### **Process for training review**





Trainees have 60 days to respond\* to the request for a training review (TR) to the Committee for Training. This is a guide to the training review process, for more information please refer to the <u>Failure to Progress</u>

Policy.

#### **Trainee**

Complete the TR application indicating the reason for TR



Set out the facts, relevant reasons and/or any mitigating circumstances in a cover letter



Include information from DOT/BTC/supervisor



Proposed course of action outlining plan to achieve Fellowship

may include:

Evidence/supporting documentation

# Trainee Trajectory Coordinator

(point of contact)

Prepares trainee's TR
response for CFT
consideration,
including the Training
Record, may also
include past exam
results or other
relevant
documentation

Provides information to trainee on timing of CFT meeting and expected outcome date

# Committee for Training (CFT)

(decision maker)

Assess the trainee's TR application and may seek further information if necessary

If information is sufficient, considers application

OR

If information is insufficient, request for additional information within a specified timeframe

### Possible outcomes

**Application supported** 

Training requirement deadline is extended

OR

Additional attempt(s) at the College administered summative assessment

OR

Other outcome given as appropriate

#### **Application not supported**

Recommend exit from the Fellowship Program to the Board via the Education Committee

<sup>\*</sup>If no application is made by the trainee, the Committee for Training will base their decision on the information in the Training Record.