



## Professional Development Retraining Policy

Department	Quality and Safety
Audience	Fellows of ACRRM
Maintenance	PDP and Grants Manager
Approved by	ACRRM Board
Approved date	October 2010
Effective date	1 January 2011
Review date	December 2022

### 1. Purpose

- 1.1. This policy relates to Fellows who have either identified themselves, or have been identified by a Medical Board or Medical Council, as requiring retraining. The ACRRM Retraining Program has been developed to support Fellows who:
  - 1.1.1. Wish to return to active general practice following a prolonged absence, or
  - 1.1.2. Who wish to modify their current practice direction, or
  - 1.1.3. Have been identified as under performing in a particular area.

### 2. Application and scope

- 2.1. Fellows requiring retraining in order to return to safe and general practice with the requisite skills for their practice demographics will be required to enrol in the Retraining Program.
  - 2.1.1. They will be required to apply by completing a Self-Assessment Activity form and lodging this with the Professional Development Committee.
  - 2.1.2. Once this has been received by the Committee, the Chair, Chief Censor and Director of Training, or nominated Medical Educator, will meet to develop a retraining plan.
  - 2.1.3. The plan will then be submitted to the Professional Development Committee for approval prior to commencement of the Retraining Program.
  - 2.1.4. If deemed necessary by the Committee and upon recommendation from the Chair, a mentor may be assigned to support the Fellow's progress.



### 3. Tracking and Assessment

3.1. The ACRRM Retraining Program will be documented and Tracked on the College's CRM system.

3.1.1. At an agreed review date, the Fellow's retraining outcomes will be assessed by the PD Committee. Fellows who have successfully completed retraining will continue their professional development with ACRRM via PDP participation.

3.1.2. Those who fail to meet retraining requirements may be granted a retraining extension. Fellows who continue to fail to meet the requirements without valid reason will be referred to the Censor and may have their Fellowship of ACRRM (FACRRM) suspended or withdrawn.

### 4. Definitions

Word/Term	Definition (with examples if required)
Retraining Program	The process outlined in this policy document

### 5. Revision History

Date of Version	Pages revised/brief explanation of revision
December 2019	No content change. Re-formatted template only.