

## WITHDRAWAL FROM TRAINING POLICY

### Purpose

This policy outlines circumstances under which a registrar withdraws from the program.

### Scope

This policy:

- a. applies to all registrars undertaking the current RVTS training program ('the program') irrespective of the date they commenced their training;
- b. operates in conjunction with the following systems, handbooks, standards and policies (as might be amended from time to time), namely the:
  - Performance and Progression Policy
  - Registrar in Difficulty Policy
  - Reconsiderations, Review and Appeals Policy
  - Registrar Management System (RMS)
  - RVTS Online
  - RVTS Handbook
  - RVTS Code of Conduct – Registrars and Supervisors
  - RACGP Vocational Training Standards
  - RACGP Vocational Training Pathway Examination Eligibility Policy
  - RACGP Fellowship Exams Candidate Handbook
  - ACRRM Training policies
  - ACRRM Fellowship Assessment Handbook

### Policy

The policy guidelines (where issued) form part of this policy and prescribe the processes to be followed and the forms to be used.

In the event of an inconsistency between the policy and the guidelines, the intent of the policy is to prevail.

## Categories of withdrawal

1. There are four categories of withdrawal:

<p><b>Category One: Voluntary</b></p>	<p>Where a registrar notifies the CEO (in writing) that they are withdrawing from the RVTS training program.</p>
<p><b>Category Two: Competence</b></p>	<p>Where the registrar has been unsuccessful in the Registrar in Difficulty process</p>
<p><b>Category Three: Compliance</b></p> <p style="text-align: center;">OR</p> <p><b>Professional Misconduct</b></p>	<p>Where a registrar fails, neglects or refuses to comply with the training requirements or directions of</p> <ul style="list-style-type: none"> <li>- the DOT / CEO,</li> <li>- the RVTS program</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Where a registrar is found by</p> <ul style="list-style-type: none"> <li>- the RVTS, or</li> <li>- any other competent authority</li> </ul> <p>to have behaved in a way that constitutes professional misconduct as defined by the RVTS or other authority.</p>
<p><b>Category Four: Other</b></p>	<p>Where a registrar is wanting to remain in RVTS, but for reasons (other than those listed above) they are unable to continue their training. This includes failure to achieve fellowship within the prescribed time.</p>

Refer also: Diagram 1. Withdrawal Process flowchart below

### Category One Withdrawals

2. Registrars who wish to withdraw from training under **Category One** must give written notice of their withdrawal to the CEO.
3. Notices under clause two must be dated (the 'effective date') and signed by the registrar.
4. Upon the receipt of a notice given under clause 2, RVTS will notify:
  - the relevant College/s;
  - Medicare; and
  - the registrar's supervisor,

as of the effective date given in the notice.

### Category Two, Three or Four Withdrawals

5. The decision to withdraw a registrar from the program under Category Two, Three or Four can only be made by the CEO.
6. Decisions made under this policy must:
  - be in accordance with the policy guidelines;
  - afford procedural fairness to registrars;
  - be evidenced-based; and
  - be supported with the written reasons for the decision.

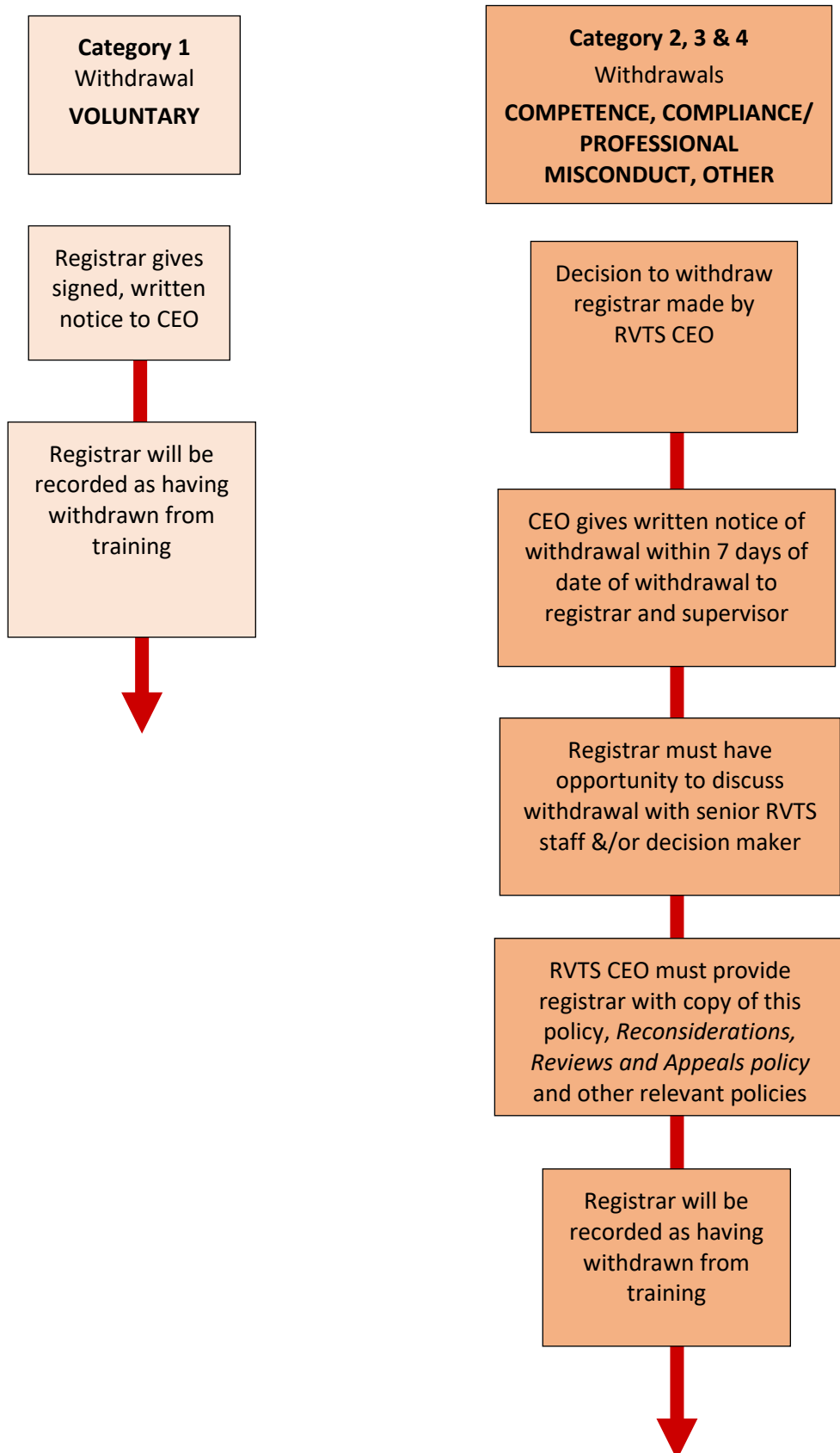
7. Where a registrar is withdrawn from the training program under these categories then the CEO will provide written notice of the withdrawal ('notice') to the registrar confirming:
  - the registrar's withdrawal from the RVTS training program;
  - the date of the withdrawal;
  - details specific to the registrar's withdrawal, namely:
    - the name of the decision maker,
    - the Category of withdrawal
    - the reasons for the decision to withdraw.
  - that Colleges will be notified; and
  - that Medicare will be notified.
  
8. Registrars withdrawn under Category 2, 3 or 4 withdrawals must be given the opportunity to discuss the reasons for their withdrawal with a senior member of the RVTS staff and/or the decision maker.
  
9. Where a notice of withdrawal is given under clause 7 then the CEO must (at the same time) provide the registrar with:
  - a copy of the current:
    - Withdrawal from Training Policy and guidelines;
    - Reconsiderations, Review and Appeals Policy; and
    - any other policies (if any) relevant to the decision.
  - the opportunities available for the registrar to discuss the reasons for the withdrawal as required under clause 9.

### **Policy Guidelines**

This policy is based on the following guidelines:

- observe the rules of natural justice;
- comply with all legislative requirements, including anti-discrimination and privacy legislation;
- inform the registrar of the reasons for the proposed withdrawal, the date on which the decision was made, and provide an opportunity for the reasons for withdrawal to be discussed;
- inform the registrar of the appeal processes;
- address all possible solution and support mechanisms including: personal intervention, remediation and various types of leave;
- include clear documentation of the process used by RVTS;
- afford sufficient procedural process to enable a registrar to dispute the assessment or the requirements regarding temporary or permanent removal from the program;
- protect the integrity of the program; and
- a registrar has a right to appeal.

**Diagram 1. Withdrawal Process flowchart**



## DEFINITIONS

The following definitions (where the context permits) will apply to this policy and any related guidelines.

TERM	DEFINITION under this policy
Performance Improvement Plan (PIP)	A Performance Improvement Plan (PIP) is a documented plan that outlines the agreed steps and actions that will be undertaken by a registrar managed under the <i>Registrar in Difficulty Policy</i> . A registrar is required to develop a PIP in conjunction with the RME and RTC including measurable outcomes that a registrar must meet in order to continue their training.
Additional training and support	Additional training and support can include: <ul style="list-style-type: none"> <li>• greater oversight by supervisor or RVTS ME</li> <li>• increased contact by RVTS ME or RTC</li> <li>• a structured program delivered by an RVTS ME</li> <li>• other forms of support by RVTS or stakeholders involved in registrar training.</li> </ul>
Adverse Events	Incidents in which harm resulted to a person receiving health care. Some of these adverse events may be preventable. Includes notifiable conduct as defined by the Medical Board of Australia
Notifiable conduct	Notifiable conduct by registered health practitioners is defined as: <ul style="list-style-type: none"> <li>• practising while intoxicated by alcohol or drugs</li> <li>• sexual misconduct in the practice of the profession</li> <li>• placing the public at risk of substantial harm because of an impairment (health issue), or</li> <li>• placing the public at risk because of a significant departure from accepted professional standards.</li> </ul>
Director of Training (DOT)	The Director of Training (DOT) has overall responsibility for the structure, delivery and quality of the RVTS Training Program. The DOT is responsible for educational leadership, coordination of the medical educator team, education planning, remediation and evaluation.
Medical Educator (ME)	RVTS Medical Educators (MEs) are responsible for delivery of elements of the RVTS education plan.
Remediation Medical Educator (RME)	RVTS Remediation Medical Educator (RME) is responsible for registrars managed under the <i>Registrar in Difficulty Policy</i> . The RME is responsible for implementing and monitoring Performance Improvement Plans (PIP) for registrars undertaking the Focused Learning Intervention Program (FLIP) or Remediation.

TERM	DEFINITION under this policy
Supervisor	RVTS supervisors provide distance supervision, professional role modelling, one to one teleconference teaching, feedback, regular telephone advice and professional support to the registrar.
Registrar Training Coordinator (RTC)	Registrar Training Coordinators (RTCs) are members of the administration team. The role of the RTC is to be an accessible first point of contact for registrars, providing training advice, monitoring registrar progress and to be a referral point for registrars to specialised training advice within the organisation.
Focused Learning Intervention Program	The Focused Learning Intervention Program (FLIP) is the first stage for a registrar managed under the <i>Registrar in Difficulty Policy</i> . The FLIP is a formal management process where a registrar has been identified as not meeting RVTS performance and progression standards. A registrar is required to develop a formal Performance Improvement Plan (PIP) which is signed by the registrar and the RVTS RME. The performance of the registrar is assessed by RVTS over a defined timeframe. If the registrar is deemed to have successfully met the FLIP requirements, the registrar continues with their normal training. If the registrar does not meet the requirements, they enter Remediation as a second management stage.
Remediation	A registrar is placed on remediation when they have not met the requirements of the Focused Learning Intervention Program (FLIP), or where a registrar has been identified as not meeting RVTS performance and progression standards. In this process a registrar is required to develop a Performance Improvement Plan (PIP) which is signed by the registrar and the RVTS RME. The performance of the registrar is assessed by RVTS over a defined timeframe. If the registrar is deemed to have successfully met the formal remediation requirements, the registrar continues with their normal training. If the registrar does not meet the requirements of the improvement plan, the registrar may be withdrawn from the training program.
Performance	A standard by which registrars are assessed as having fulfilled the training requirements at the minimum required standard or level of attainment during training. In the event that the registrar has not satisfied the progression rules, they are deemed to be a registrar to be managed under the <i>Registrar in Difficulty Policy</i> and can be placed on a Focused Learning Intervention Program (FLIP) or Remediation for unsatisfactory training and / or assessment performance.

TERM	DEFINITION under this policy
Progression	A standard by which registrars are assessed as having fulfilled the training requirements at the minimum required standard or level of attainment during training that permits a registrar to continue training. It is the rate of progression through the training program including completion of examinations (summative examinations conducted by the RACGP or ACRRM), other assessment (formative assessment delivered and conducted by the RVTS) and attendance at mandatory workshops, webinars and other teaching opportunities as prescribed by the RVTS Training Program. This includes failure to complete assessment items or poor performance in assessment items which may prevent a registrar from progressing to the next stage of training. Progression through to completion of training and fellowship must be within the prescribed timeframes, being: within 4 years and 5 years for FRACGP and FACRRM respectively.
Training Review	A documented process that examines and evaluates the work performance and training progression of a registrar against the RVTS Training Program requirements and against RVTS standards. A training review is conducted by a supervisor and RTC (may include an ME). The review occurs twice yearly throughout the training program and informs the development of the registrar's training plan. The outcome of a training review could determine whether a registrar is managed under the <i>Registrar in Difficulty Policy</i> .
Support person	A person who supports a registrar and does not act as a spokesperson or advocate for the registrar.
Training reports	Documented reports from supervisors, MEs, RME, RTCs, clinical teaching visitors and other stakeholders that provide feedback on registrar performance.
Underperformance	Where a registrar does not meet the required minimum standard of performance.

## Responsibilities

The CEO/Director of Training, Supervisors, Registrar Training Coordinators, and Medical Educators are responsible for the implementation of this policy. RVTS Registrars are responsible for adhering to the terms of this policy.

## **Related documents**

Performance and Progression Policy  
Registrar in Difficulty Policy  
Reconsiderations, Review and Appeals Policy  
RVTS Handbook  
RVTS Code of Conduct – Registrars and Supervisors  
RACGP Vocational Training Standards  
RACGP Vocational Training Pathway Examination Eligibility Policy  
RACGP Fellowship Exams Candidate Handbook  
ACRRM Training policies  
ACRRM Fellowship Assessment Handbook  
RVTS Privacy Policy

## **Document control**

**Warning – Uncontrolled when printed! The current version of this document is kept on the RVTS server.**

Authorised by: CEO

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