



RANZCO

The Royal Australian
and New Zealand
College of Ophthalmologists

Trainee Remediation Policy

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Trainee Remediation Policy

1. Purpose and scope

The Royal Australian and New Zealand College of Ophthalmologists (RANZCO) sets the standards of training and practice in Ophthalmology in Australia and New Zealand.

The College's objective is that all RANZCO trainees will successfully complete the RANZCO Vocational Training Program (VTP) and become a specialist general ophthalmologists in a minimum of five (5) years. When a trainee does not meet required RANZCO standards, the College requires that directed guidance and interventions be provided to help a trainee to overcome identified deficiencies.

This policy outlines the College's regulations, processes and procedures for the identification, management and support of trainees who are having difficulty meeting RANZCO standards in clinical knowledge and skills, and social and professional responsibilities.

A trainee whose progress, despite best efforts, does not meet the required college standards, will not be eligible to proceed on the Vocational Training Program (VTP). Such a decision is not made lightly and all efforts will be made to remediate a trainee.

2. Trainee support

Trainees managed under this policy are experiencing difficulty maintaining adequate progress in training. The RANZCO remediation process is not intended to be punitive, and is intended to assist trainees to overcome the identified areas of difficulties and to continue on the RANZCO VTP.

RANZCO trainees are supported by a wide network of support which includes the College's regional QEC Chairs and Directors of Training, RANZCO appointed mentors, Term Supervisors and Clinical Tutors, and RANZCO Education and Training staff.

The Employee Assistance Program (EAP) is a professional counselling service which provides trainees and their immediate relatives with access to qualified professionals, including psychologists, social workers and management coaches.

3. Criteria for remediation

- 3.1. Throughout their training trainees are assessed in these key roles: ophthalmic skills, clinical knowledge, surgical skills, communicator, collaborator, manager, health advocate, scholar, and professional.
- 3.2. A trainee will be placed into remediation based on unsatisfactory reports in workbased formative assessment of these key roles.
 - a) A trainee who receives a grade of '3' or below in any key role in any Term
 - b) A trainee who receives two '4' grades in any one key role within a 12-month period
 - c) An Advanced Trainee who receives a grade of '4' or below in any one key role at the end of Advanced Training
 - d) A Final Year trainee with a significant event, documented concern and/or unsatisfactory Supervisor Report in one or more approved final year placements.
- 3.3. The decision that a trainee requires remediation is final and is not subject to appeal.

4. Trainee remediation program

The regional QEC Chair and Director of Training (DoT) oversee, manage and support the remediation of trainees in their training network, supported by Term Supervisors, Clinical Tutors, and relevant RANZCO Education managers. All trainees must undertake remediation under supervision. In the case of Advanced Trainees who are no longer in college accredited posts, the regional QEC will endeavor to assist their trainees in the organisation of appropriate remediation posts.

4.1. The employer's involvement in the remediation process is advisable, to clarify employment issues and to ensure hospital safety standards are met. A trainee's employer will be notified when a trainee is required to undertake remediation. A trainee's employer will also be invited to attend the trainee's initial remediation meeting, as well as the trainee's progress review meetings which occur after each remediation term.

4.2. A trainee's written Remediation Plan is developed by the trainee's Director of Training (DoT), in conjunction with the regional QEC Chair, remediation Term Supervisor, and relevant College Education manager.

4.3. A trainee's Remediation Plan must cover a period of no less than two three-month Terms, or two four-month Terms in QLD.

4.4. A trainee's written Remediation Plan must include:

- a) Details of the identified area(s) of deficiencies to be addressed
- b) An individualised learning/development plan aimed at assisting and improving the trainee's progress in the identified area(s) towards meeting RANZCO standards. This may include specifications for the trainee to receive medical or psychological assistance and additional training (e.g. communication course). The trainee shall be responsible for all costs associated with these activities.
- c) The performance outcome(s) to be achieved by the trainee.
- d) The method for monitoring and assessing the trainee's performance.
- e) Dates of each trainee progress review meetings which will be held within three (3) weeks after the end of a remediation term.
- f) The consequence of both a successful and an unsuccessful remediation on the Trainee's status on the RANZCO VTP.

4.5. A trainee's Remediation Plan document must be acknowledged and signed by both the trainee and his/her remediation Term Supervisor(s) at the start and at the end of each remediation Term.

4.6. The Director of Training (DoT) and the appointed remediation Term Supervisor(s) are directly responsible for a trainee's Remediation Program. In the case where a trainee is assessed by different remediation Term Supervisor across remediation terms, the regional Director of Training (DoT) must ensure that information about a trainee's remediation in the first remediation term (including any issues needing ongoing attention) is documented and provided to the remediation Term Supervisor in the second remediation term. A trainee may repeat a remediation term with a different Term supervisor at the request of the trainee, Term supervisor or Director of Training. The College will work with the employer to accommodate these requests where possible.

- 4.7. For all meetings and formal discussions with the trainee in relation to his/her Remediation Plan, the following rules apply:
- a) There must always be a third party present at such meetings, as nominated by the DoT
 - b) The meeting must be documented and acknowledged in writing as accepted by all parties present
 - c) The trainee may bring his/her appointed RANZCO mentor as a support person to the meeting.
 - d) The trainee may bring up to two personal support persons to the meeting. Written notification of personal support persons must be provided to the meeting at least seven days in advance. Support persons cannot be a lawyer or have legal training and cannot be a representative of a medical indemnity insurance company (otherwise known as Medical Defence Organisation).
 - e) Supporting persons are not allowed to participate in meeting proceedings.

5. Eligibility to sit examinations while under remediation

- 5.1. A Basic Trainee who is under remediation may register to sit Basic Training examinations.
- 5.2. An Advanced Trainee who is under remediation is not eligible to sit the RANZCO Advanced Clinical Examination (RACE). However, an Advanced Trainee under remediation may register to sit the Ophthalmic Pathology (OP) examination.

6. Progression while under remediation

- 6.1. While a Trainee is under remediation, training time is accredited. However, a trainee under remediation cannot progress to the next stage of the RANZCO Vocational Training Program (VTP)
e.g. a Basic Trainee under remediation cannot progress to Advanced Training

7. Consequence of successful and unsuccessful remediation

- 7.1 If a trainee's performance meets RANZCO standards, the trainee continues on the RANZCO Vocational Training Program (VTP).
- 7.2 If a trainee's performance does not meet RANZCO standards, the trainee will be referred to the Trainee Progression Committee (TPC) for review. The TPC will review the trainee's progress and performance on the VTP and make a recommendation to the Censor in Chief regarding his/her eligibility to continue on the VTP.
- 7.3 A trainee who is confirmed to be not satisfactorily remediated will not be eligible to continue on the Vocational Training Program, and will lose their Trainee Associate Member status.

8. Related Policies and Documents

- Trainee Undertaking
- Trainee Progression Policy
- Vocational Training Program Handbook
- Supervisor Handbook
- Mentor Handbook
- RANZCO Travel Policy

9. Appendix – REMEDIATION ACTION PLAN

Stage	People	Action
Activation	<ul style="list-style-type: none"> College Education manager 	<ul style="list-style-type: none"> Notify trainee of remedial action and initial remediation meeting Notify trainee's employer of remedial action and invite employer to attend initial meeting (<i>refer 4.1</i>)
Development (<i>refer 4</i>)	<ul style="list-style-type: none"> QEC Chair DoT Remediation Supervisor College Education manager 	Develop trainee's remediation program and Remediation Plan which: <ul style="list-style-type: none"> documents trainee's identified areas(s) of deficiencies defines trainee's learning and assessment plan defines performance criteria for successful remediation defines potential outcomes for trainee notifies dates of trainee progress review meetings
Initial Remediation Meeting Prior to commencing Remediation Program	<ul style="list-style-type: none"> QEC Chair DoT Remediation Supervisor <ul style="list-style-type: none"> Representative from Trainee's employing hospital (<i>by invitation, refer 4.1</i>) Trainee Trainee's mentor (<i>by invitation, refer 4.7c</i>) College Education manager 	<ul style="list-style-type: none"> Presentation of Remediation Plan to trainee by DoT/QEC Chair <ul style="list-style-type: none"> to explain the terms of remediation plan to Trainee, and to ensure Trainee understands the process, requirements and outcome to provide opportunity for trainee to clarify understanding of the remediation process, requirements and potential outcomes Trainee acknowledges and signs the Remediation plan* A copy of the agreed remediation plan document provided to Trainee Trainee must ensure that both he/she and remediation Supervisors signs a copy the remediation plan document at start and end of each Remediation Term. <p><i>*Should there be necessary adjustments to the Remediation Plan document, College manager will organise the revision, and acknowledgement of the final document, to complete before trainee commences remediation term.</i></p>
Trainee commences Remediation Term # 1		
First Progress Review Within 3 weeks after end of Remediation Term # 1 (<i>refer 4.4e</i>)	<ul style="list-style-type: none"> QEC Chair DoT Remediation Supervisor Representative from Trainee's employing hospital (<i>by invitation, refer 4.1</i>) Trainee Trainee's mentor (<i>by invitation, refer 4.7c</i>) College Education manager 	<ul style="list-style-type: none"> Trainee presents a verbal report on his/her progress in the remediation term completed. The trainee's report should include challenges encountered in carrying out the required activities/meeting the performance requirement, and learning achieved during the remediation term QEC Chair/DoT provide verbal feedback to trainee on his/her progress/performance in relation to the remediation plan, and discuss/plan with trainee additional development/support strategies if appropriate QEC Chair/ DoT notify trainee of new remediation action if applicable. <i>This action is only required if the Trainee has been identified to require remediation (refer 3, 3.1 to 3.2) for a key role other than the one that he/she is under remediation for</i>
Trainee commences Remediation Term #2		
Second Progress Review Within 3 weeks after end of second Remediation Term # 2 (<i>refer 4.4e</i>)	<ul style="list-style-type: none"> QEC Chair DoT Remediation Supervisor Representative from Trainee's employing hospital (<i>by invitation, refer 4.1</i>) Trainee Trainee's mentor (<i>by invitation, refer 4.7c</i>) College Education manager 	Trainee presents a verbal report on his/her progress in the remediation term completed. The Trainee's report should include challenges encountered in carrying out the required activities/meeting the performance requirement, and learning achieved during the remediation term QEC Chair/DoT provide feedback to Trainee on his/her progress/performance in relation to the remediation plan, and inform the next step for Trainee (<i>refer 6, 6.1 to 6.3</i>) QEC Chair/DoT notify Trainee of new remediation action if applicable. <i>This action is only required if the Trainee has been identified to require remediation (refer 3, 3.1, 3.2) for a key role other than the one that he/she is under remediation for.</i>

