Local Area Network/s**

- a) Regularly communicate with the Network Training Director/s (NTD) from the Branch
- b) Commonly the Chairperson of the Wide area Network (WAN) Committee
- c) Bring any unresolved local training and Accreditation network issues to the Clinical Radiology Education and Training Committee

- 7. Assist with co-ordination of the Part 1 & 2 examinations and Part 2 e Film reporting examination**
  - a) Encourage local Clinical Radiologists to submit e-cases for the Part 2 e-film reporting
  - b) Participate in standard setting processes
  - c) Contribute to the MCQ and e-case question databanks
- 8. Assist in the interviewing process of overseas trained specialists applying through the AMC or Area of Need pathways**
- 9. Assist with review and approval of College Awards, Grants and Prizes**
- 10. Maintain confidentiality of items discussed at the Clinical Radiology Education and Training Committee meetings and other information accessed during the course of their duties**
- 11. Keep the Faculty of Clinical Radiology Council updated on all matters.**