



REGISTRAR IN DIFFICULTY

1. Purpose

1.1. This policy defines:

- 1.1.1. a 'registrar in difficulty' in the context of the Fellowship Training Program including training in the Advanced Specialised Training programs.
- 1.1.2. the responsibilities for the registrar, training post and the College when a difficulty is identified.

2. Application and scope

- 2.1. The policy applies to registrars training on the Fellowship Training Program.
- 2.2. The policy also applies to doctors on Rural Experienced Entry to Fellowship (REEF), the Specialist Pathway (SP) and undertaking Advanced Specialised Training programs outside the Fellowship Training Program.

3. Policy

- 3.1. The College seeks to identify registrars in difficulty early and provide additional support and/or to clarify requirements where this is required.
- 3.2. Registrar in difficulty is defined as a registrar:
 - 3.2.1. displaying a lack of progression through the program
 - 3.2.2. demonstrating poor performance during the program
 - 3.2.3. exhibiting inappropriate personal or professional behaviour
 - 3.2.4. with conditions, suspension or termination of medical registration
 - 3.2.5. who is unable to pay fees associated with membership, training and/or assessment.
- 3.3. Support for registrars in difficulty is based on the following principles:
 - 3.3.1. patient and doctor safety as a priority
 - 3.3.2. early intervention at the point of identification
 - 3.3.3. transparency around areas of concern, support offered and responsibilities of all parties
 - 3.3.4. appropriate to the needs of the individual
 - 3.3.5. expected outcomes documented and measured.

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4. Responsibilities

4.1. Registrars are responsible for:

4.1.1. notifying the College of

- 4.1.1.1. personal circumstances affecting performance or progression
- 4.1.1.2. incidents or adverse events
- 4.1.1.3. unresolved difficulties in the workplace
- 4.1.1.4. changes in medical registration status

4.1.2. actively participating in additional support or remediation programs

4.2. Training posts are responsible for:

4.2.1. advising the College:

- 4.2.1.1. when a registrar is identified as in difficulty
- 4.2.1.2. of unresolved issues related to the workplace
- 4.2.1.3. of any serious issues involving a registrar

4.4 College is responsible for:

4.2.2. assessing registrars in difficulty and instituting additional support measures and/or reasonable adjustments

4.2.3. working with the training post to resolve workplace issues

4.2.4. supporting the training post and supervisor to support the registrar or moving the registrar to another post if required

4.2.5. documenting additional support, ensuring the plan includes:

- 4.2.5.1. responsibilities of each party
- 4.2.5.2. timeframe
- 4.2.5.3. agreement by all parties
- 4.2.5.4. expected outcomes
- 4.2.5.5. review process and next steps

4.2.6. monitoring compliance with and outcomes of additional support

4.2.7. determining if a registrar is ready to reattempt an assessment

4.2.8. making reasonable adjustments within their jurisdiction for registrars with a disability and supporting registrars to apply to the College for reasonable adjustments around training and assessment

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- 4.2.9. applying to the College for Remediation funding or to suspend training time for registrars training on Australian General Practice Training Program (AGPT).
- 4.4.1. advising the registrar if made aware of a registrar in difficulty
- 4.4.2. processing applications for reasonable adjustments for assessment under the Special Consideration policy
- 4.4.3. processing applications for reasonable adjustments for training under the Access to Training policy
- 4.4.4. the facilitation of access to funding for remediation for registrars according to the funding guidelines
- 4.4.5. determining if a registrar is permitted to reattempt an assessment after the maximum number of attempts allowed for the program
- 4.4.6. approving applications for further extensions to training for registrars
- 4.4.7. conducting an Academic Misconduct Review where an allegation is made regarding a registrar conduct

4 Related Documentation

- 4.4 ACRRM Performance and Progression Policy
- 4.5 ACRRM Academic Code of Conduct
- 4.6 ACRRM Academic Misconduct Policy
- 4.7 ACRRM Access to Training Policy
- 4.8 ACRRM Special Considerations Policy
- 4.9 ACRRM Assessment Eligibility Policy
- 4.10 ACRRM Withdrawal from Training Policy
- 4.11 ACRRM Standards for Supervisors and Training Posts
- 4.12 ACRRM Specialist Pathway Guide

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5 Definitions

Word/Term	Definition (with examples if required)
Registrar	The word registrar is used in this policy to cover all doctors on the Fellowship Training Pathway or undertaking Advanced Specialised Training programs outside the Fellowship Training Pathway.
Education Program	The education that is provided during training, this may be provided by the teaching post, or the College.
Formative Assessments	This includes supervisor reports, miniCEX and other assessments undertaken by supervisors or medical educators
Training Pathway	Pathways accredited to deliver the Fellowship Training Pathway.
Summative Assessments	Multi Choice Question exam, Multi-source Feedback, Case Based Discussion, Procedural Skills Logbook, Project, and StAMPS for Core Generalist Training and as relevant for Advanced Specialised Training.
Training Post	Includes any facility accredited by the ACRRM to provide training on the ACRRM Fellowship Training Pathway.
Training	Working in an accredited training post under supervision.
Remediation Program	Formal program of work that is documented and agreed by registrar, remediator and Director of Training

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6 Document Control Management

6.1 Policy information

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Responsible Officer:	David York	Policy System Manager:	Mary Jane Streeton

6.2 Document History

Version	Date Approved	Author	Description of revision	Internal Distribution	
				Date	Recipient/s
V1.1	December 2022	Fellowship Manager	Align with one Fellowship program Removal of Regional Training Organisation references	Dec 22	GM Education Services
V1.0	March 2021	Accreditation and Standards Manager	RGTS added to the definition for Training Organisations. Clause 4.4.5 added.	Mar 21	ELT/CEO
Previous system	June 2020	Accreditation and Standards Manager	Scope expanded to include all Fellowship pathways and advanced Specialised Training	Jun 20	ELT/CEO
Previous system	December 2019	Accreditation and Standards Manager	Supersedes the Independent Pathway Remediation Policy	Dec 19	ELT/CEO

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