

Policy/Procedure

Number: POL005

Name: Training Post Assistance and Monitoring Policy and Procedure

Purpose

This policy should be read in conjunction with the *ACRRM Standards for Supervisors and Teaching Posts (2013)* and the *RACGP Standards for General Practice Training (2015)*.

JCU GP Training supports the progress of Registrars through their training on the AGPT program and places Registrars in accredited Training Posts.

JCU GP Training accredited AGPT Training Posts and Supervisors are required to:

- meet the training and education requirements of their AGPT accreditation status;
- comply with all NTCER and individual Registrar employment agreements;
- comply with all conditions of the Training Post Agreement; and
- act ethically, honestly and lawfully at all times.

If an issue in a Training Post is identified, JCU GP Training may commence an investigation followed, if necessary, by a formal remediation process aimed at resolving the issue an organized way. JCU GP Training has a structured process for monitoring compliance and performance of accredited training facilities.

When issues are identified that may impact on a Registrar's ability to perform their duties satisfactorily and/or progress through training, JCU GP training will intervene within 10 Business Days. Any monitoring, assistance, or intervention will be provided as a positive and not a punitive process. All JCU GP Training accredited Training Posts are required to comply with the requirements of this policy.

Scope

All Training Posts accredited by JCU GP Training to provide AGPT training to Registrars following the RACGP and/or ACRRM fellowship pathways.

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.

Business Day

A day which is not a Saturday, a Sunday, a public holiday or a day on which the James Cook University, Douglas Campus is closed.

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.

Medical Educator	An employee or agent of JCU, with the responsibility for monitoring and planning the training of Registrars, supporting the Training Post and the supervisors, and designing and delivering education activities for Registrars and supervisors and appointed to the position of Director, General Practice Training, Associate Director, General Practice Training, Principal Medical Educator or Lead Medical Educator.
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. Training posts accredited by JCU GP Training agree to meet the relevant standards for Training Posts (i.e. the *ACRRM Standards for Supervisors and Teaching Posts (2013)* and the *RACGP Standards for General Practice Training (2015)*).
2. JCU GP Training supports and monitors accredited Training Posts including the early identification of Supervisors or Training Posts which are or appear to be experiencing difficulties in meeting the standards.
3. JCU GP Training employs two levels of remediation:
 - 3.1 A focused intervention plan designed to address the identified issue/s; and
 - 3.2 Formal remediation.
4. A Training Post which is unable to satisfactorily address the identified issues will be de-accredited by JCU GP Training.

Procedure

1. JCU GP Training's Training Assistance and Monitoring (TAM) Committee keeps a watch list of all Training Posts or Supervisors that have been identified by JCU GP Training as being in need or potentially in need of additional monitoring and training assistance. TAM meets monthly to discuss Registrars on the watch list, and to add or remove Training Posts from the list as per advice of the relevant Medical Educators.
2. Primary and secondary sources of evidence used to identify a Supervisor or Training Post requiring monitoring and assistance include:
 - a) appropriate Registrar consulting hours and numbers of patients seen
 - b) meeting applicable supervision and teaching requirements
 - c) NTCER compliant Registrar employment agreements
 - d) compliance with terms of the Training Post Agreement
 - e) analysis of Registrar feedback
 - f) External Clinical Teaching (ECT) visitor feedback
 - g) Program training advisor and Medical Educator Training Post contacts and reports
 - h) other relevant sources

3. When a problem or potential problem is identified through this monitoring and assessment process, a formal process will be followed in order to address the matter. The first stage is to identify the specific issues that are contributing to or causing the identified problem. This may require additional evidence to be collected and/or more frequent monitoring of Training Post compliance and teaching standards.

Identification of training facilities with significant problems and/or deficiencies requiring specific intervention may occur during any time whilst the Training Post is a JCU GP Training accredited site. Interventions will address the key issues that are impeding progress.
4. JCU GP Training will undertake the following steps to assist in the determination of the type of intervention:
 - 4.1 JCU GP Training will notify the Training Post of an intention to assess.
 - 4.2 The Training Post must comply with the request to produce documents/evidence requested and/or required within a reasonable time frame.
 - 4.3 The Director, General Practice Training (henceforth, 'the Director') will decide either that there is a need for intervention or that the Training Post is in good standing. If the Director determines that the Training Post is in good standing, no further action will be required and the Training Post will be notified in writing.
 - 4.4 Within a week of a decision to commence a specific intervention program with the Training Post, JCU GP Training will contact the Supervisor and Training Post manager to advise of this decision.
5. Once the decision to intervene has been made, the Director will determine the form of intervention and it may be a:
 - a) Meeting between representatives from JCU GP Training and the Training Post or Supervisor;
 - b) Focused Intervention Plan;
 - c) Formal Remediation; or
 - d) De-accreditation.
6. If a Focused Intervention Plan is an identified requirement, it will include pre-determined timeframes and clearly stated expected outcome(s). JCU GP Training will support and monitor the Training Post throughout the process.
 - 6.1 Failure to achieve the outcomes of the Focused Intervention Plan will result in the Training Post being placed on formal remediation. The Training Post will be advised of this possibility and the implications of remediation during the development of the Focused Intervention Plan. During this time Registrars may still be placed with the Training Post.
7. If JCU GP training identifies that a Registrar is or may be at risk due to the identified issues in the Training Post or that their training is compromised as a result of the actions or performance of the Training Post or Supervisor, the Registrar may be removed and the Training Post placed on formal remediation. During this phase Registrars will not be placed at the Training Post.
 - 7.1 Formal remediation will be used to correct serious deficiencies which cannot be readily corrected while a Registrar is at the Training Post. Failure to achieve the outcomes of the formal remediation may result in the termination of accreditation. The Training Post will be advised of this possibility during the development of the formal remediation learning plan.

7.2 The formal remediation agreement must be signed by all parties. Failure to reach and sign an agreement may result in de-accreditation.

7.3 Formal remediation will be considered to be completed when the agreed conditions have been satisfactorily met and formally signed off by both the Director and the Training Post.

7.4 At the end of any intervention, the Director will inform the Training Post and Supervisor/s of the outcome in a timely manner. The outcome may be that:

- a) the identified problem has been addressed and the Training Post will resume training; OR
- b) the identified problem has not been addressed and the Training Post will progress to another level of intervention; OR
- c) the identified problem has not been addressed and the Training Post will be de-accredited.

8. Withdrawal of accreditation may occur if the Training Post fails to comply with any of the conditions of accreditation. Accreditation may also be withdrawn by JCU GP Training in the event of serious deficiencies.

8.1 Termination of Training Post accreditation status requires the approval of the Director.

8.2 Any disputes in relation to accreditation status are to be managed through the dispute resolution section of the Training Post Agreement.

8.3 The relevant College(s) will be advised of a decision to de-accredit the Training Post.

Related documents

- [ACRRM Standards for General Practice Training](#)
- [RACGP Standards for General Practice Training](#)
- Training Post Agreement
- [Supervisor Complaints Policy and Procedure](#)
- [Health Practitioner Regulation National Law \(Queensland\)](#)
- Focused Intervention Plan (FIP)

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
18-1	6 April 2018	1 June 2018	Procedure established	Head of Operations, GMT

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