

Remediation Policy for AGPT Registrars

1. Purpose

This document outlines the policy for Regional Training Organisations to apply to ACRRM for additional resources in order to support ACRRM registrars on the AGPT Program to undertake remediation.

2. Definitions

Word/Term	Definition (with examples if required)
ACRRM	Australian College of Rural and Remote Medicine
AGPT	Australian General Practice Training
Final report	A report provided by the RTO to ACRRM at the completion of a period of remediation, giving details of the outcomes of the remediation and any further actions required.
Progress report	A report provided by the RTO to ACRRM midway through the remediation term giving information on registrar progress against the Remediation Plan.
RTO	Regional Training Organisation delivering training on the AGPT Program.
Remediation	Remediation comprises a series of learning activities which aims to address a registrar's identified educational shortfalls or deficiencies in order to attain the required level of knowledge, skills and attitudes during training.
Remediation activities	Remediation activities include, but are not limited to, additional in-practice teaching time, case based discussion, direct observation of consultation, and review of video-recorded consultations.
Remediation plan	A plan prepared by the RTO in consultation with the registrar undergoing remediation. The plan details the registrar learning needs, the remediation activities, if training time is being suspended for the duration of the remediation activities, and timeline for completion of remediation. The plan is agreed and signed by the registrar and the RTO.
Suspension of training	A registrar's training time is suspended by ACRRM for up to six months at the request of an RTO while remediation occurs.

3. Related Documentation

This policy should be read with reference to the following related documents:

- AGPT Program Policies 2017 Overarching Document
- AGPT Withdrawal Policy 2017
- AGPT Appeals Policy 2017
- ACRRM Fellowship Training Handbook
- ACRRM Fellowship Assessment Handbook
- ACRRM Doctor in Training Review Policy

4. Application and scope

- 4.1 This policy applies to ACRRM registrars on the AGPT Program who have been identified and assessed by their RTO as requiring remediation.
- 4.2 Typically, registrars managed under this policy are experiencing difficulty maintaining adequate progress in training. Remediation aims to address a registrar's identified educational shortfalls or deficiencies in order to attain the required level of knowledge, skills and attitudes during training.
- 4.3 This policy applies only to ACRRM registrars training on the AGPT Program. ACRRM registrars training on the Remote Vocation Training Scheme and ACRRM Independent Pathway should refer to relevant policies from these training organisations.

5. Policy

- 5.1 RTOs which identify an ACRRM registrar who is in need of remediation are able to apply to ACRRM for additional funding to support the registrar.
- 5.2 RTOs may also apply to ACRRM to suspend training time for a registrar in remediation.
- 5.3 Funding or suspension of training under this policy is only available from the date of approval by ACRRM. Funding and suspension of training cannot be back dated.

6. Roles and Responsibilities

- 6.1 Registrars are responsible for:
 - 6.1.1 Agreeing a remediation plan with the RTO; and
 - 6.1.2 Complying with the remediation plan.
- 6.2 RTOs are responsible for:
 - 6.2.1 Having a published process which enables them to identify and assess a registrar in need of additional training and support
 - 6.2.2 Managing registrar training as required by ACRRM and the AGPT Program
 - 6.2.3 Designing a remediation program which is agreed with the registrar
 - 6.2.3 Seeking approval from ACRRM prior to suspending training or commencing the remediation plan
 - 6.2.4 Monitoring remediation and providing ACRRM with a progress and final report; and

- 6.2.6 Assessing the outcomes of remediation to determine if the registrar can continue with training or should be withdrawn from training.
- 6.3 ACRRM is responsible for:
 - 6.3.1 Assessing remediation applications and notifying RTOs of the outcome within 30 business days of receipt of a complete remediation application
 - 6.3.2 Approving suspension of training; and
 - 6.3.2 Releasing funding for remediation.

7. Remediation process

- 7.1 The RTO submits to training@acrrm.org.au an application for registrar remediation funding using the prescribed form.

The application must include:

 - The reasons why remediation support is required
 - A proposed remediation plan, agreed by the registrar, that addresses the additional training/support required and if suspension of training time is proposed
 - A proposed budget that identifies the resources required to support the plan
 - A proposed timetable for the remediation
 - The expected outcomes of the remediation and the measures to be used by the RTO to determine the success or otherwise of the proposed remediation
 - A summary of the registrar's progress in training and information on additional support provided previously.
- 7.2 ACRRM will acknowledge receipt of the application and advise if any further information is required.
- 7.3 ACRRM will notify the RTO of the outcome of the remediation application within 20 business days of receipt of a complete remediation application.
- 7.4 Allocated funds will be transferred to the RTO in three instalments:
 - First instalment: 50% of funding on approval of the application, and on receipt of an invoice from the RTO.
 - Second instalment: 40% of funding upon receipt of an invoice and the progress report and subject to the registrar having made the progress identified in the plan.
 - Third instalment: 10% of funding upon receipt of an invoice and the final report and subject to registrar completing the remediation program.

8. Outcome of remediation

- 8.1 Registrars identified as requiring remediation under this policy who fail or refuse to complete the remediation (as required by their RTO) may be withdrawn from the Program, as outlined in the *AGPT Withdrawal Policy 2016 (Clause 5.4 Category 4 – Withdrawal based on Compliance with Education and Training Requirements)*.
- 8.2 The decision to withdraw the registrar from the AGPT Program rests with the RTO; however, the ACRRM may provide advice.
- 8.3 Registrars who are dissatisfied with an RTO's decision following a program of remediation have recourse to appeal. The process for appealing a remediation outcome is detailed in the AGPT Program Appeals Policy.

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