

## Show cause information

### CFT and TRC joint communiqué

## Introduction

The Failure to Progress Policy was devised to support and manage trainees who have not met the requirements of training. Since the first show cause applications have been considered from January 2017, the Chair of the Committee for Training (CFT) and the Chair of the Trainee Representative Committee (TRC) have developed this joint communication to provide assurance and transparency regarding the process.

More information on the Failure to Progress Policy and guidance on how to show cause is available at [www.ranzcp.org/RPP-Progression](http://www.ranzcp.org/RPP-Progression).

## Show cause process

The [show cause overview](#) document and the College's dedicated Trainee Trajectory Coordinator provide support and guidance through the process.

Upon receiving a request to show cause to remain in the Fellowship Program, a trainee has up to 60 days to submit their application to the CFT. The show cause application should include:

- application form
- letter addressing the relevant reasons and/or mitigating circumstances
- proposed course of action
- supporting document/evidence.

A trainee may request information from their Director of Training, Branch Training Committee (BTC) and/or supervisor(s) to be included in their application, if no information was requested the reasoning should be provided in the letter.

The trainee's training history, any past exam results and relevant communication will also be presented to the CFT for their review.

If a trainee does not respond to the request, the CFT will consider the matter based on the information available. Trainees should contact the Trainee Trajectory Coordinator if they are unable to submit their application by the due date.

## Show cause decisions to date

The CFT has reviewed 25 show cause cases to date and have received 15 informative and well documented applications. The table below summarises the type of requests reviewed.

Reason	Requests sent	Applications received	Remains in Fellowship Program
12 months not in training time	10	1	1
No targeted learning within 60 days of failed rotation	2	2	2
3 unsuccessful attempts at College-administered assessments	13	12	12
<b>Total</b>	<b>25</b>	<b>15</b>	<b>15</b>

Please note, those who had accrued 12 months of not in training and did not submit a show cause application were excluded from the Fellowship program.

## Additional information

Trainees may request from the CFT a prospective adjustment of their individual trajectory prior to reaching the targeted learning and/or show cause progression points. The request should outline any exceptional circumstances and should include letters from their Director of Training and/or BTC.

## Who to contact

The College's dedicated Trainee Trajectory Coordinator can be contacted at [trajectory@ranzcp.org](mailto:trajectory@ranzcp.org). There is also a confidential College [Member Welfare Support Line](#) available for trainees experiencing difficulties.

**Australia:** 1800 941 002

**New Zealand** 0800 220 784

**Email:** [support@ranzcp.org](mailto:support@ranzcp.org)

**Dr Margaret Aimer**

*Chair, Education Committee*

**Dr Rebecca Graham**

*Chair, Trainee Representative Committee.  
Education Committee representative*

**Jackie Mottica**

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**Dr Warren Kealy-Bateman**

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**Dr Jessica Green**

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