



The Duties of the Programme Director

- ❖ The PD plays a prime role in the accreditation process and subsequently in ensuring that the ECSACOG training programme is fully rolled out at the hospital. He/she is the main liaison with all the other people involved in accreditation. He/she mutually agrees a date for the visit with the visiting team, makes the local arrangements, and hosts the team at the hospital during their visit.
- ❖ The PD maintains contact on behalf of the hospital with the ECSACOG Country Representative and Secretariat. He/she is accountable for the delivery of the ECSACOG training programme at the accredited hospital.
- ❖ Logbook data of trainees – The PD should ensure that trainees are regularly filling out their logbooks so that real-time, objective, numerical data about the operative experience that trainees are getting at that hospital is available.
- ❖ Trainee Evaluations – The PD should ensure that Trainers regularly complete the evaluation form for their trainees (typically after each rotation). This helps ECSACOG to form an understanding of how the training programmes are running at the hospital, and may indicate how ECSACOG can better support the hospital in delivering
- ❖ If the hospital existing staff do not have ECSACOG Fellows or Member – Specialists the PD should ensure the potential candidates for a Trainer position be identified before an accreditation visit in order for them to start formalities for Fellowship or Member-Specialist by election status
- ❖ The PD should ensure an academic Programme is prepared by the Trainers and implemented on a regular basis.

- ❖ The PD, in consultation with Country Reps, should ensure that all Trainers at the hospital have attended the ECSACOG Train the Trainer course.
- ❖ The PD informs the ECSACOG Secretariat of the names and contact details of Trainers at his/her hospital.
- ❖ The PD, in consultation with Trainers overseas arrangements for trainees to gain operative exposure at other hospitals or centers of excellence. The PD ensures that the exposure aligns with the ECSACOG training programme and that the trainee maintains their logbook and academic commitment while away from their hospital