



# TRAINING MANUAL FOR CANECSA TRAINEES AND TRAINERS 2022



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## **ACKNOWLEDGMENTS**

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The purpose of this training manual is to provide basic information about CANECSA training and examinations in one single place. This manual is suitable for CANECSA trainees and prospective trainees, as well as CANECSA trainers and anyone who may wish to know more about the CANECSA training programme. This manual is not exhaustive. Other documentation gives more detail on various aspects of the College's activities. Please consult the CANECSA constitution, curriculum, examinations standard operating procedures and logbook documents for more information. The latest version of each of these documents are available on the CANECSA website [www.canecsa.com](http://www.canecsa.com), which in itself is an important source of CANECSA information.

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## INTRODUCTION TO CANECSA

CANECSA is the College of Anaesthesiologists of East, Central and Southern Africa. Constituent member countries are Eswatini, Kenya, Malawi, Rwanda, Tanzania, Uganda, Zambia and Zimbabwe. CANECSA aims to advance education, standards, and research in safe anaesthesia and critical care for the people of East, Central and Southern Africa. CANECSA is an affiliate college of the East, Central and Southern Africa College of Health Sciences.

At the 2009 East, Central and Southern African Health Ministers Conference, held in Zimbabwe, the idea of a College of Anaesthesia for the region was proposed by the Health Ministers of the region. The number of anaesthesia practitioners is very low compared to the region's population and its burden of disease. Masters of Medicine in Anaesthesiology and Critical Care graduates are few in number and cannot match the need at the current pace, hence the need to run a program that will supplement efforts and standardise care in the region. Further to that, there is a need to harmonise training within the region.

**Vision** – “To be the desired international institution for training and development of anaesthesiologists for anaesthesia practice of the highest level in the region.”

**Mission** – “To develop a uniform training program for anaesthesia, critical care and pain medicine across the region and maintain the highest standards of practice for the safety of the patients through training (education programs), service (quality patient care), examinations and research.”

CANECSA Council is comprised of an Executive Committee, and three standing committees: the Education, Scientific and Research Committee, the Examination and Credentialing Committee and the Finance and General-Purpose Committee.



## CANECSA STRUCTURE AND ROLES

CANECSA Council provides governance to the College whilst the standing committees provide leadership in their respective areas. Each CANECSA member country has a country representative who represents the member Society/ Association on CANECSA Council. Country representatives act as CANECSA in-country focal persons responsible for trainee registration and other in-country administrative procedures. See the [CANECSA website](#) for an up-to-date list of Country Representatives and Council Members.

CANECSA training is undertaken in accredited training institutions. Each accredited hospital has a CANECSA Training Programme Director (TPD), who oversees the delivery of the CANECSA anaesthesiology training programme in that hospital, and the progress of trainees based in that hospital. TPDs are encouraged to liaise with the Country Representative to ensure all prospective trainees are enrolled by the deadline, and should inform the Country Representative if any trainees discontinue their training at the hospital. The TPD also completes an assessment of trainee progress each semester – see “Training programme” section.

CANECSA delivers a Train the Trainer programme with the Royal College of Surgeons in Ireland (RCSI), and Fellows who successfully complete this programme are certified as CANECSA Trainers by both institutions. All CANECSA Fellows who are involved in the training of anaesthesiology trainees are encouraged to take this course.

The CANECSA Secretariat, based in Arusha, Tanzania, is available to assist trainees and trainers with any queries they may have.



## APPLYING FOR TRAINING

### ADMISSION CRITERIA

Applicants to the programme will be required to:

1. Be holders of the MBChB / MBBS / MD degree or equivalent recognised by the professional regulatory authorities in ECSA member countries.
2. Be registered or be qualified for registration as a medical practitioner by the relevant Health Professions' Council / Medical and Dental Professions Council in ECSA member countries.
3. Have completed a minimum of 12 months internship/housemanship (six months surgery and six months medicine).
4. Have a current practising licence and be in good standing with member state regulatory authorities.

### APPLICATION PROCESS

Training programme applicants should familiarise themselves with the CANECSA training regulations, fees and the application process before beginning the application process. There are two CANECSA training programmes: Membership of the College of Anaesthesiologists (MCA) and Fellowship of the College of Anaesthesiologists (FCA). **MCA is a certificate of competence in anaesthesiology, it is not an exit qualification and does not confer specialist status.** FCA is an exit qualification conferring specialist status.

**Training Duration:** Both training programmes are for a minimum period of two years. For example candidates beginning CANECSA training in January 2022 will be eligible to sit examinations in late 2023. Candidates who already hold an MMed Anaesthesiology qualification, or recognised alternative, are exempt from the training period and may apply directly for CANECSA FCA examinations without applying for training, or paying training fees.

**Application requirements:** The applicant applies online on the **CANECSA website**. Applicants should have a passport-style photo, a copy of their undergraduate medical degree (and any other relevant qualifications) and evidence of their Medical Council registration ready to upload during the online application.

**Selection process:** Each application is considered by the CANECSA Registrar and the Country Representative for the country in which they are based. The Applicant is informed as to whether their application has been accepted or not. If their application is successful, the applicant is required to pay the programme entry fee at their national anaesthesiology society or association through the Country Representative to complete their registration. On receipt of payment by CANECSA, the new trainee is then supplied with all necessary information to commence the training programme.

**Registration fees:** See Appendix 2 – 2022 CANECSA Fees for more information on CANECSA fees. The most up-to-date information on CANECSA fees is available on the **CANECSA website**, as is information on prizes and bursaries available. Trainees must register at the beginning of their basic membership training, and again at the beginning of their advanced fellowship training.

## TRAINING PROGRAMME

The CANECSA training programme in Anaesthesiology and Critical Care Medicine programmes takes a minimum of four years – a minimum of two years of membership training and a minimum of two years of fellowship training. Training shall not exceed eight years for any candidate unless CANECSA Council approves otherwise.

<b>DURATION</b>	4 years minimum 8 years maximum	
<b>CLINICAL DOMAINS</b>	<b>Basic (0 – 24 months)</b> <ul style="list-style-type: none"> <li>• Anatomy</li> <li>• Physiology &amp; biochemistry</li> <li>• Pharmacology</li> <li>• Physics</li> <li>• Clinical measurement</li> <li>• Basic statistics</li> <li>• Clinical anaesthesia – acquisition of foundation knowledge, skills and attitudes of an anaesthesiologist</li> </ul>	<b>Advanced (24 – 48 months)</b> <ul style="list-style-type: none"> <li>• Applied anatomy</li> <li>• Applied physiology</li> <li>• Applied pharmacology</li> <li>• Applied clinical measurement</li> <li>• Critical care medicine</li> <li>• Pain management</li> <li>• Resuscitation</li> <li>• Clinical anaesthesia – higher skills and knowledge in the following: <ul style="list-style-type: none"> <li>• Paediatric anaesthesia</li> <li>• Neuroanaesthesiology</li> <li>• Cardiothoracic anaesthesia</li> <li>• Obstetric anaesthesia</li> </ul> </li> </ul>
<b>EXAMS</b>	MCA (ECSA)	FCA (ECSA)
<b>ASSESSMENT</b>	In training assessments Progression reviews Logbook review	
<b>BROAD AIMS</b>	The CANECSA fellowship aims to train an anaesthesiologist for a broad range of individual specialist practice. This will be a solid foundation for more focused sub-specialty fellowship training in the following disciplines: Airway, Cardiothoracic & Vascular, Critical Care Medicine, Paediatric, Neuroanaesthesia, Obstetrical and Pain Management	

### MEMBERSHIP - BASIC TRAINING:

This is covered in the first two years. Courses are comprised of common Masters in Medicine courses, biomedical sciences, clinical apprenticeship, critical care and pain management, after which the trainee is then eligible to sit for the MCA(ECSA) examinations. The principles of ethics and professionalism are integrated into the teaching, learning and practice.

### FELLOWSHIP - ADVANCED TRAINING:

Candidates who are successful in the MCA exam may continue into Fellowship training, which constitutes a further two academic years of training. This period includes lectures, tutorials and apprenticeship in the clinical areas, following which the trainee is eligible to sit for the FCA(ECSA) examinations. Advanced Training will consist of development and consolidation of higher skills and knowledge in basic sciences and clinical anaesthesia.

### Expected progress and competency levels:

**0-6 months:** Has knowledge of, describes

**6-12 months:** Performs, manages, demonstrates under supervision

**12-24 months:** Performs, manages, demonstrates independently

**24-48 months:** Teaches or supervises others in performing, managing, demonstrating



## MODE OF DELIVERY

This is a face-to-face apprenticeship, supplemented by small-group tutorials, grand rounds, journal clubs and e-learning modules. Various strategies will be employed in knowledge acquisition including the following: self-directed learning, problem-based learning, lectures / tutorials, apprenticeship, courses / seminars / webinars and simulation training. Skills acquisition will take place by observation, assisting and performing anaesthesia and critical care medicine procedures under supervision. Role modelling will be an important aspect of attitude development. This will be enhanced during interaction with the tutors and other personnel in the various clinical services.

## E-LEARNING

CANECSA's **e-learning platform** learn.canecsa.com is available to all CANECSA trainees, members and fellows. It contains a wealth of material for trainees mapped to

the CANECSA curriculum. It also contains resources for CANECSA trainers and full journal access. Trainees and examination candidates receive a login to the platform upon completion of registration. For any difficulties, please contact the CANECSA Secretariat.

## LOGBOOK

Each trainee's CANECSA logbook provides a record of their practical experience and academic and educational activities. Accurate and timely record keeping in the logbook is an integral part of anaesthesiology and intensive care training and forms part of trainees' assessment. A satisfactory logbook is a pre-requisite to a trainee being recognised as being safe enough to progress to undertaking the CANECSA examinations, and ultimately obtain CANECSA qualifications.

**In their logbook trainees must record:**

1. Training posts held (rotations)
2. Training courses, lectures, scientific meetings attended
3. Other educational activities
4. Daily record of cases
5. Summary statement of a semester

In addition your Hospital CANECSA Training Programme Director must, each semester, complete:

6. Assessment of the trainee at the end of each semester

## SHORT COURSES

Trainees are encouraged to attend relevant locally organised short courses. CANECSA, in conjunction with local and international ECSA College of Health Sciences partners, aims to expand its portfolio of anaesthesiology short courses. Details of short courses are communicated to trainees and advertised on the CANECSA website.

## ASSESSMENT AND EXAMINATION

### FORMATIVE ASSESSMENT

This will be done continuously during clinical rotations assessing the knowledge, skills and attitudes of the registrars. Demonstration of correct professional attitude will be a requirement for progression. The assessments shall take the form of multiple-choice questions (MCQs), objective structured clinical examinations (OSCEs) and evaluation of core competency skills. The acquisition of core competency skills will determine progression from the clinical rotation.

### PROGRESSION REVIEWS

Trainers have good knowledge of their trainee's progress. They assess progress and get feedback from other trainers to get a holistic picture of learning and progress. Feedback is given on an ongoing basis to steer trainees to achieve their training goals before the final sign-off by the Country Representative.

### SUMMATIVE ASSESSMENT

Summative evaluation will be at the end of the two parts of the programme. Trainees are expected to sit for their membership examinations at the end of their second year of training. Candidates will only be eligible to sit CANECSA examinations on receipt of the examination fee. See Appendix 2 – 2022 CANECSA fees for more information on fees. Prospective examination candidates - who are not enrolled trainees with CANECSA but have prior qualifications - may take the CANECSA examinations without completing the full training period. Such candidates should apply for the examinations online on the CANECSA website by May in the year of the examination. Enrolled CANECSA trainees do not have to separately apply for the examinations.

Both the CANECSA Membership – MCA(ECSA) and Fellowship FCA(ECSA) examinations consists of two parts: a written examination, followed by a clinical examination. The written examination takes place first. Candidates who are successful in the written examination will then be invited to the clinical examination. Candidates who are successful in both

parts of the Membership exam may apply to enter the CANECSA Fellowship training programme. See Appendix 1 – Key dates for a list of key dates throughout the year.

### RESULTS

All MCA exam results are announced to each candidate at the end of December through the Registrar. Results are not released immediately after the examination. For all FCA candidates, the examination number of candidates who passed the exam are displayed at the examination centre following the examination. Candidates whose numbers are NOT displayed are those who were unsuccessful in that examination.

### APPEAL

Appeals against results must be made in writing to the Council within 60 days of the completion of the examination. The President of the College will then appoint an impartial Appeals Committee to investigate the appeal, and require a written report to be filed by the Chairmen of the panel of examiners and the Examination Board. The Appeals Committee will then take all considerations and its own findings into account and recommend a decision which will remain final and binding.

## GRADUATION AND FELLOWSHIP OF CANECSA

Candidates who successfully pass the FCA(ECSA) Examination will graduate and become CANECSA Fellows by Examination. The new Fellow may enter their national medical council specialist register. A graduation fee is applicable in advance of graduation – see Appendix 2 – 2022 CANECSA fees. New fellows are encouraged to train as CANECSA Trainers and take an active participation in the affairs of their College.



## SPECIAL CIRCUMSTANCES

### TIME OUT OF A LOCAL TRAINING POST

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 placement (OOPP) without delaying

their training programme, provided that the TPD is satisfied that a clear learning objective for the duration of the OOPP has been set, and an appropriate supervisor has been identified in the OOPP hospital. The trainee must keep their Logbook up to date and continue their learning activities while on OOPP. The OOPP hospital may or may not be a CANECSA accredited hospital.

The TPD should notify the Country Representative and Secretariat of this OOPP. For CANECSA's administrative purposes, the trainee remains a registered trainee at their original accredited hospital, and the TPD retains overall responsibility for their training.





## COMPLAINTS AND DISCIPLINARY PROCEDURES

This section offers guidance on how CANECSA handles complaints from trainees, trainees and others with regards to trainees, trainers or other individuals, or complaints concerning the training facility governance, resources for training etc. Complaints and concerns provide an opportunity for improving student performance, fostering cooperation and team work, as well as improving the quality of training provided at designated facilities. CANECSA offers fair and transparent procedures for filing and handling complaints and disciplinary procedures may be enacted where guidelines have not been met.

### Guiding principles for dealing with complaints:

- Confidentiality and anonymity should be maintained to safeguard the source of concerns or complaints in respect of the training facility, the supervisor or fellow trainee. However, details of a complaint may need to be shared with relevant colleagues to enable a full investigation to be carried out.
- Trainees, members and fellows are encouraged to voice their concerns and complaints at the earliest possible time to allow for early resolution of cases before grievous escalation.
- The complainant should be encouraged to provide clear information and supporting evidence where available.
- The complainant should be treated with dignity and respect, and measures to safeguard their well-being and protection from victimisation should be in place.
- Disputes regarding matters of academic judgment will not be considered under the Trainee Complaints Procedure.

### DISCIPLINARY PROCEDURES

Upon receipt of concerns or complaints the focal facility lead will constitute a neutral team to investigate the complaints or concerns. If they are found to be legitimate then the parties concerned will be informed of the complaints and the evidence or the report from the investigating team. Appropriate disciplinary action should then be undertaken ranging from simple verbal or written warning, suspension from studies or dismissal as dictated by the gravity of the grievance and the governing rules and bylaws of the Professional bodies, facility or CANECSA as the case may be.

Where the complaint concerns the facility lead person or there is a feeling of mistrust or fear of victimisation the complaints shall be directed to the national CANECSA focal person and copied to the registrar, the two in collaboration will constitute a disciplinary team to preside over the investigations and resolution of the complaints or subscription of appropriate disciplinary actions.

The party expressing concern or complaints reserves a right to be given feedback on the outcome of the investigation, and any resolutions or corrective action taken. Corrective action may include, but is not limited to, a change to policy, process or practice and relevant staff training approaches. A confidential report of the complaints and actions taken should be submitted to the Registrar for record keeping and appropriate actions.

### POSTPONEMENT OF EXAM

Candidates are allowed to postpone the exam if they have valid reasons, which must be approved by CANECSA. In such circumstances the candidate has to notify the Examination and Credentialing Committee by submitting a written application for postponement of their examination with supporting documents

as necessary regarding the ailment or problem.

### ILLNESS AND LEAVE FOR PERSONAL CIRCUMSTANCES

Leave may be requested on grounds of personal health, well-being and personal circumstances, such as bereavement, maternity breaks, career break, work abroad and for other reasons. The CANECSA Secretariat, their Country Representative and the Registrar should be contacted at the earliest possible time. No credit will be given for time out of the programme irrespective of posts held while on leave.

### FINANCIAL HARDSHIP

CANECSA strives to make anaesthesiology training accessible to potential trainees from different backgrounds. To this end CANECSA looks to partner with like-minded institutions to provide scholarships and other assistance to trainees and interested applicants. Please see the [CANECSA website](#) or talk to your Country Representative for more details.

### TRAINEE SUPPORTS

CANECSA is committed to supporting trainees' wellbeing throughout their working life. The College advises trainees to monitor their physical and emotional wellbeing and to seek assistance early if they have any concerns or feel they are experiencing significant stress. It is important to adhere to the medical advice and management plans of the doctors who support you. Remember to prioritise your own health and wellbeing so that you can in turn support the patients in your care. We encourage you to proactively contact your Country Representative or the CANECSA Registrar should you have any concerns.



## APPENDIX 1 - KEY DATES

The CANECSA training year runs from 1st January to 31st December. Intending trainees must apply online and pay for their chosen training programme by deadlines below, in order to commence training in the relevant academic year. Dates may be subject to change, should travel restrictions apply.

ACTIVITY	DATE
Membership and Fellowship Programme enrolment and payment	1st January – end of February
Examination registration (both MCA and FCA exams) for exams that year, for candidates not enrolled in Membership and Fellowship training programmes	End of May
Written examination (both MCA and FCA)	1st week of October
Clinical examination (FCA only)	1st week of December
Graduation (for candidates successful in the FCA exam)	December

## APPENDIX 2 – 2022 CANECSA FEES

CANECSA Fees are subject to change. Please see the CANECSA website for up to date fee information.

### Training Programme Entry

Membership training programme entry	\$500
Fellowship training programme entry	\$600

### Examination

Membership examination	\$400
Fellowship examination	\$700

### Repeat examination

Candidates who are unsuccessful in the CANECSA examinations, may repeat the examinations the following year, subject to payment of the repeat examination fee.

Membership	\$200
Fellowship	\$300

### Graduation

Graduation fees are applicable for candidates successful in the CANECSA Fellowship examination and must be paid before the successful candidate can graduate.

Fellowship Graduation	\$500
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