



Policy on Registrar Review

1. Purpose

The purpose of this policy is to outline the requirements for managing situations where a registrar's status in their chosen training pathway: Vocational Preparation Pathway, Independent Pathway, or Remote Vocational Training Scheme (RVTS) requires review, to determine whether they should be allowed to continue training towards a FACRRM.

2. Policy

2.1 Review of a registrar's status in an ACRRM training pathway can be initiated by any member of the ACRRM Executive Committee, the Vocational Training Manager or the Assessment Manager.

2.2 The Censor will determine whether to approve or refuse the recommendation to convene the Registrar Review Panel.

2.2 The Registrar Review Panel will review educational, professional or practical situations that could impact on a registrar's ability to continue training in an appropriate manner.

2.3 The following criteria may trigger a review of a registrar's status (see Section 4 for further details):

- Failure to demonstrate adequate progress through the training requirements of the relevant vocational training pathway in line with their full time equivalent (FTE) status;
- Failure to meet the minimum standards of the ACRRM Assessment Program;
- Imposition of conditions on the registrar's medical registration by a Medical Board that would affect the registrar's ability to continue training;
- Awareness of a health impairment which impacts on a registrar's ability to continue training;
- Registrar behaviour that contravenes ACRRM policy and has the potential to bring the College into disrepute; or
- Failure to pay membership and/or training fees.

2.4 The ACRRM Policy on Appeals will be applied to any registrar who wishes to appeal ACRRM's decision in relation to a review of status in the ACRRM Vocational Training Program. The right to appeal is limited to a period of 21 days from receipt of notification of the decision of the Registrar Review Panel.

3. Role of the Registrar Review Panel

The Registrar Review Panel must:

- assess each registrar's status on a case by case basis;
- protect the integrity of the FACRRM Vocational Training Program, offered either through AGPT, RVTS or directly through ACRRM;
- give the registrar the opportunity to address the relevant concern and present a detailed argument for continuation of training. This will include either a discussion (either face-to-face or by teleconference) between the registrar and the Panel. A personal advocate, colleague or supervisor may be present with the registrar or represent the registrar in those cases where the Registrar Review Panel considers that a registrar would be disadvantaged if required to present his/her case without support;
- comply with anti-discrimination and privacy legislation;
- document their decisions in writing, and
- inform the registrar of the decision in writing.

4. Grounds for review of a Registrar's status

4.1 Failure to progress adequately through the requirements of the vocational training pathway

The ACRRM Vocational Training Program is a four-year training program. Any extension of training time must be assessed on a case by case basis and must be explicitly agreed in advance by the ACRRM Vocational Training Committee.

The registrar will have their status reviewed, if he/she:

- fails to comply with the training requirements of the training program and fails to progress through the training components of the pathway at a rate which would see them complete the program within four years (or the equivalent FTE if they are training part-time);
- fails to find a suitable post or refuses to undertake a required post, despite advice from the registrar's RTP, RVTS or ACRRM regarding finding employment in a suitable post;
- is dismissed by an employer; or
- is considered, following educational assessment and review processes, to lack the necessary clinical expertise and knowledge required to practise safely.

4.2 Failure to meet the minimum standards of the ACRRM Assessment Program

The ACRRM Vocational Training Program comprises an Assessment Program which is designed to provide registrars with a valid and reliable assessment that comprehensively reflects the educational outcomes of the training program.

A registrar can only attempt the final assessment – Structured Assessment using Multiple Patient Scenarios (StAMPS) – once all other assessment pieces have been satisfactorily completed.

The registrar's status in the training pathway will be reviewed by the Registrar Review Panel, if he/she:

- fails to complete the full ACRRM Assessment Program; or
- fails MCQ, MSF or MiniCEX after the third attempt or StAMPS after the second attempt.

4.3 Imposition of conditions on medical registration by a Medical Board

Registrars are required to inform ACRRM and their training provider of changes in their registration status and of any decisions that could alter their participation in the ACRRM Vocational Training Program.

The Registrar Review Panel will use all relevant and significant information at their disposal to assist in determining whether medical board conditions affect a registrar's ability to continue in a training pathway.

In the instance where a registrar's medical registration status has been reclassified by the relevant Medical Board as a result of an adverse patient outcome or disciplinary action caused by professional misconduct, or where a registrar fails to comply with a Medical Board's directives, the Registrar Review Panel will review all relevant and significant information to assess whether the registrar should be excluded from the ACRRM Vocational Training Program.

4.4 Awareness of a health impairment

Where health problems are evident and a registrar's health status is impacting on his/her education and performance, reasonable steps should first be taken by the RTP, RVTS or ACRRM to ensure that:

- the registrar seeks appropriate care; and
- the health of the registrar does not impinge on his/her capacity to engage in training and to practise medicine safely and effectively.

Health problems can include but are not limited to physical impairment, cognitive impairment, mental health problems, and substance or alcohol abuse.

In situations where the registrar is ill and refuses to seek appropriate care and continues to practise, the Registrar Review Panel will decide whether it is appropriate to involve the relevant State or Territory Medical Board in the assessment of a registrar's capacity to practise.

The registrar will have their status in the training pathway assessed by the Registrar Review Panel, if his/her ability to successfully re-engage in the ACRRM Vocational Training Program is considered unlikely.

4.5 Registrar Behaviour Contravening ACRRM Policy and Standards

The Registrar Review Panel will assess any registrar activity that is contrary to the welfare and good standards of ACRRM and has the potential of bringing the College into disrepute. Such activity could include but is not limited to criminal behaviour, professional misconduct, and academic dishonesty (for example cheating in an examination).

4.6 Failure to pay membership and/or training fees

In all situations where a registrar fails to remain a financial member of ACRRM or fails to pay required training fees within allocated time, the Registrar Review Panel will assess his/her entitlement to continue to train in the pathway.

5. Review Panel Outcomes

During the Registrar Review Panel's review of educational, professional or practical situations, the following options may be considered:

- changes in supervision levels, reporting requirements, infrastructure and/or support;
- temporary suspension for a period to be determined by the Panel;
- eligibility for leave;
- permanent dismissal;
- counselling to leave the ACRRM Vocational Training Program; or
- other actions as determined necessary by the Panel.

6. Registrar Review Procedure

6.1 After determining that a registrar requires formal review by ACRRM, the Censor or nominee shall:

1. convene the Registrar Review Panel;
2. determine a date for the Registrar Review Panel to meet, which must be within three months of the situation becoming known;
3. at least 21 days prior to the meeting date:
 - advise the registrar of the date, time and location of the meeting;
 - advise the registrar of the membership of the Registrar Review Panel;
 - invite the registrar to present his or her case to the Panel either in person (at registrar's expense) or by teleconference; and
 - advise the registrar of his/her right to have a personal advocate, colleague or supervisor present at the Panel meeting in an observer capacity.

6.2 The Registrar Review Panel will be comprised of four members:

- A Member of the Vocational Training Committee, whom must be a Fellow of ACRRM;
- A Member of the Registrar Committee;
- A Member of the Assessment Committee, whom must be a Fellow of ACRRM; and
- The ACRRM Chief Executive Officer or his/her delegated representative (non-voting member).

6.3 The registrar is required to present a written response to the Registrar Review Panel 7 days prior to the date of the Panel meeting. Additional information provided after this submission will only be considered if the Chair of the Registrar Review Panel considers that the material is of significance to the matter.

- 6.4 A personal advocate, colleague or supervisor may represent the registrar in those cases where the Registrar Review Panel considers that a registrar would be disadvantaged in his/her appeal if required to present his/her case without support.
- 6.5 The Registrar Review Panel shall be entitled to consider all relevant information which it thinks fit, and may invite any person to appear before it or to provide information.
- 6.6 All proceedings shall remain confidential.
- 6.7 In all cases the Registrar Review Panel's decision is final.
- 6.8 The Registrar Review Panel has the authority to make decisions autonomously regarding a registrar's progress and will report outcomes to the Censor's Committee for noting.
- 6.9 Decisions of the Registrar Review Panel must be notified to relevant professional training organisations, such as GPET or RVTS.
- 6.10 The ACRRM Chief Executive Officer or delegated nominee, on behalf of the Registrar Review Panel, will notify the registrar in writing of the decision of the Panel, and reasons for the decision, within three weeks of the Panel meeting.

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