



WITHDRAWAL FROM TRAINING

1. Purpose

1.1 This policy defines:

- 1.1.1 Types of withdrawal from training
- 1.1.2 Reasons for actioning involuntary withdrawal from training
- 1.1.3 Actions that follow withdrawal from training

2. Application and scope

2.1. The policy applies to doctors in training on the:

- 2.1.1. Fellowship training program
- 2.1.2. Specialist Pathway and Rural Experienced Entry to Fellowship (REEF)
- 2.1.3. Advanced Specialised Training (AST) undertaken outside the Fellowship Training Program

3. Policy

3.1. There are two types of withdrawal:

- 3.1.1. voluntary withdrawal initiated by the doctor
- 3.1.2. involuntary withdrawal initiated by the College

3.2. Voluntary withdrawal:

- 3.2.1. must be in writing to the College
- 3.2.2. is finalised by the College after a cooling off period of 28 calendar days

3.3. Involuntary withdrawal can be actioned by the College under the following circumstances:

- 3.3.1. poor performance or progression and refusal or failure to comply with additional support/ remediation measures
- 3.3.2. not able to demonstrate meeting training program requirements with significant additional support and/or reasonable adjustments
- 3.3.3. lapsing or removal of medical registration for more than six months
- 3.3.4. conditions on medical registration that prevents a doctor in training from meeting training program requirements
- 3.3.5. failure to pay membership or training and assessment fees within 12 weeks of allocated time

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.



- 3.4. Doctors in training can dispute the withdrawal actioned by the College using the ACRRM Reconsideration, Review and Appeals Policy
- 3.5. Voluntary and involuntary withdrawal from the RVTS is actioned in accordance with the RVTS Withdrawal from Training policy
 - 3.5.1. Doctors in training can dispute withdrawal from training by RVTS using the RVTS Reconsiderations, Reviews and Appeals policy
- 3.6. Doctors in training may continue to participate in training and assessment until the end of cooling off period or appeals period.
- 3.7. Once the withdrawal is final:
 - 3.7.1. Medicare will be advised to remove the doctor from the Register of Approved Placements
 - 3.7.2. access to ACRRM training resources will be withdrawn
 - 3.7.3. for registrars, ACRRM membership will continue at the Registrar member rate until membership renewal time; following this membership renewal will be at Ordinary member rate.
- 3.8. Doctors who have withdrawn voluntarily or been withdrawn involuntarily from ACRRM training can apply for re-entry to training in accordance with the Eligibility for Training Policy.
- 3.9. Registrars who have been involuntarily withdrawn and want to reapply to enter the Fellowship:
 - 3.9.1. are required to submit an application including proof of satisfactory completion of any remedial activities relating to the reason for the withdrawal
 - 3.9.2. each application will be reviewed on a case by case basis.

4. Responsibilities

- 4.1. Doctors in training are responsible for notifying the College in writing if they wish to withdraw from training.
- 4.2. RVTS is responsible for withdrawing a doctor in training from the RVTS Pathway.
- 4.3. The College is responsible for withdrawing a doctor in training from the Fellowship Training Program, Specialist Pathway or AST.

5. Related Documentation

- 5.1. ACRRM Academic Code of Conduct
- 5.2. ACRRM Training Program Requirements
- 5.3. ACRRM Registrar in Difficulty Policy
- 5.4. ACRRM Academic Misconduct Policy

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.



- 5.5. ACRRM Eligibility for Training Policy
- 5.6. RVTS Withdrawal from Training Policy
- 5.7. ACRRM Reconsideration Review and Appeals Policy

6. Definitions

Word/Term	Definition (with examples if required)
Training Resources	Education and human resources that are available specifically for the ACRRM Fellowship training program

7. Document Control Management

7.1 Policy information

Policy Contact and Author	Kyra Moss David York	Approving Body:	Board
Status:	Final	Review period:	Three years
Policy No and Version:	T18 V1.1/2022	Next review date:	Jan 2026
Effective Date:	Jan 2023	Document Location:	ACRRM Admin/Policies/Program Policies/Training Program polices and regs
Responsible Officer:	David York	Policy System Manager:	Mary Jane Streeton

7.2 Document History

Version	Date Approved	Author	Description of revision	Internal Distribution	
				Date	Recipient/s
V1.1	December 2022	Fellowship manager	Removal of references to Regional Training Organisations Alignment to one Fellowship Training Pathway	Dec 22	GM Education Services
V1.0	March 2021	Accreditation and Standards Manager	RGTS added to the pathways where withdrawals are managed by the College	Mar 21	ELT/CEO
Previous system	December 2019	Accreditation and Standards Manager	Supersedes some of the clause in the Doctors in Training Review policy	Dec 19	ELT/CEO

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.