

Doctors in Training Review

1. Purpose

- 1.1. To document the College process for undertaking a 'Review' of doctors in College programs.

2. Application and scope

- 2.1. The process applies to doctors in College programs, including but not limited to Fellowship and Advanced Specialist Training programs.
- 2.2. A Review may be initiated by the College under the relevant policy
 - 2.2.1. When judgement is needed in applying policy and the potential outcomes may have significant consequences for the doctor, other stakeholders, the program and/or the College.

3. Process

- 3.1. The College advises the doctor in writing of the:

- 3.1.1 Intention to undertake a Review
- 3.1.2 Relevant policy
- 3.1.3 Reason for the Review
- 3.1.4 Potential outcomes from the Review
- 3.1.5 Date for written submissions
- 3.1.6 Expected date for outcome to be advised.

- 3.2 A panel of at least three members is convened

- 3.2.1 Including senior Fellow/s of ACRRM and manager/s with knowledge of the situation and the relevant policies that apply

- 3.3 The panel

- 3.3.1 Confirms the policies and or standards that apply
- 3.3.2 Seeks relevant information
 - 3.3.2.1 From the Medical Educator, Principal Examiner or others as relevant to the situation
 - 3.3.2.2 From a person providing supporting information, for example the doctor providing a medical certificate
- 3.3.3 Reviews the evidence and assesses each doctor in training's situation on a case by case basis

- 3.3.4 Documents the recommendations and reasons for the recommendations
- 3.3.5 Keeps all proceedings confidential, except for information relating to decisions distributed to stakeholders
- 3.3.6 Refers the recommendations to the Censor in Chief or delegate
 - 3.3.6.1 The recommendations are accepted by the Censor in Chief or delegate
- 3.3.7 The outcome of the Review is sent to doctor and relevant stakeholders within fifteen business days of the decision being made
- 3.4 Doctors in training can dispute the decision of a Review using the [Reconsideration, Review and Appeals policy](#)

ACRRM acknowledges Australian Aboriginal People and Torres Strait Islander People as the first inhabitants of the nation. We respect the traditional owners of lands across Australia in which our members and staff work and live, and pay respect to their elders past present and future.