

**COLLEGE OF SURGEONS OF EAST CENTRAL AND SOUTHERN AFRICA**  
***Duties of Honorary Trainers in Accredited Hospitals of COSECSA***

The main objective of a Trainer is to supervise the work and academic activities of the trainee and be a mentor in his/her studies. Regular effective communication with the various organs of the College ensures a successful programme for our surgical trainees. The Council of the College shall have the authority to amend the following regulations, including the tenure of office of a Trainer.

1. The term of office is to coincide with the duration of the MCS or FCS Programmes. A trainee who is in the 2 year Membership Programme should be tutored by the appointed Trainer throughout the 2 years. The same applies for the FCS Programme. If for any reason a Trainer has to leave, adequate and timely provision must be made for another accredited Trainer to replace the person leaving.
2. The Trainer is to ensure the trainees' credentials are correct (full name with Surname in capitals and COSECSA Programme Entry Number) and that the appointment has been made in accordance with the regulations extant in that country.
3. The Trainer must be in regular contact with the COSECSA Country Representative and Country Coordinator who in turn informs the Secretariat of the Trainee's progress
4. The Trainer is also expected to write a report about the trainee(s), to the Registrar's Office in November of each year. Such timing permits for evaluation of the training by the Examinations (ECC) and the Education (ESRC) Committees before Council deliberates in December of each year.
5. The Trainer should have attended a COSECSA Train the Trainer Course and be certified
6. He/She ensures that the trainee attends educational activities such as Clinical/Journal/Xray or other meetings during the week; Mortality/Morbidity meetings should be included. An attendance record is to be kept. Library and computing facilities should be made available (Computers have been provided by RCSI; and Irish Aid/COSECSA Collaboration Programme).
7. The Trainer shall be responsible for arranging basic science sessions on a regular Basis; an online version in the form of Modules will be available starting 2019 for the MCS Programme. Trainees should be encouraged to participate in Basic Science Courses held in affiliated Universities or special courses organised by visiting lecturers.
8. All trainees are also expected to attend Basic Skills Course; and a Trauma Course. These are obligatory. Research and Critical Care courses are currently in the process of being introduced.
9. The Trainer shall conduct mock exams twice a year before the written and clinical examinations. The examination shall consist of a hands-on bed side Clinical examination of patients.
10. The Trainer must ensure that the trainee keeps a Log Book of all operations done during the training period. COSECSA e-Logbooks were introduced in 2019. The immediate Supervisor is to authenticate the Log book on a weekly basis and is to ensure that the relevant pages such as a Consolidation sheet is electronically transmitted to the ECC before the August Council meeting each year. Updated formalities on Log Books is available from the Secretariat.

END

1 January 2020