Australian College of
Rural & Remote Medicine
WORLD LEADERS IN RURAL PRACTICE

PERFORMANCE AND PROGRESSION

1. Purpose

1.1. This policy sets the requirement to demonstrate progression through training and to improve the level of performance during training.

2. Application and scope

2.1. The policy applies to registrars training on the Fellowship training program.

2.2. The College seeks to ensure that a registrar's training progression and performance is monitored, supported and managed to ensure that training program requirements and training time are met within the maximum time allowed to complete training.

3. Policy

3.1. Registrars must demonstrate progression through the training program requirements and training time, therefore registrars are required to:

3.1.1. have a prospective training plan which is reviewed at least annually with the College

3.1.2. commence in a training placement as required by the College

3.1.3. continue to undertake training placements throughout training

3.1.4. apply prospectively for approval to undertake a placement that does not contribute to training program requirements eg palliative care placement or apply for leave from training

3.1.5. actively participate in the education program set by the College

3.1.6. prepare for and undertake summative and formative assessments when eligible and ready to do so.

3.2. Registrars must demonstrate improving performance towards the competency standard for Fellowship as measured through successful completion of formative and summative assessments.

3.3. Registrars must achieve Fellowship within 10 calendar years from the commencement of training unless there are extenuating and unforeseen circumstances.

3.4. The funding period for funded registrars is four years. This period may be extended for an additional three years as a result of approved extension applications eg leave

3.5. Any period after this four (or seven years with approved extensions) is fully funded by the registrar.

3.6. In some instances, the College may approve an extension beyond 10 years. Where this occurs, additional training, education or assessment activities may be required to ensure currency at the time of Fellowship.

4. Responsibilities

4.1. Registrars are responsible for:

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.

4.1.1. their training performance and progression against the training program requirements

4.1.2. complying with training obligations related to their training pathway

4.1.3. maintaining medical registration with the Medical Board of Australia

4.1.4. maintaining College membership

4.1.5. maintaining contact with their the College throughout training

4.1.6. monitoring their own health and well-being

4.1.7. their personal and professional conduct

4.1.8. meeting the requirements for training

4.1.9. meeting the education program requirements set by the College

4.1.10. participating in training plan reviews and following agreed actions

4.1.11. seeking and receiving feedback

4.1.12. complying with workplace policies

4.1.13. seeking to resolve issues in the workplace

4.1.14. advising the College of training or workplace issues that they are not able to resolve

4.1.15. advising their supervisors and the College of adverse events or circumstances.

4.2. Registrars who are unable to maintain membership are at risk of:

4.2.1. Being involuntarily withdrawn from the Fellowship Program in accordance with the Withdrawal from Training Policy

4.2.2. Having access to the following removed until membership is achieved:
4.2.2.1. Medical Educator support

4.2.2.2. Training Officer support

4.2.2.3. education activities

4.2.2.4. assessment activities

4.3. Supervisors are responsible for

4.3.1. providing teaching and feedback

4.3.2. monitoring and supporting registrar performance during training

4.3.3. monitoring registrar personal and professional conduct

4.3.4. monitoring and supporting registrar health and well-being

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4.3.5. complying with ACRRM Standards for training posts and supervisors, including workplace policies and Workplace Health and Safety regulations

4.3.6. notifying the College of unresolved issues in the workplace

4.3.7. responding to any adverse events or circumstances concerning a registrar brought to their attention and reporting these to the College

4.4. The College is responsible for:

4.4.1. approving individual training placements

4.4.2. undertaking registrar summative assessments

4.4.3. assisting with mediation and resolution of unresolved complaints or disputes with the workplace

4.4.4. approving completion of training

4.4.5. awarding Fellowship of ACRRM

4.4.6. monitoring the health and well-being of registrars

4.4.7. monitoring and supporting registrar progression through training

4.4.8. monitoring performance during training and providing additional support as required

4.4.9. monitoring and supporting registrar personal and professional conduct

4.4.10. responding to any adverse events or circumstances concerning a registrar brought to their attention

4.4.11. ensuring training posts and supervisors are meeting standards

5. **Related Documentation**

5.1. ACRRM Training Program Requirements Policy

5.2. ACRRM Training Placements Policy

5.3. ACRRM Training Time Policy

5.4. ACRRM Academic Code of Conduct

5.5. ACRRM Rural Generalist Curriculum

5.6. ACRRM Standards for Training Posts and Supervisors

6. Definitions

Word/Term	Definition (with examples if required)
Education Program	The education that is provided during training, this may be provided by the training post or the College.
Formative Assessments	This includes supervisor reports, miniCEX and other assessments undertaken by supervisors or medical educators
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 Plan	A prospective map of the training journey, planning when and where Training Program Requirements will be met
Training Post	Facilities accredited by the ACRRM to provide training on the Fellowship Training Pathway.
Training Program Requirements	Requirements that must be met to complete the Fellowship Training Pathway
Training Time	Minimum training time required to meet Training Program Requirements
Training Placement	Placements that count towards Training Time and may meet Training Program Requirements

7. Document Control Management

7.1 Policy information

Policy Contact and Author	Kyra Moss David York	**Approving Body:**	Board
Status:	Approved	**Review period:**	Three years
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Responsible Officer:	David York	**Policy System Manager:**	Mary Jane Streeton

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7.2   Document History

| Version | Date Approved | Author | Description of revision | Internal Distribution | |
				Date	Recipient/s
V1.1	December 2022	Fellowship Manager	Removed Regional Training Officer reference Aligned to one Fellowship program Guidance on registrars recommencing after being withdrawn after 10 years	Dec 22	GM Education Services
V1.0	March 2021	Accreditation and Standards Manager	RGTS added to Training Pathway and Training Organisation definitions	Mar 21	ELT/CEO
Previous system	December 2019	Accreditation and Standards Manager	Supersedes the Independent Pathway Active Training Policy	Dec 19	ELT/CEO