

## Guidance on Submitting your FST Application

Thank you for considering applying for Associate status, Membership or Fellowship of the Faculty of Surgical Trainers at the RCSEd.

### About the Faculty

The Faculty of Surgical Trainers has been set up by the Royal College of Surgeons of Edinburgh. The Faculty is the first of its kind in the UK and is open to all those who have an active interest in surgical training in the UK and internationally.

The purpose of the Faculty is to help support and develop surgeons in their role as surgical trainers. It will work to increase the profile and recognition of surgical education and training and disseminate the message that excellent surgical training means excellent and safe patient care.

It will also champion and promote training in non-technical skills, as well as traditional technical skills, to further enhance patient safety; and provide a framework for the training and education of surgical trainers.

### How to join

Membership of the Faculty is open to all those in the UK and internationally **with a minimum grade of ST3 (or equivalent)** who have an interest in surgical training, regardless of College affiliation. You can join as an Associate, Member or Fellow of the Faculty.

#### Associate

Becoming an Associate of the Faculty demonstrates your interest in surgical training. To become an Associate, you must submit a letter of support from an educational supervisor or comparable professional, together with an educational 4-page CV, illustrating your interest/commitment to the field of surgical training.

To join as an **Associate**, please submit:

- A completed FST Application Form
- A letter of support from an educational supervisor or comparable professional to the Faculty office. This letter should detail your interest and involvement in surgical training
- A four-page educational CV

## **Member**

To become a Member of the Faculty of Surgical Trainers you must demonstrate a clear interest and participation in surgical training and education. To be eligible to become a Member of the Faculty you must demonstrate that you are an active and engaged surgical trainer. We will assess your interest and participation in surgical training based on the three domains of Teaching & Training Activity, Educational Leadership, and Scholarship & Research in Education. Examples of educational activities from each domain are listed below. We would expect membership level applicants to demonstrate activity in roughly five areas over the three domains.

To join as a **Member**, please submit:

- A completed FST Application Form
- A completed Summary of Evidence Form
- An educationally-based Curriculum Vitae – maximum four A4 pages in length

## **Fellow**

Fellowship of the Faculty is our highest reward for individuals with a clear commitment to excellence, and a high level of commitment in the field of surgical education and training. You must be a fully trained surgeon to achieve Fellowship (i.e. Consultant or Associate Specialist/ Staff Grade doctor). We expect Fellowship level applicants to demonstrate activity significantly over and above the five areas of activity needed for membership level application. For Fellowship level applications you must also provide two structured references confirming your commitment and participation in surgical training and education.

To join as a **Fellow**, please submit:

- A completed FST Application Form
- A completed Summary of Evidence Form
- An educationally-based Curriculum Vitae – maximum four A4 pages in length
- Two supporting statements

## Educational domains and examples of evidence

### Teaching & Training Activity

- Assigned Educational Supervisor
- Completed a Training the Trainers Course
- Member of ARCP Panel - Annual Review of Competency Progression is a process to ascertain whether a trainee is making satisfactory progression. The ARCP is underpinned by appraisal, assessment and annual planning
- Involvement in work placed based assessment and feedback
- Regularly scheduled teaching activities
- College examiner (if not RCSEd please state)

### Educational Leadership

- Course supervisor or coordinator or convener or organiser
- Development of courses, teaching materials & assessment tools
- Training Programme Director
- Director of Medical Education
- Post-graduate Dean
- Membership of local education or training committee
- Membership of national/ international education or training committee
- Other formal responsible position in training or education
- Supervision of trainees' higher degrees

### Scholarship & Research in Education

- Post Graduate Cert or Diploma in Medical Education
- Masters degree or PhD in Medical Education
- Presentations in surgical training or education
- Publications in surgical training or education

### About the Assessment Process

An Assessment Panel convenes approximately every 3 months, depending on the number of applications. The panel consists of three assessors from the FST Faculty Governance Group (FGG). Assessors working independently, will consider your application before the Assessment Panel meet to make a joint decision. The Panel then makes a recommendation of:

- No award recommended on the basis of this application
- More information to be requested from applicant
- Associate award granted
- Membership award recommended
- Fellowship award recommended

### Associate applications

Individuals that have an Associate application will be advised of the outcome in writing within 14 days of the Assessment Panel meeting.

### Member and Fellowship applications

Successful applications for Member or Fellowship will be recommended by the Assessment Panel to the Royal College of Surgeons of Edinburgh Council for ratification via the Award Committee. Membership and Fellowship level awards are normally conferred at one of the College Diploma ceremonies. Successful applicants will be notified of the outcome of their applications shortly after ratification by College Council.

### Tips For The Application Process

A successful application depends on you providing the evidence on which your application is assessed. This can be seen almost as a self-assessment exercise of your activity in the field of surgical training. This exercise is then calibrated and validated by our assessors. Those assessing your application will refer to the three educational domains that we have listed above to judge whether you have demonstrated that you have the appropriate standard for Membership or Fellowship of the Faculty.

Remember it will be useful if you can base your CV around your educational activity, ideally grouped around the three domains outlined above. Submission of your standard CV may make it less likely that the assessor will be able to accurately note all of your training activity. Also remember to set out your achievements clearly – they cannot be inferred by the Assessment Panel, they must be clearly set out in your application CV.

For more information please visit the Faculty's website at <https://fst.rcsed.ac.uk> or contact the Faculty on [fst@rcsed.ac.uk](mailto:fst@rcsed.ac.uk) or +44 (0) 131 527 1585.