



# COSECSA Training Manual

EDUCATION, SCIENTIFIC AND RESEARCH COMMITTEE

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## Foreword from the President



Thank you for the valuable contribution you make as a COSECSA Programme Director, Assistant Programme Director or Trainer at one of our accredited hospitals.

This Training Manual has been produced by the Education, Scientific and Research Committee (ESRC) to give an overview of the COSECSA Training and Examination framework and to help you familiarise yourself with your role and responsibilities. I hope that you will find it beneficial.

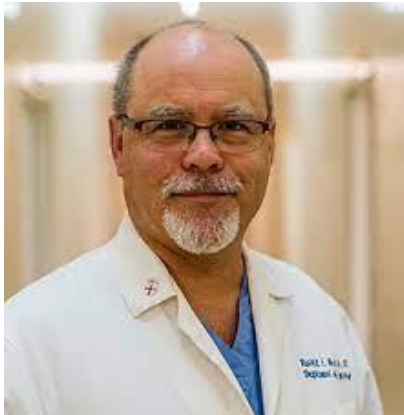
In our Strategic Plan 2021-2025, COSECSA has set the target to graduate a further 800 – 1,000 specialist surgeons - “Fellows by Exam”- in the next five years. This will bring the total number of COSECSA graduates to over 1,500 by 2025. This is an ambitious target and one which cannot be achieved without the clinical experience and dedication to training that you provide.

In reaching this target it is vital to ensure that as a College we build and maintain excellence in training and research, and maintain best practice in exams and assessment. COSECSA is committed to supporting you and I encourage you to engage with the College and to participate in the training courses, both online and in-person which are available.

I would like to thank you again for your contribution to COSECSA and I look forward to working with you in training the next generation of surgeons in Africa.

Prof Godfrey Muguti, MB ChB(Zim) MS(Syd) FCS(ECSA) FRCS(Edin) Hon FRCS(Eng)  
**COSECSA PRESIDENT**

## Foreword from the Chairperson of the Education, Scientific and Research Committee



Thank you for the valuable contribution you make as a COSECSA Programme Director, Assistant Programme Director or Trainer at one of our accredited hospitals.

Following consultations with Programme Directors in early 2021, the Education, Scientific and Research Committee (ESRC) recognised the need for a clear overview of the Programme Director role, in the context of the COSECSA training and examination framework. This Training Manual has been produced by the ESRC with support from the Registrar, the Secretariat and the RCSI/COSECSA Collaboration Programme.

We hope that you find this Training Manual beneficial. It is not intended to be a complete guide to all aspects of the PD role, however we hope it will answer most questions. We have included web links and further contact details where appropriate.

As we can begin to look forward to a time when it is possible to travel and meet in-person again, we hope to increase engagement with Programme Directors and provide dynamic and tailored support to you in your role.

Prof Russ White  
**Chair, Education, Scientific and Research Committee**

**Acknowledgements:**

We would also like to acknowledge the efforts of the Education, Scientific and Research Committee in the content development and review process of this manual.

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## Introduction to COSECSA

The College of Surgeons of East, Central and Southern Africa (COSECSA) is a non-profit, professional body whose mission is to promote excellence in surgical training, care and research.

COSECSA was established in 1999 and has 14 member countries - Botswana; Burundi; Ethiopia; Kenya; Malawi; Mozambique; Namibia; Rwanda; South Sudan; Sudan; Tanzania; Uganda; Zambia; Zimbabwe.

The COSECSA Secretariat is headquartered in Arusha, Tanzania. COSECSA is a constituent college of the East, Central and Southern Africa Health Community (ECSA-HC).

COSECSA provides post-graduate surgical training through a faculty of Programme Directors, Assistant Programme Directors and Trainers in 127 accredited hospitals across sub-Saharan Africa.

To date, 559 specialist surgeons have graduated from COSECSA.

### Vision

To be a leading surgical body in terms of training, standards and research, in our region and beyond. This Vision is focused on positioning COSECSA as a world-class surgical training and research institution in the East, Central and Southern Africa region and beyond.

### Mission

To promote excellence in surgical care, training and research in order to increase the accessibility of surgical services, especially to African rural populations by standardizing and widening access to surgical training, skills and knowledge

To find out more about COSECSA

Web: [www.cosecsa.org](http://www.cosecsa.org)

Twitter: [@cosecsa](https://twitter.com/cosecsa)

Subscribe to eNewsletter:

<https://rebrand.ly/cosecsaEnews>

Facebook: <https://www.facebook.com/COSECSA-1476132912684891/>

LinkedIn: <https://www.linkedin.com/school/cosecsa>



Image 1 COSECSA accredited hospitals 2020

## COSECSA Training Programmes

### Membership (MCS)

COSECSA provides training to Membership of the College of Surgeons (MCS) level, which is competence in surgery at General Medical Officer grade.

Following the two years of Membership training, trainees should be able to take responsibility for emergency surgical admissions, deal with life-threatening situations resulting from trauma or critical illness, and be able to diagnose and plan treatment for a variety of common surgical conditions.

See: <https://www.cosecsa.org/membership-of-the-college-of-surgeons-mcs-ecsa/>

### Fellowship (FCS)

COSECSA currently offers training in eight specialities leading to a speciality Fellowship of the College of Surgeons (FCS) qualification and one sub-speciality Fellowship:

- General Surgery (3 years)
- Orthopaedics (3 years)
- Urology (3 years)
- Paediatric Surgery (3 years)
- Otorhinolaryngology (3 years)
- Plastic Surgery (3 years)
- Neurosurgery (4 years)
- Cardiothoracic Surgery (3 years)

#### Sub-speciality Fellowship

- Paediatric Orthopaedics (2 years)

See: <https://www.cosecsa.org/fellowship-of-the-college-of-surgeons-fcs-ecsa/>

Successful FCS candidates are expected to be ready to begin independent practice as a “Day 1” consultant. It should be recognised however that surgery is not a static art and Fellows should continue to update knowledge and skills through research, conferences meetings and reading.

The regulations and syllabifor all of the above training programmes can be found on [www.cosecsa.org](http://www.cosecsa.org) under ‘**Training.**’ These regulations and syllabi may be revised.

Additionally, two additional Fellowship sub-specialities have been approved in 2021. The curricula will be published on the COSECSA website in due course and training programmes will commence once suitable training sites have been identified and accredited:

- Breast Surgery (2 years)
- Surgical Endoscopy (2 years)



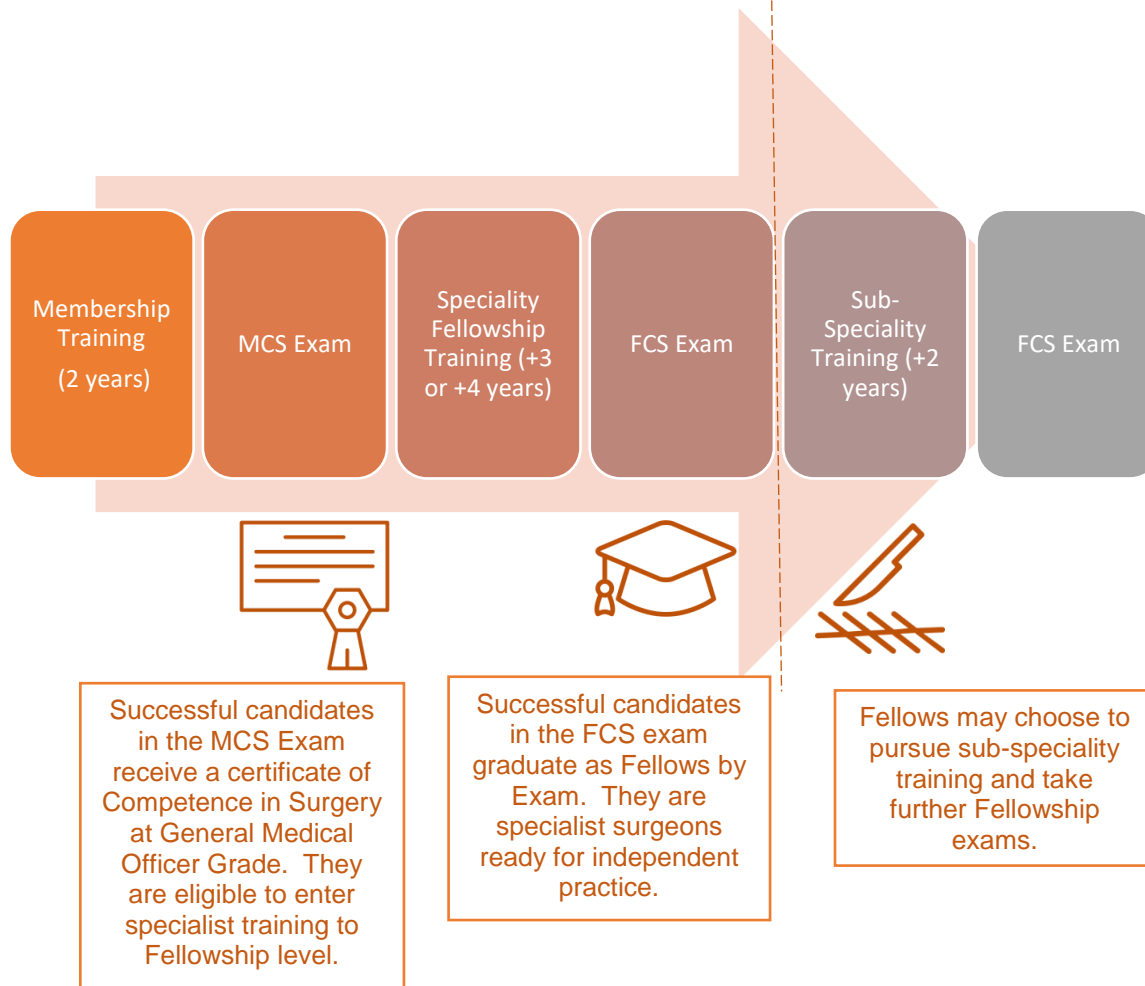
## COSECSA Training and Examination framework

COSECSA training programmes are anchored in an institutional framework comprising the following bodies who are mandated to carry out the training and examination function

- i) **Registrar:** The role of the Registrar is to oversee College matters in respect to Accreditation, Certification, Examiners, Examinations, Graduation and Scholarships.
- ii) **Examination and Credentials Committee (ECC);** This Committee organizes examinations and examines credentials of all candidates and deals with other academic matters such as reciprocal arrangements, recognition/accreditation of hospitals, setting up of panels, examiners, the election of Fellows and Members.
- iii) **Education, Scientific and Research Committee (ESRC);** this Committee meets regularly to deal with education, training and research issues. This body is also responsible for improving the course content based on the research done on the completed courses, the quality assurance for training at the national level, and training oversight.
- iv) **Panel Head:** Panel Heads are Fellows of COSECSA who are responsible for setting the final exam for each training programme every year, in accordance with the format and regulations stipulated by the ECC
- v) **Country Representatives (CRs):** These form part of the Council and they handle and coordinate all College activities at Member State level, each Member State has two CRs who are also COSECSA fellows.
- vi) **Programme Directors (PDs):** COSECSA has established Programme Directors at every COSECSA accredited facility/hospital. These ensure a smooth training programme in each training site.
- vii) **Trainers:** Trainers are responsible for delivering day to day teaching and training to registered trainees in conjunction with the Programme Directors
- viii) **Country Coordinators:** The College established Country Coordinators in all Member States to coordinate and to ensure smooth running of the activities of the College as well as coordination and administration of examinations at the national level.
- ix) **Secretariat:** The Secretariat, under the leadership of Chief Operating Officer (COO) manages the day-to-day affairs of the College. It provides regional Coordination and Administrative support of the entire COSECSA program aiming towards achieving the College objectives.

This Training Manual focuses particularly on the roles of the Programme Directors (PDs) and Trainers. All information is correct as of 8<sup>th</sup> June 2021 but may be revised. PDs and Trainers should ensure that they are accessing the most current version of this document at all times.

## COSECSA Surgical Training Pathway



## Communication

Regular and accurate communication is vital for the successful delivery of the COSECSA training programme. Typically, the PD on behalf of the accredited hospital, maintains regular contact with the Country Representative and Country Coordinator as a means of keeping up to date with COSECSA news and information in relation to all aspects of training.

There are COSECSA-accredited hospitals in countries that do not have a Country Representative or Country Coordinator. In these cases, the PDs should maintain regular contact with the COSECSA Secretariat directly and proactively.

At a minimum, PDs should ensure that the COSECSA Secretariat has accurate and current email contact details for the PD themselves all Trainers and trainees the accredited hospital. Any changes in contact details should be promptly notified to the COSECSA Secretariat – see **Appendix I COSECSA Secretariat Contacts**

## Key Training and Examination dates

### Training

The COSECSA training year runs from 1<sup>st</sup> January to 31<sup>st</sup> December.

Intending trainees must enrol and pay for their chosen training programme by the deadlines below, in order to commence training in the relevant academic year. Intending trainees should read the instructions on the COSECSA website <https://www.cosecsa.org/programme-entry-instructions>, and complete the enrolment application at <https://www.cosecsa.org/application-form/>

Programme enrolment and payment	Deadline	When training commences
MCS	31 <sup>st</sup> October	1 <sup>st</sup> January following year
FCS	31 <sup>st</sup> January	1 <sup>st</sup> January same year

Trainees only need to enrol once and pay once before starting the two-year MCS programme, and enrol once and pay once before starting the three or four year FCS programme. In other words, they do not have to re-enrol and pay for the second or subsequent years of their training programme.

The COSECSA Secretariat will notify the trainee once their application has been fully accepted, and give them instructions to pay the training fee. Full details on fees can be found on the COSECSA website <https://www.cosecsa.org/online-payments/>

Delays in enrolment will have a knock-on delay in the trainees receiving their registration number and credentials to access the eLogbook and eLearning platform. Trainers and PDs are encouraged to liaise with the Country Coordinator and Country Representative to ensure all prospective trainees are enrolled by the deadline, so they can be fully registered and commence their training in January.

Throughout the year, PDs should inform the Country Representative and Country Coordinator if any trainees discontinue their training at the hospital. Similarly, PDs should inform the Country Rep and Country Coordinator if a Trainer moves to another hospital, and work with COSECSA to identify another Trainer to directly supervise the day to day teaching of trainees.

#### **Note:**

Where PDs are based in an accredited hospital that is not in a Member-Country and therefore does not have a Country Representative or Country Coordinator, the PD should contact COSECSA Secretariat directly.

## Examinations

The COSECSA examination for all training programmes comprises two parts. Candidates must pass Part I in order to take Part II.

Part I for both MCS and FCS is an online written exam that takes place in the first week of September. Part II is an OSCE (Objective Structured Clinical Exam) at the MCS level and usually takes place in the first week of December. Part II for FCS training programmes is a Clinical and viva voce (oral) exam, and usually takes place in the early December.

Prospective exam candidates should register and pay the fee for the exam by the date below. Only one exam fee payment is required to cover both Part I and Part II. A list of fees can be found at <https://www.cosecsa.org/online-payments/>

<b>Exam Registration and payment</b>	<b>Deadline</b>	<b>Part I Exam</b>	<b>Part II Exam</b>
MCS	31 <sup>st</sup> March	September same year	December same year
FCS	31 <sup>st</sup> March	September same year	December same year
Candidates for FCS who hold an MMed	1 <sup>st</sup> May		

Further information on the exams can be found in the regulations and syllabi for each training programme on [www.cosecsa.org](http://www.cosecsa.org) under 'Training.'

## Programme Directors: role and responsibilities

The Programme Director (PD) is a COSECSA Fellow who is appointed by the hospital and is accountable for the delivery of the COSECSA training programme(s) at the accredited hospital on an honorary basis. The PD is the main contact point between the accredited hospital and COSECSA with regard to training. PDs are in effect the lead Trainer at the accredited hospital.

PDs use their experience, knowledge and skills as expert clinicians/trainers, and their familiarity with clinical situations to oversee the delivery of high-quality teaching and training to trainees. PDs keep abreast of COSECSA's policies and regulations and syllabi for the training programme(s) which their hospital is accredited for. The PD plays a vital role in ensuring patient safety through the appropriate supervision of trainees throughout their training.

In the COSECSA training and examination framework, PDs are a key link between the past and the future of surgical practice, to guide and steer the learning process of the next generation of surgeons.

The role of the PD is to:

- Have overall educational and supervisory responsibility for the trainees in an accredited hospital
- Ensure that induction to the department or hospital (where appropriate) has been carried out
- By liaising with the Country Rep and Country Coordinator\*, ensure that trainees are fully enrolled and correctly registered with COSECSA, and are fully registered to take exams by the appropriate date, typically in their final year of training – see **Key Training and Examination Dates**
- By liaising with the Country Rep and Country Coordinator\*, provide a complete and accurate list of all the Trainers at the accredited hospital to COSECSA
- Ensures that trainees in the hospital are fulfilling all requirements of their training – see **Mandatory Courses**
- Ensures that trainees in the hospital have access to Library and IT facilities with reliable internet
- Ensure that trainees have appropriate day-to-day supervision appropriate to their stage of training
- Act as a mentor to trainees and help with both professional and personal development and welfare
- Discuss the trainees' progress with each Trainer who is involved in direct supervision of the trainee
- Regularly inspect the trainees' eLogbook and eLearning portfolio, and ensure that trainees are making the necessary clinical and academic progress – see **eLogbook**, see **eLearning**

- Ensure patient safety in relation to trainees' performance by the early recognition and management of trainees in distress or difficulty
- Ensure that evaluations of the trainee have been done regularly, and these evaluations are shared with COSECSA
- Inform trainees of their progress and encourage trainees to discuss any deficiencies in the training programme, ensuring that records of such discussions are kept
- Support Trainers in the accredited hospital in their supervision of trainees' clinical and academic performance
- Ensure that all Trainers undertake an accredited Training-of-Trainers (ToT) course and that they avail of resources that COSECSA makes available for Trainers -see **Training of Trainers**
- Ensure that Trainers are kept informed of the current regulations that apply to COSECSA training programmes
- Ensure that Trainers are kept informed of exchange, scholarship and bursary opportunities which are occasionally made available to COSECSA trainees – see **Exchanges, Scholarships, Bursaries**
- Inform the Country Rep and Country Coordinator\* of any significant issues that may affect the trainees' training at the hospital, including drop out of trainees or the departure of Trainers from the hospital
- Inform the Country Rep and Country Coordinator\* of scope for improvements to any aspect of the training programme

Please note: PDs also play a key role in the accreditation and re-accreditation process –see <https://www.cosecsa.org/hospital-accreditation/>

*\*As stated earlier, PDs based in a country that is not a member-country of COSECSA should take a proactive approach in contacting the COSECSA Secretariat on all matters to do with training.*

## Trainers: role and responsibilities

Trainers are COSECSA Member-Specialists and COSECSA Fellows who supervise enrolled trainees at an accredited hospital during their training. Trainers are responsible for the day-to-day teaching and training of a number of trainees in an accredited hospital on an honorary basis.

Trainers have access to the support and advice of their senior colleagues, in particular the PD, regarding any issues related to teaching and training and to keep up-to-date with their professional development as Trainers.

The role of the Trainer is to:

- Supervise the work of the trainee and be a mentor in his/her studies
- Ensure patient safety in relation to Trainee performance

- Ensures that the trainee attends educational activities such as Clinical/Journal/X-ray and Mortality/Morbidity meetings on a regular basis
- Conduct mock examinations twice a year before the written and clinical examinations. The examination shall consist of a hands-on bedside Clinical examination of patients.
- Monitor the trainee's operative exposure, ensuring that it is in keeping with the regulations of the training programme, and to sign-off on trainee's eLogbook promptly— see **eLogbook**
- When a trainee is not getting sufficient operative exposure, either by volume or type of case, to proactively discuss with the PD how to remedy this situation
- Ensuring and facilitating working arrangements so that trainees attend the mandatory courses as required by their training programme – see **Mandatory Courses**
- Assisting the trainee to manage the self-directed educational component of their training programme – see **eLearning**
- Carry out evaluations of the trainee regularly, and ensure these evaluations are shared with COSECSA - see **Forms to fill out: Trainee Evaluation**
- Ensure that the trainee completes feedback forms on each post in their training – see **Forms to fill out: Training Post Assessment**
- Supporting trainees to apply for exchanges, scholarships and bursaries which COSECSA may make available and which are beneficial for the trainee – see **Exchanges, Scholarships, Bursaries**

## Common elements of all COSECSA Training Programmes

### a) eLogbook

All trainees are required to maintain an accurate and current eLogbook. Trainees should record all cases that they perform or assist in during their training no later than two weeks after the case has taken place. Trainers and PDs should instil the importance of an accurate and current logbook in trainees.

Once a trainee is fully registered in their training programme, the COSECSA Secretariat sends him/her their individual username and password to access the COSECSA eLogbook. These credentials (username and password) should not be shared with anyone else. Passwords can be reset if forgotten by sending an email request to the COSECSA Secretariat.

The COSECSA eLogbook is accessed here:

<https://logbook.cosecsa.org/Account/Login>.



A Trainee video and Frequently Asked Questions (FAQ) about the eLogbook can be found here <https://www.cosecsa.org/training-platforms/>

### **Note – Exemptions to use of COSECSA eLogbook:**

While it is preferable that all COSECSA trainees use the COSECSA eLogbook, Fellowship candidates who already hold an MMed are not required to use the COSECSA eLogbook if they enter the COSECSA training programme for just one year and already have an existing logbook. However, they are required to use an alternative Logbook of their choosing (either paper or electronic) and make this Logbook fully available to their Trainer, PD and relevant Panel Head upon request.

Trainees supported by the Pan African Academy of Surgeons (PAACS) are not required to use the COSECSA eLogbook, provided they use the PAACS eLogbook instead and this is made available to their Trainer, PD and relevant COSECSA Panel Head upon request.

The COSECSA eLogbook gives **Guideline Minimum Numbers** for bundles of cases, 'index procedures' in each training programme. These numbers are intended as a guide to trainees, Trainers and PDs as to the volume and type of cases they should have recorded before taking Part II of their exam.

Trainers receive credentials which allows them to view their own (if applicable) COSECSA eLogbook, and also the eLogbooks of any trainees they directly supervise. These credentials should not be shared with anyone else. Passwords can be reset if forgotten by sending an email request to the COSECSA Secretariat.

Trainers should ensure that trainees are completing their eLogbook regularly and accurately. Trainers supervising trainees not using the COSECSA eLogbook should ensure that these candidates are aware of the Guideline Minimum Numbers and are set to achieve these.

PDs also receive credentials which allows them to view their own (if applicable) COSECSA eLogbook, and also the eLogbooks of any trainees they directly supervise. These credentials should not be shared with anyone else. Passwords can be reset if forgotten by sending an email request to the COSECSA Secretariat.

PDs should monitor the trainees' eLogbooks to ensure trainees are getting adequate operative exposure by volume and type.



A video guide to using the eLogbook for PDs and Trainers is available [here](https://forms.gle/3C74nnpnXBPYQhp2d9)

Password: 20cos21log3hk



## b) eLearning

COSECSA's eLearning platform is [www.schoolforsurgeons.net](http://www.schoolforsurgeons.net)(SFS).

Trainees, Trainers and PDs have access to SFS using the same username and password as provided for the eLogbook. Again, these credentials should not be shared with anyone else. Passwords if forgotten can be reset by emailing the COSECSA Secretariat.

Trainees receive specific instructions by email from the COSECSA Secretariat on the required and recommended (non-mandatory) learning resources which they are enrolled in as per their training programme. Their progress on mandatory learning is monitored and tracked by the Secretariat.

Content designed for Trainers and PDs is available through the '**Surgical Trainers**' and '**Other Training Resources**' section. This includes "Facilitator" or tutor versions of mandatory content.

### **Note:**

All users – trainees, Trainers, PDs – have access to the full suite of electronic journals library of the Royal College of Surgeons in Ireland (RCSI) and many other resources through SFS.

## c) Exchanges, Scholarships, Bursaries

Every year, COSECSA makes a number of exchanges, scholarships and bursaries available to COSECSA trainees. Through these, COSECSA strives to encourage more people to enter surgical training; support progress through all stages of training; enhance the quality of training; and increase research skills.

The Secretariat notifies Country Coordinators and Country Reps of these opportunities when they arise. They are also posted on the COSECSA website [www.cosecsa.org/prizes-scholarship-grants/](http://www.cosecsa.org/prizes-scholarship-grants/) and shared by social media.

PDs and Trainers are encouraged to proactively support trainees to apply for these opportunities if suitable.

## d) Forms to fill out: Trainee Evaluations

Trainers should complete an evaluation of their trainees after each rotation. The online form is available on SFS [https://www.schoolforsurgeons.net/under 'E-Logbook and Forms'>'Forms to be filled by Trainers'](https://www.schoolforsurgeons.net/under%20'E-Logbook%20and%20Forms'>'Forms%20to%20be%20filled%20by%20Trainers').

These evaluations may assist in determining if a trainee is ready to take exams for their training programme. PDs should ensure that Trainers regularly complete evaluations of their trainees.

e) Forms to fill out: Training Post Assessment

Trainers should ensure that trainees give feedback on each training post they hold. The online form is available on SFS <https://www.schoolforsurgeons.net/> under 'E-Logbook and Forms' > 'Forms to be filled by Trainees'.

These evaluations may assist COSECSA to form an understanding of how the training programmes are running at each accredited hospital and may indicate how COSECSA can better support the hospital in delivering training.

f) Mandatory courses

MCS trainees	Format, location
Basic Science	COSECSA blended course on <a href="https://www.schoolforsurgeons.net">www.schoolforsurgeons.net</a>
Basic Surgical Skills	To be organised in each accredited hospital; 2-day course outline available from COSECSA with accompanying resources on <a href="https://www.schoolforsurgeons.net">www.schoolforsurgeons.net</a>
Trauma course	Trainees may avail of an accredited course that is available locally

FCS trainees	Format, location
Research Methodology Course	COSECSA self-directed course on <a href="https://www.schoolforsurgeons.net">www.schoolforsurgeons.net</a>

Proof of completion of these courses, that is a certificate, should be uploaded to SFS <https://www.schoolforsurgeons.net/> under 'E-Logbook and Forms' > 'Forms to be filled by Trainees' > 'Short Course Certificate Upload'. The title of the uploaded file should clearly indicate what type, of course, the trainee has completed.

**Note:**

Depending on their training programme, FCS trainees may have additional mandatory courses to complete.

### g) Online payments

COSECSA fees can be paid online through [www.cosecsa.org/online-payments/](http://www.cosecsa.org/online-payments/)

This includes fees for MCS and FCS programme entry; Graduation/Specialist Register fee; exam fees and repeat exam fees; Member and Fellow registration fees; and Member/Fellow Annual subscription fees.

It should be noted that all of the above fees can also be paid in person, to the Country Coordinator or Country Rep, who will issue a receipt for payment. Graduation/Specialist Register fees may also be paid directly to the COSECSA Secretariat team at the Annual General Meeting.

### h) Out of Programme Elective (OOPE)

Occasionally, trainees may wish to pursue a training opportunity or the opportunity to gain greater/deeper exposure in a hospital other than their designated accredited hospital.

Trainees are permitted to spend up to six months in a temporary out of programme elective (OOPE) without delaying their training programme, provided that the PD is satisfied that a clear learning objective for the duration of the OOPE has been set, and an appropriate supervisor has been identified in the OOPE hospital. The trainee must keep their eLogbook up to date and continue their academic programme on SFS while on OOPE. The OOPE hospital may or may not be a COSECSA-accredited hospital.

The PD should notify the Country Rep of this OOPE, or in the case of a PD in a non-member country, they should contact the COSECSA Secretariat directly. For COSECSA's administrative purposes, the trainee remains a registered trainee at their original accredited hospital, and the PD retains overall responsibility for their training.

### i) Panel Heads

In the COSECSA training framework, Panel Heads are Fellows of COSECSA who are responsible for setting the final exam for each training programme every year, in accordance with the format and regulations stipulated by the Exams and Credentials committee.

Panel Head 2021	Training Programme
Bruce Steffes	MCS
Russell White	FCS Cardiothoracic
Abebe Bekele	FCS General Surgery
Emmy Nkusi	FCS Neurosurgery
James Munthali	FCS Orthopaedic
Wakisa Mulwafu	FCS Otorhinolaryngology
AmezeneRobelie Bothwell Mbuwayesango	FCS Paediatric Surgery
Richard Gardner	FCS Paediatric-Orthopaedic
Rose Alenyo	FCS Plastic Surgery
Emile Rwamasirabo	FCS Urology

### j) Training of Trainers

All registered trainees should be trained by an accredited Trainer, i.e. a Trainer who has completed a Training of Trainers (ToT) course. Undertaking a ToT course is an important aspect of professional development for COSECSA Fellows, and helps maintain the integrity of the COSECSA Training and Examination Framework. All PDs should also complete a ToT course if they have not yet done so by the time of their appointment.

PDs should proactively notify the Country Rep when one or more Trainers at the hospital has not yet completed a ToT course.

Each COSECSA Member Country has one or more Master Trainers. Master Trainers are senior surgeons who have completed an intensive course in the Training of Trainers. Country Reps, Country Coordinators, PDs, and Master Trainers work together to organise ToT courses at the national level to meet the training needs in the country.

Where accredited hospitals are not located in a Member-Country, and there is no Master Trainer in that country, the PD should contact the COSECSA Secretariat directly.

A number of accompanying materials for ToT courses are available on SfS **“Surgical Trainers”** > **“Train the Trainers”**.

The Country Coordinator or PD from a non-member country should liaise with the COSECSA Secretariat before the holding of the ToT course. Additional resources, materials and advice on running a ToT course may be available from the Secretariat. The Secretariat may be able to provide financial support towards the cost of running a ToT course.

## Appendix I COSECSA Secretariat Contact Details

Role	Post-holder	Email	Areas of responsibility for Training and Examinations
Chief Operating Officer (COO)	Ms Stella Itungu	coo@cosecsa.org	Oversight of all Operations of the College including Training and Examinations procedures/activities
Exams Officer	Mr Chris Minja	exams@cosecsa.org	Exam logistics and delivery
Finance Officer	Ms Edith Ng'ang'a	finance@cosecsa.org	Payment of training, and exam fees, and other related costs;
Education Assistant	Mr Niraj Bachheta	education_asst@cosecsa.org	eLearning; Mandatory courses; ToT courses; Curricula review; exam support
Exams Assistant	Mr Amani Pascal	exams_asst@cosecsa.org	Enrolment of trainees in training programmes; eLogbook; Registration of exam candidates; Exam support
Administrative Assistant	Ms Diana Kaiza	info@cosecsa.org	Liaison with Country Coordinators; Exam support

### General contacts and social media

Web: [www.cosecsa.org](http://www.cosecsa.org)

Subscribe to eNewsletter: <https://rebrand.ly/cosecsaEnews>

Facebook: <https://www.facebook.com/COSECSA-1476132912684891/>

Twitter: [@cosecsa](https://twitter.com/cosecsa)

LinkedIn: <https://www.linkedin.com/school/cosecsa>

## Appendix II Patient Safeguarding in the training programme

COSECSA is committed to safeguarding the well-being of patients. COSECSA expects all individuals in the COSECSA Training and Examination framework to behave with integrity and professionalism at all time, and to ensure that patients are treated with dignity and respect in the training programme.

Trainees, Trainers, and PDs are bound to comply with the professional code of conduct from their employing hospitals and their national medical licensing body in regard to patient safeguarding.

Additionally, Trainers and PDs, as Fellows of COSECSA, are bound by the Fellowship Declaration in the practice of surgery. The commitments and spirit of this declaration should be vividly reflected in the culture of the training programme established at each accredited hospital.

Trainees registered in COSECSA training programmes are obliged to:

- pursue surgical training with honesty and to place the welfare and the rights of the patient above all else
- deal with each patient as they would wish to be dealt with if they were in the patient's position
- respect the patient's autonomy and individuality
- affirm and support the social contract of the surgical profession with their community and society
- not take part in any arrangement or improper financial dealings that induce referral, treatment, or withholding of treatment for reasons other than the patient's welfare.
- advance their knowledge and skills, respect their colleagues, and will seek counsel from colleagues when in doubt about their abilities
- willingly help their colleagues when requested.
- recognize the interdependency of all health care professionals and will treat each with respect and consideration