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GUIDELINES FOR THE REGISTRARS CONGRESS

The registrars congress is held annually during the second week in February under the auspices of the SAOA. It is organized by registrars for registrars.

AIM:

- ☐ An academic platform for registrars.
- ☐ To prepare registrars for the Final FC Orth exams.
- ☐ To teach registrars how to organize a scientific meeting.

WHO ATTENDS:

- ☐ Though not limited to, but registrars who are writing the final exam in that year should attend.

HOSTS:

- ☐ The congress is hosted by the university academic Departments of Orthopaedics in rotation. The hosting department for the next congress is announced on the last day of the preceding congress.

CONGRESS CHAIRMAN:

- ☐ The congress chairman is a registrar, elected by the hosting department in their own meeting. This should be a senior registrar, writing the final exam in the 1st or 2nd semester of that year.

Duties of the Congress Chairman:

1. To liaise with sponsors (Johnson & Johnson) about the venue of the congress. This should be done as soon as the registrar is appointed so that Johnson & Johnson may have time to make an inspection of the possible venues to book for the congress.
2. To arrange the academic programme in consultation with the Head of Department.
3. To forward the programme and topics allocation to the sponsors. Johnson and Johnson will communicate with the academic Heads of Departments about which topics are allocated to the registrars in their departments.
4. To liaise with the guests lecturers who are invited to give keynote addresses. These are consultants, either from that university department, or from private practice in that town. They should be invited in time so as to avoid disappointment.
5. To liaise with the S&N travelling registrars about their presentation.

6. To appoint chairmen of the academic sessions. These should be consultants from all the universities who will be attending the congress. The universities who are taking part are Sefako Magkato, Pretoria, Wits, Free State, Cape Town, Stellenbosch, KwaZulu Natal. Walter Sisulu and Limpopo are at developmental stage and their participation will have to be assessed from time to time, but should be kept in mind.
7. At the beginning of the congress, the Congress Chairman will give the Heads of the Departments a score sheet with all the parameters they need to score the best registrar paper at the congress. The score sheet is available for the SAOA, (The one used to score congress papers). The Head of Department may modify this if he feels so.

ACADEMIC PROGRAMME:

General:

Arranged by registrars of the hosting University in consultation with their Head of Department. The programme is arranged such that the registrars will be better prepared for the exams after the congress. The topics to be discussed are topical topics. The programme must be such that the registrars have a lot of time to talk and answer questions. The chairmen of the session must be examiners at the college.

Content:

1. The opening address is made by the president of the SAOA or his nominated representative. It is aimed at introducing the registrars to the SAOA and to show them the value of their membership.
2. There should be a talk by the President of the College of Orthopaedic Surgeons on exam issues and exam tips. The President may elect another member of the Council of the College of Orthopaedic Surgeons if he/she is not available.
3. The bulk of the content of the programme shall be the presentations by the registrars. Sufficient time (10 min) must be allocated at the end of the presentation to discuss all aspects of the topic. Registrars must stay on the allocated time for the presentation, no matter how long they think the topic is.
4. Key note addresses to be given by consultants from the same university or same town hosting the congress. The number of these should be at the discretion of the Congress Chairman. They should give better insight to the topic they are allocated to.
5. There should be a slot for exam type x-ray or clinical questions, presented / chaired by a consultant of the hosting university. These should be twice a day, before lunch and at the end of the day.
6. There should be a slot for the Smith & Nephew Traveling registrar to report back to the registrar body.
7. There should be a slot towards the end of the programme to announce the best paper presented at the congress. The scoring for this is done by the Heads of academic departments.

TIME LINES:

- ☐ June : Sponsors receive sponsorship request letter for the host University.
- ☐ July : Sponsors do site visit to proposed venue.
- ☐ August : Sponsors receive outline programme without presenter names to complete application for Healthcare compliance & financial approval.
- ☐ September : Approval expected from Johnson & Johnson and agreement thereof mailed to the host HoD for acceptance. Upon acceptance, J&J will receive programme with presenter names from the Congress Chairman.
Invitation letters are drafted by the sponsors to respective HoDs of the various academic departments. This will include topics and the dates by which presenters must be confirmed as well as the due dates for the papers submission.
- ☐ End September / beginning October: Presenters are notified of their presentations and the due dates.
- ☐ Mid-January : Due dates for paper submission.

Compiled by : Prof MV Ngcelwane - 13 November 2015

Approved : 19 February 2016