WITHDRAWAL FROM TRAINING POLICY

Contents

1.   Approval and Commencement

This policy:

   a.   has been approved by the Remote Vocational Training Scheme (RVTS) Board of Directors on the recommendation of the Chief Executive Officer (CEO)
   b.   commences operation on 1 January 2021
   c.   is in addition to the *RVTS Complaints Policy*

2.   Purpose

This policy outlines circumstances under which the RVTS can withdraw a registrar from the RVTS program.

3.   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.   Outlines the categories of withdrawal and the circumstances under which the Chief Executive Officer (CEO) of the RVTS can commence the process to withdraw a registrar from the RVTS program;
   c.   Outlines the responsibilities of trainees.
   d.   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

4.   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.

5.   Definitions

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

TERM	DEFINITION under this policy
Additional training and support	Additional training and support can include: • greater oversight by supervisor or RVTS ME • increased contact by RVTS ME or RTC • a structured program delivered by an RVTS ME • other forms of support by RVTS or stakeholders involved in registrar training.
Adverse Events	Means an event which detrimentally impacts on a registrar's level of performance and/or rate of progression through training. Adverse events may be caused by extrinsic factors, competence issues, lifestyle issues, psychological issues and the work environment.
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.
Notifiable conduct	Notifiable conduct by registered health practitioners is defined as: • practising while intoxicated by alcohol or drugs • sexual misconduct in the practice of the profession • placing the public at risk of substantial harm because of an impairment (health issue), or • placing the public at risk because of a significant departure from accepted professional standards.
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 *Registrar in Difficulty Policy* 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
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 *Registrar in Difficulty Policy*. 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.
Focused Learning Intervention Program	The Focused Learning Intervention Program (FLIP) is the first stage for a registrar managed under the *Registrar in Difficulty Policy*. 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) in conjunction with the RME 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.
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.
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.

TERM	DEFINITION under this policy
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) in conjunction with the RME 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.
Remediation Medical Educator (RME)	RVTS Remediation Medical Educator (RME) is responsible for registrars managed under the *Registrar in Difficulty Policy*. The RME is responsible for implementing and monitoring Performance Improvement Plans (PIP) for registrars undertaking the Focused Learning Intervention Program (FLIP) or Remediation.
Supervisor	RVTS supervisors provide distance supervision, professional role modelling, one to one teleconference teaching, feedback, regular telephone advice and professional support to the registrar.
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.
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 *Registrar in Difficulty Policy.*
Underperformance	Where a registrar does not meet the required minimum standard of performance.

6.   Responsibilities

6.1 RVTS

The CEO/Director of Training, Supervisors, Registrar Training Coordinators, and Medical Educators are responsible for the implementation of this policy and are required to take all reasonable steps to:

(a) monitor the well-being of registrars enrolled in the program who are participating in RVTS approved training.

(b) monitor a registrar's

(i) performance (during training)

(ii) progression (through training), and

(iii) timeliness in

- completing their RVTS training requirements
- completing their RVTS training assessments
- sitting and passing their ACRRM or RACGP Fellowship examinations.

(c) manage a registrar's training as required by the program

(d) provide timely feedback to registrars regarding their performance and progression

(e) respond to any adverse events or other circumstances concerning a registrar that are brought to their attention

(f) ensure registrars are supported in their training to practise safely

(g) protect the integrity of the program

(h) meet any reporting, notification or other obligations under the relevant National Laws and registration bodies of Australia.

6.2 RVTS Registrars

It is expected that RVTS Registrars will adhere to the terms of this policy and be responsible for:

(a) monitoring their health and well-being

(b) their training performance and progression

(c) practising safely

(d) regularly checking:

(i)   with RVTS that their place of training, Medicare provider number and other data is current and correct

(ii)   they monitor and manage their training performance against their expected rate of progression through training

(iii) they manage RVTS training and assessment requirements and completion timeframes

(iv) they respond to RVTS reminders and/or requests.

(e) the timely completion of their training assessments

(f) sitting and passing their Fellowship examinations as and when required

(g) meeting their training obligations and requirements (as defined in the RVTS Handbook)

(h) acting professionally and responsibly within their place of training / setting

(i) their behaviour as a member of the profession

(j) maintaining their medical registration, respective College membership and compulsory insurances as required by their relevant College and jurisdiction

(k) meeting any reporting, notification or other obligations under the relevant National Laws and registration bodies of Australia, and;

(l) being aware of and complying with all relevant RVTS policies, including meeting relevant deadlines and timeframes.

7. Categories of Withdrawal

7.1 Summary

There are four categories of withdrawal:

Category One: Voluntary	Where a registrar notifies the CEO (in writing) that they are withdrawing from the RVTS training program.
Category Two: Competence	Where there is evidence the registrar is unable to sustain an acceptable level of performance in accordance with performance improvement policies and processes
Category Three: Compliance OR Professional Misconduct	Where a registrar fails, neglects or refuses to comply with the training requirements or directions of - the DOT / CEO, - the RVTS program **OR** Where a registrar is found by - the RVTS, or - any other competent authority to have behaved in a way that constitutes professional misconduct as defined by the RVTS or other authority.
Category Four: Other	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.

Refer also: Diagram 1. Withdrawal Process flowchart below

7.2 Category One Withdrawals

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

   as of the effective date given in the notice.

7.3 Category Two, Three or Four Withdrawals

1. Registrars will be at risk of being withdrawn from the RVTS program if they fail to meet their responsibilities under this policy, the Performance and Progression Policy or the Registrar in Difficulty Policy.

2. The decision to withdraw a registrar from the program under Category Two, Three or Four can only be made by the CEO.

3. 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.

7.4 Notification of Withdrawal

Where a registrar is withdrawn from the training program under these categories then the CEO will provide written notice of the withdrawal ('notice') within 7 days to the registrar confirming:
   - the registrar's withdrawal from the RVTS training program namely:
      (a) the decision
      (b) the date the decision was made
      (c) the reasons for the decision to withdraw
      (d) the name of the decision maker, and
      (e) the Category of withdrawal.

   - that Colleges will be notified
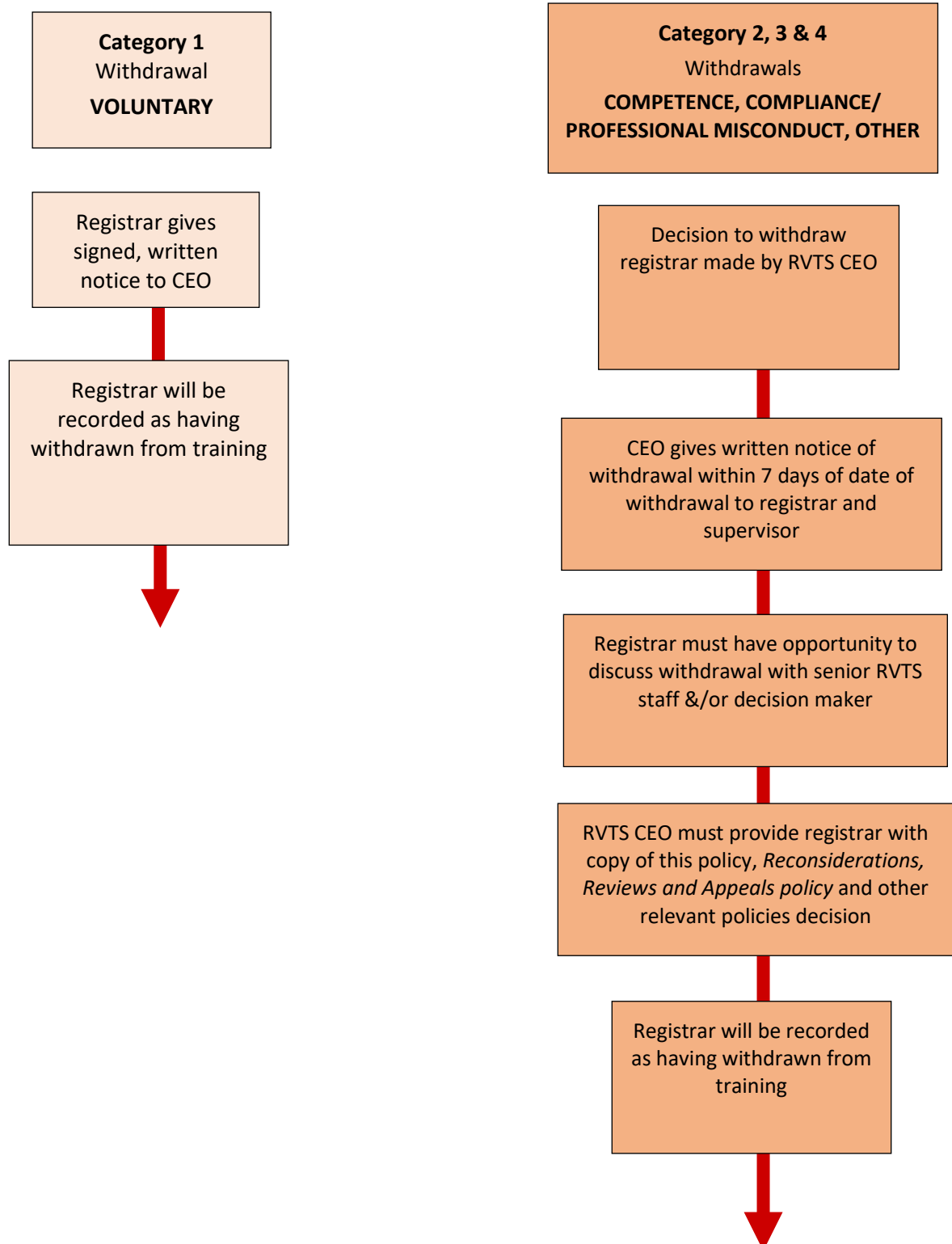   - that Medicare will be notified.

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.

4. 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
    - any other policies relevant to the decision.
- the opportunities available for the registrar to discuss the reasons for the withdrawal as required under clause 7.

8. Withdrawal Process Flowchart

Category 1
Withdrawal
VOLUNTARY

Registrar gives signed, written notice to CEO

Registrar will be recorded as having withdrawn from training

Category 2, 3 & 4
Withdrawals
COMPETENCE, COMPLIANCE/ PROFESSIONAL MISCONDUCT, OTHER

Decision to withdraw registrar made by RVTS CEO

CEO gives written notice of withdrawal within 7 days of date of withdrawal to registrar and supervisor

Registrar must have opportunity to discuss withdrawal with senior RVTS staff &/or decision maker

RVTS CEO must provide registrar with copy of this policy, *Reconsiderations, Reviews and Appeals policy* and other relevant policies decision

Registrar will be recorded as having withdrawn from training

9. 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
- a registrar has a right to appeal.

10. 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

11. Document control

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

Authorised by: CEO	Current Version Date: December 2020
Original Issue: May 2016 | Previous Version: January 2019 | Jan 2021 Minor update	
Next Scheduled Review: January 2022	
Maintained by: Quality and Governance Manager	