PROCEDURES FOR MONITORING THE TRAINING AND PERFORMANCE OF TRAINEES

Relevant Regulations

Regulation 12.1 of the RANZCP Training and Assessment Regulations states:

Trainees

The following must be in place:

- Appropriate selection and appointment procedures
- Adequate procedures for monitoring the training and performance of trainees, and providing formal and informal feedback
- Appropriate procedures for dealing with unsatisfactory trainees.

Guidelines

The College is responsible for accreditation and assessment of training for Fellowship and certificates of advanced training, and associated tasks. The College Directors of Training and supervisors coordinate and supervise training respectively, on behalf of the College. Employment is the employer’s responsibility. Disciplinary action in respect of employment or medical registration is a matter for the employer or the relevant Medical Board.

The performance of trainees is monitored by way of:

- Clinical supervision
- Supervisor and relevant Director of Training feedback
- Log book forms
- Reports
- Minutes of meeting
- Examination progress
- Formal education course progress

Unsatisfactory Performance

The RANZCP training program aims for satisfactory or above satisfactory performance of trainees in training. However, it is acknowledged that personal and professional difficulties may arise during training which impact on the trainee’s ability to:

- Satisfy the College examinations
- Make satisfactory progress in a recognised formal education course
- Deliver the required standard of clinical service
- Satisfy College requirements

Identifying trainees who may have difficulties affecting performance or those whose performance is below an acceptable standard, is a necessary role for everyone involved in the training program, particularly supervisors and Directors of Training. In all situations the welfare of people with mental health problems and mental illness must be taken into account.

If it is believed that a trainee is not performing satisfactorily (for example, if a negative comment indicating unsatisfactory performance is made in the log book Certificate of Completion of a particular training experience), the following steps need to be followed as appropriate. Written records of meetings about perceived unsatisfactory performance must be maintained by the relevant Director of Training in accordance with the guidelines (Confidentiality and Documentation) below.
Steps to be followed (as appropriate):

Supervisors to:

- Promptly inform and counsel the trainee about perceived unsatisfactory performance.
- Should the trainee’s performance fail to improve following this counsel, inform the relevant Director of Training.

The relevant Director of Training to:

- Ensure that timely adequate feedback is being given to the trainee by the principal supervisor, with adequate counselling to enable the trainee to identify and correct any perceived difficulties.
- If requested by the trainee or if perceived difficulties are not addressed, interview trainee in person to allow difficulties to be outlined and discussed.
- If the trainee’s performance does not improve, convene a meeting to review performance of the trainee. This meeting will comprise the trainee, supervisor(s), hospital/service Coordinator/Director of Training (as appropriate) and relevant Training Program Director of Training or nominee.
- Provide a written report of above steps as appropriate to the relevant Training Committee.

The relevant Training Committee to determine whether:

- The period of training/experience is to be accredited.
- A specified period of additional training needs to be completed. This period of training may require special support and review of performance.
- The trainee can or cannot continue in the training program.
- If the trainee cannot continue in the training program, whether they can reapply in the future.

The relevant Training Committee will then forward its recommendation to the Committee for Training/Sub-committee for Advanced Psychiatry Training for consideration.

Reviews

Requests for review of a decision should be directed to the Committee for Training/Sub-committee for Advanced Psychiatry Training and then the Fellowship Attainment Committee, for consideration as appropriate. These committees may seek relevant documentation from training programs.

Indemnity

The College will indemnify Branch Training Sub-committees/Sub-committees for Advanced Training, Directors of Training, (unpaid) supervisors and trainees, provided the above processes are followed.

Confidentiality and Documentation

Discussions relating to trainee performance must be recorded and maintained by the supervisor and Director of Training.

Documentation relating to trainee performance as it relates to training in psychiatry (and not, for example employment or medical registration) remains the property of the College.

The RANZCP and its Directors of Training and supervisors must also comply fully with the requirements of the Australian and New Zealand privacy legislation.

Approved:
Fellowships Board 03/2

ATTACHMENTS

- Mid Rotation Feedback Transitional Trainee Report
- General Psychiatry Rotation Transitional Trainee Certificate of Completion
- Mid Rotation Formative Feedback Advanced Training Record
- Advanced Training – Six/Twelve Monthly Report Form