

# Policy/Procedure

**Number:** POL002

**Name:** Training Assistance, Monitoring, and Remediation Policy and Procedure

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## Purpose

JCU GP Training supports the progress of Registrars through their training on the AGPT Program and is required by the Department of Health to undertake regular assessment and evaluation of Registrars as they advance through their training.

Registrars can experience difficulties during their training as a result of personal, professional and educational issues. As a consequence, some Registrars may require additional assistance as they work towards College fellowship. Any additional support made available to a Registrar in difficulty should be considered as a supportive measure and not as a punitive action.

Identification of additional support needs can stem from a variety of sources including Supervisor reports, External Clinical Teaching (ECT) visits, Training Advisor visits and formative assessments. Implementation of specific assistance to meet these needs is managed and monitored by the Training Assistance and Monitoring (TAM) Committee.

## Scope

All Registrars training with JCU GP Training.

## Definitions

**Australian General Practice Training Program or AGPT Program** The program of formal vocational training funded by the Commonwealth Department of Health and undertaken by Registrars seeking to achieve recognition as general practitioners.

**College** The GP college to which a Registrar is enrolled – Royal Australian College of General Practitioners, Australian College of Rural and Remote Medicine.

**JCU GP Training** JCU's training program in the medical specialty of general practice, delivered under a contract between JCU and the Commonwealth Department of Health.

**Registrar** A medical practitioner undertaking formal training through the AGPT Program.

**Supervisor** A vocationally registered general practitioner employed or engaged by a Training Post and accredited by JCU GP Training to deliver training according to the training standards of the Royal Australian College of General Practitioners and/or the Australian College of Rural and Remote Medicine.

**Training Post** A health provider engaged by JCU GP Training to provide on-site vocational training in general practice (according to the training standards of the Royal Australian College of General Practitioners and/or the Australian College of Rural and Remote Medicine) to Registrars.

## Policy

1. In accepting a position to train with JCU GP Training, all Registrars are agreeing to meet certain working and training obligations as specified by AGPT, JCU GP Training, and the relevant College(s).
2. JCU GP Training supports and monitors Registrars as they progress through their training, including the early identification of Registrars in need of additional assistance in the form of remediation.
3. JCU GP Training employs two levels of additional support:
  - 3.1 *Focused Academic Support* – Additional support for a Registrar in difficulty will be provided as part of a focused intervention determined by TAM and mapped to the Registrar’s needs. This intervention involves the preparation of a Focused Academic Support Plan (FASP). Additional support will be approved up to a maximum of six months during which time the Registrar will continue to progress in the AGPT Program. Registrars requiring support beyond this time will be considered for Formal Remediation.
  - 3.2 *Formal Remediation, involving the relevant College* – This is a remediation term implemented when it has been determined that a Registrar’s performance is below the level expected for their current or next training term, or impending summative assessment, or where internal remediation has been insufficient. This intervention involves the preparation of a Focused Academic Support Plan (FASP) and completion of a Registrar Agreed Remediation Protocol. Usually, but not always, a Formal Remediation term will follow a period of Internal Remediation that has not successfully resolved the difficulties faced by the Registrar. JCU GP Training will only support Formal Remediation when the relevant College has approved funding. A Registrar’s training time will be stopped for the duration of the agreed Formal Remediation term.
4. Registrars on Formal Remediation terms cannot sit summative assessment components. Registrars undergoing Internal Remediation can only sit summative assessment components with approval from the Director, General Practice Training (henceforth, ‘the Director’). If a Registrar fails to successfully complete the requirements of internal or formal remediation, the Director may determine that the Registrar will be withdrawn from, pursuant to the JCU GP Training *Withdrawal from Training Policy and Procedure*.
5. In the event that a Registrar refuses an Internal or Formal Remediation term and the Director has determined that the Registrar poses a risk to patients or the community, the Director may decide to suspend the Registrar’s training and process their withdrawal from JCU GP Training, pursuant to the JCU GP Training *Withdrawal from Training Policy and Procedure*.

## Procedure

1. The Training Assistance and Monitoring (TAM) Committee manages a watch list of all Registrars that have been identified by JCU GP Training as being in need or potentially in need of additional monitoring and training assistance. Local node TAM Committees meet monthly, or more frequently if required, to discuss Registrars on the watch list, and to add or remove Registrars to the list as per advice of the node Senior Medical Educator and Director.
2. Registrars added to the watch list can be identified as requiring various levels of intervention to assist them in returning to their expected level of performance, or they can simply be identified as requiring additional observation or monitoring.

3. In cases of Internal or Formal Remediation, JCU GP Training will notify the relevant College(s) and the Department of Health, as required.
4. If a node TAM Committee determines that specific learning or assessment plans are required, the Registrar will be asked to agree to the plan's terms in writing.
5. Once the remediation period has concluded, the TAM Committee will make an assessment of the Registrar's progress and determine whether the issue has been resolved or if it requires further intervention, remediation, or a recommendation for withdrawal from the AGPT program.

### Related documents

- Training Assistance and Monitoring (TAM) Committee Terms of Reference
- Focused Academic Support Plan (FASP) Form
- Registrar Agreed Remediation Protocol Form
- [JCU GP Training Withdrawal from Training Policy and Procedure](#)
- [RACGP Registrar Remediation Policy](#)
- [ACRRM Remediation Policy for AGPT Registrars](#)
- [Health Practitioner Regulation National Law \(Queensland\)](#)

### Related policy instruments

- [General Practice Training Governance Policy](#)

### Schedules/Appendices

*Not applicable*

### Administration

NOTE: Printed copies of this procedure are uncontrolled, and currency can only be assured at the time of printing.

#### Approval Details

Policy Sponsor	Vice Chancellor
Version no	19-1
Date for next Major Review	1 February 2021

#### Revision History

Version	Approval date	Implementation date	Details	Author
19-1	20 June 2019	24 June 2019	Minor amendments to title of program (from Generalist Medical Training program to JCU General Practice Training program)	Policy Officer, JCU GP Training program
18-1	6 April 2018	1 June 2018	Procedure established	Head of Operations, GMT

Keywords	GP Training, Registrar, Training Assistance, Monitoring, Remediation.
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