



ANZHPBA PFET Research Requirement Policy



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1. Purpose

1.1 The purpose of this policy is to describe the process for Trainees to meet the mandatory Research Requirement of the ANZHPBA PFET program. This policy should be read in conjunction with the ANZHPBA Training Regulations Handbook ([link](#)).

2. Terms and definitions

Term	Definition
ANZHPBA	Australian and New Zealand Hepatic, Pancreatic & Biliary Association
ANZHPBA PFET program	Structured 2-year program providing post fellowship training in HPB Surgery within ANZHPBA accredited posts according to the curriculum as set by the ANZHPBA Training Committee
Board	ANZHPBA board of directors
Curriculum	Curriculum for the ANZHPBA Post Fellowship Education & Training Program as set by the ANZHPBA Training Committee
Executive Officer	Executive Officer of ANZHPBA
Exit examination	Examination covering the breadth of the ANZHPBA PFET Program Curriculum, undertaken in the second year of training
HPB	Hepatopancreatobiliary
IHPBA	International Hepato-Pancreato-Biliary Association
ILLS	International Laparoscopic Liver Society
Mid-Term date	Mid-way point of each 12 month Training Term, 6 months from commencement of the term
Original research	Refers to research which is presented and/or published by the people who conducted the research
PFET	Post Fellowship Education and Training
Principal author	Refers to an author who has provided at least a 50 per cent contribution in three or more of the following areas: <ul style="list-style-type: none"> • study design and planning • study work (ethics approval, data collection and collation) • data analysis • writing of the manuscript

Research Requirement	Research activity(s) that form a mandatory component of the ANZHPBA PFET program
RPL	Recognition of prior learning
Supervisor	Coordinates management, education and training of accredited trainees in accredited training posts. Monitors performance, completes assessments and identifies and documents performance management.
Trainee	ANZHPBA Post Fellowship Education & Training Program Trainee
Training Committee	Training Committee of the ANZHPBA Board

2. Overview of the Research Requirement

2.1 Components

2.1.1 The Research Requirement for ANZHPBA PFET program certification consists of two (2) components:

- a. Satisfactory completion of a research project as outlined in Section 3.
- b. Satisfactory completion of eight (8) reviews of HPB manuscripts for peer reviewed journal as outlined in Section 4.

3. Research Project

3.1 General recommendations

3.1.1 Trainees are strongly advised to complete their research project in PFET Year 1, so as not to disrupt preparations and sitting of the Examination in PFET Year 2.

3.1.2 It is recommended Trainees meet with their supervisor (in person or via videoconference) to discuss plans for their research project **prior** to commencing Training Year 1.

3.1.3 Trainees are encouraged to contact the ANZHPBA Training Committee early for advice (via the Executive Officer) if they are concerned they are not on track to complete the research project within the specified timeframes.

3.2 Approval

3.2.1 Prior to commencing a project, trainees must obtain pre-approval from their Supervisor and the ANZHPBA Training Committee to ensure projects are appropriate.

3.2.2 The ANZHPBA PFET Application for Approval of Research Project Form must be completed and submitted to the ANZHPBA Executive Officer by whichever is earlier:

- a. within fourteen (14) days of the Mid-Term date in **PFET Year 1**
- b. at least fourteen (14) days prior to the Mid-Term Interview in **PFET Year 1**

3.2.3 Any significant deviation from the approved research plan, must be discussed with the PFET Supervisor. Trainees must provide a written submission, outlining the change and reasons, to the Executive officer. The Training Committee will review the submission to ensure the project continues to meet requirements.

3.3 Research Project Requirements

3.3.1 The research project must:

- be an original contribution in which the Trainee is a principal author
- be based on a subject that is contained within the ANZHPBA PFET syllabus

3.3.2 Research projects that have been previously presented or published by another author(s) will not be accepted.

3.3.3 Acceptable research projects include the following types of research papers:

- Case control studies
- Cohort studies
- Randomised controlled trials
- Literature reviews (appraising a minimum of five different trials)
- Systematic reviews
- Meta-analyses

3.3.4 The following may be acceptable provided they represent a major body of work

- Grant proposal
- Study protocols
- Book chapters

3.3.5 The following are not considered acceptable research for this purpose:

- Case reports
- Literature reviews that comprise a detailed appraisal of fewer than five (5) relevant different trials
- Publications in the following journal sections (or equivalent):
 - correspondence
 - discussion papers
 - editorials
 - letters to the editor

3.4 Requirements for research papers

3.4.1 Research papers must be either:

- Accepted for publication in a peer-reviewed journal approved by the ANZHPBA Training Committee for this purpose.

or

- Presented at either the ANZHPBA Annual Meeting or an International HPB Meeting approved by the ANZHPBA Training Committee (eg IHPBA, ILLS). There must be a competitive entry process.

3.4.2 Whilst a formal publication or podium presentation is desired, the Training Committee may accept a poster presentation where a substantial volume of work can be demonstrated.

3.4.3 Research papers must follow the relevant EQUATOR network reporting guidelines. Each study type has specific guidelines and research projects should be reported in accordance with the relevant guidelines.

3.4.4 Research papers must:

- clearly state the aims
- summarise current relevant evidence, citing references
- outline the significance of the project
- clearly describe the study design
- clearly describe the methodology and ensure the methods are valid for the project type

- ensure that the results are:
 - accurately described, including measures of variance
 - analysed and interpreted correctly
 - presented clearly and unambiguously
- ensure the discussion:
 - is a succinct interpretation of the main findings
 - includes the significance of the findings in the context of other works in the field, with appropriate references cited
 - identifies the limitations of the study
 - draws appropriate conclusions

4. Manuscript review

4.1 Manuscript review requirements

4.1.1 Trainees are required to satisfactorily complete a minimum of eight (8) (four each training term) reviews of HPB manuscripts for peer reviewed journals.

4.1.2 Acceptable manuscripts include:

- Case control studies
- Cohort studies
- Randomised controlled trials
- Literature reviews (appraising a minimum of five different trials)
- Systematic reviews
- Meta-analyses

4.1.3 Reviews of case reports will not be accepted.

4.1.4 The supervisor should provide the necessary support to assist Trainees and ensure submitted reviews are of high quality.

4.1.5 Evidence of completion (such as emails from the Journal Editorial Staff) must be included in the Trainees Portfolio of Training and submitted with the Application for Recognition of Completion of Research Requirement.

5. Recognition of completion of the Research Requirement

5.1 Application process

5.1.1 Trainees must apply for recognition of completion of the research requirement, using the Application for Recognition of Completion of Research Requirement form. This must document the research project undertaken including an outline of the Trainee's extent of involvement in the research activity, presentation or publication. The application must indicate that the required manuscript reviews have been completed including dates of submission and proof of submission, however details of manuscript reviews should not be included due to confidentiality. The Application must be verified and signed by the Supervisor prior to submission.

5.1.2 The Trainee is responsible for submitting their application for Recognition of Research Requirement to the ANZHPBA Executive Officer. The application may be submitted at any time during Training but must be submitted a minimum of **eight (8) weeks prior** to sitting the Examination in PFET Year 2.

5.1.3 Applications for completion of the mandatory research requirement will be assessed by the ANZHPBA Training Committee, who will determine according to the Research Requirement Policy, either:

- a. the application satisfies the ANZHPBA PFET research requirement and has been certified as complete.
- b. the application does not satisfy the ANZHPBA PFET research requirement and resubmission is required.

5.1.4 The Training Committee will provide Trainees and their Supervisor, with written notification of the outcome within fourteen (14) days of date on which it was submitted to the Executive Officer.

5.1.5 The mandatory research requirement must be certified as complete by the ANZHPBA Training Committee for successful completion of the ANZHPBA PFET program.

5.2 Unsatisfactory submission

5.2.1 When the application does not satisfy the ANZHPBA PFET research requirement, the Trainee Committee will provide written feedback to the Trainee, outlining the criteria that were not met and the next steps.

5.2.2 Unsatisfactory research project component

5.2.2.1 In the event the Research Project component is deemed unsatisfactory, Trainees will be required, as determined by the Training Committee, to either:

- a. submit a revised manuscript addressing the unmet criteria

- b. complete a new research project

5.2.2.2 The trainee must ensure that the revised manuscript addresses all items identified in the written feedback.

5.2.2.3 Trainees are advised to seek assistance with the revision of the manuscript from their Supervisor, with further assistance from other mentors if required.

5.2.2.4 Only one (1) opportunity to submit a revised manuscript will be provided. If the revised manuscript is unsatisfactory, the Trainee will be required to complete a new research project.

5.2.3 Unsatisfactory manuscript review component

5.2.3.1 In the event the manuscript review component is deemed unsatisfactory, Trainees will be required to successfully complete additional journal manuscript reviews (to achieve a total of eight (8) satisfactory reviews).

5.3 Reapplication

5.3.1 Where a trainee is advised that their application does not satisfy the ANZHPBA PFET research requirement, the Trainee may re-apply for recognition of completion of the research requirement as outlined in Section 5.1.1

5.3.2 The re-application must include:

- a. a covering letter describing in detail how each of the points raised in the written feedback have been addressed; and
- b. a letter from the Trainee's Supervisor supporting the application

5.3.3 Re-applications must be submitted to the Executive Officer within three (3) months of the date of the written feedback provided to the Trainee from the Training Committee.

5.4 Appeals

5.4.1 The Trainee has the opportunity for an appeals process by applying in writing to the ANZHPBA Board via the Executive Officer.

6. Recognition of Prior Learning (RPL)

6.1.1 It is expected that Fellows will contribute to the research output of the HPB Unit(s) in which they are placed. Therefore, no RPL will be granted for prior research completed outside of the ANZHPBA PFET program.

6.1.2 No RPL will be granted for manuscript reviews completed prior to commencement of Training in the ANZHPBA PFET program.

7. Plagiarism

7.1.1 The ANZHPBA regards plagiarism as a serious act of academic misconduct. Plagiarism of another's work is considered unacceptable, as is the making available of one's own work to another trainee for the purposes of plagiarism.

7.1.2 Any allegation of plagiarism will be investigated by the ANZHPBA Training Committee and Board.

7.1.3 Plagiarism will result in immediate dismissal for the ANZHPBA PFET program.

8. Associated documents

- ANZHPBA PFET Program Training Regulations Handbook
- ANZHPBA PFET Application for Approval of Research Project
- ANZHPBA PFET Application for Recognition of Completion of Research Requirement
- ANZHPBA PFET Program Curriculum
- ANZHPBA Appeals Policy

9. Contacts

9.1 ANZHPBA – Training Committee

ANZHPBA Executive Officer

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