



Australian  
College of  
Rural and Remote  
Medicine

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## **Professional Development Program**

### **Remediation Policy 2011 – 2013**

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#### **Purpose**

The purpose of this policy is to outline the process and procedures by which ACRRM Fellows in the ACRRM Professional Development Program (PDP) who fail to meet agreed requirements at the end of the triennium would be assessed to establish if:

They are exempt from the policy due to duration of Fellowship;  
They are eligible for consideration for Temporary Exemption;  
They are eligible to take up retired status;  
They require engaging in a process of remediation to maintain the required level of continuing medical education expected by the College.

The policy also outlines the process and procedures for engaging and assisting Fellows who are required to undertake the process of remediation.

#### **Background**

ACRRM Professional Development Program (PDP) requires a total of 100 points (including 40 Mandatory points consisting of: 10 Maintenance of Advanced Life Support Skills points and 30 Planned Reflective Professional Development points) and 60 Core Continuing Professional Development activities. Fellows must comply with these program requirements in order to maintain Fellowship.

#### **Process**

Three months prior to the end of a triennium, all Fellows who have not provided sufficient evidence of continuing professional development to comply with the requirements of the ACRRM PDP, will be identified by the Fellowship Services Manager. The Manager will write to the Fellows:

- Advising of requirements still to be met;
- Requesting any additional certification they may have; and
- Offering assistance.

Those Fellows who have failed to provide sufficient certification of continuing professional development to comply with the requirements of the ACRRM PDP by the end of the triennium will be identified by the ACRRM PDP Committee as “non-compliant”.

The ACRRM PDP Committee in consultation with the Fellowship Services Manager will review all Fellows to establish their status and will recommend to the ACRRM Censors Committee if:

- They are exempt from the policy due to duration of Fellowship
- They should be considered for Temporary Exemption
- They should be considered for Fellowship Retired
- They should be considered for Fellowship Emeritus
- They are required to participate in the remediation process.

Those deemed to be non-compliant and are referred to the remediation process will be encouraged and assisted to participate in ACRRM’s remediation process with the aim of assisting them to meet the compliance requirements of the program.

The Chair of the ACRRM PDP Committee will write to all non-compliant Fellows to confirm their status, outline the expectations of ACRRM and to establish an agreed timeline and process to address Fellows’ requirements of the particular area of continuing medical education.

Fellows may address the requirements of remediation in the following ways:

- Provide certification of appropriate activities undertaken during the triennium but not previously credited on the member’s ACRRM Official Statement; or
- Undertake additional appropriate activities within a specified timeframe that meet the requirements; or
- If the Fellow elects to undertake additional activities, PDP staff will assist Fellows to identify educational opportunities, which are appropriate and accessible.

All Fellows who undertake this remediation process must undertake the required activities to meet the ACRRM PDP requirements by no later than 31 March of the following year in order to be deemed compliant for the triennium.

Fellows not meeting the requirements of remediation:

Members who fail to meet the ACRRM PDP requirements following the remediation period will be reported to the ACRRM PDP Committee. The Committee will review these cases and provide a full report to the ACRRM Censor’s Committee.

The ACRRM Censor's Committee will write to non-compliant Fellows advising of the process for rescinding Fellowship.

Timeframes	
Non compliant members notified of potential non-compliance	30 September of final year of the triennium
Non compliant member enters remediation	1 January
Member ends remediation	31 March
Fellowship Services Manager reports to PDP Committee	Early April
PDP Committee reports to Censor's Committee	Mid April
Censor reports to Board	May
Censor writes to Fellow	End May