

Education Training Policy and Procedure

Failure to Progress



Authorising Committee/ Department:	RANZCP Board
Responsible Committee/ Department:	Education Committee
Document Code:	POL PRC EDT-TRN Failure to Progress Education Training Policy (19.1)

Contents

1. Policy on failure to progress

This policy sets out the requirements and process to support and manage trainees who have not met the requirements of training within the RANZCP Fellowship Program.

2. Policy statement

The RANZCP Fellowship Program aims to ensure that all who are awarded the qualification of Fellowship have attained the level of competence required by the RANZCP Fellowship Program in the practice of psychiatry. Consequently, the RANZCP Fellowship Program must also offer a mechanism to address trainees who remain in training without demonstrating adequate progress towards the qualification of Fellowship within the required time constraints.

3. Purpose

The Failure to Progress Policy should be read in conjunction with the Progression through Training Policy (6.1) and will facilitate the process of identifying, assisting and, potentially, excluding trainees that do not meet the RANZCP Fellowship Program competency and progression requirements.

Trainees who do not meet a specified requirement and/or deadline for a program element will be managed by this policy through a transparent, fair and equitable Failure to Progress process.

4. Policy details

Trainees enrolled under the RANZCP Fellowship Regulations 2012 are required to be aware of and adhere to the mandatory deadlines and rules for the elements of the RANZCP Fellowship Program.

4.1 Prospective applications for individual training trajectory adjustments

Prior to approaching the RANZCP Fellowship Program deadlines, a trainee may submit a prospective application to the Committee for Training (CFT) to adjust their individual trajectory due to exceptional circumstances. This application may be prepared by the trainee's Director of Training (DOT) where circumstances have made it difficult for the trainee to submit their own application.

Applications should include the reason(s) for the application, a plan setting out the proposed timeline for completion of the RANZCP Fellowship Program requirements and any other relevant information (e.g. evidence of medical condition or other, references, statements showing how the trainee has progressed to date). Trainees should also include letters from their DOT and Branch Training Committee (BTC) with their application; however, should the trainee not want to seek DOT and BTC support, they should express their reasons for this in their application. The CFT reserves the right to request information from the trainee's DOT and BTC. In doing so, the CFT will maintain confidentiality of any trainee correspondence as requested.

The CFT will consider each application on a case-by-case basis. Should the CFT agree to adjust the individual progression trajectory for the trainee, the CFT will inform the trainee with a copy to the trainee's DOT and (BTC).

- An example of when this process may be useful is for a trainee who has three remaining centrally administered summative assessments to complete. If they or their immediate family

member has been diagnosed with a serious illness that requires ongoing treatment and care, the trainee would apply with a plan setting out when they propose to be able to achieve one or more of their remaining summative assessments. The application would include the medical certificate, references, support letters or other information where relevant. Depending on the determination of the CFT for the particular circumstances, the trainee's deadlines for completion of their remaining three assessments may be delayed by 6, 12 and 18 full-time equivalent (FTE) months respectively. Note: this is only an example and does not indicate any outcome that may be determined by the CFT in a particular case.

The CFT (not the DOT) has the authority to determine when a case is exceptional or to grant an extension; on a case-by-case basis.

4.2 Failure to adhere to deadlines

4.2.1 Targeted Learning deadline

A trainee who has not passed a summative assessment component of the RANZCP Fellowship Program by the Targeted Learning deadline ('TL' point on the Trainee Progress Trajectory), as specified in the Progression through Training Policy (6.1), will be required to develop a targeted learning plan with their DOT. The deadline applicable for each centrally administered summative assessment is stated in the Progression through Training Policy (6.1) in full-time equivalent (FTE) months.

4.2.2 Communication from the CFT about Targeted Learning

The RANZCP will send correspondence to a trainee in this circumstance, with a copy to the DOT, reminding the recipient of the requirements of the Progression through Training (6.1) and Targeted Learning (6.2) Policies.

- The correspondence will also provide an opportunity for the trainee to submit an application to the CFT to adjust their individual trajectory due to exceptional circumstances. Applications should follow the requirements set out for prospective applications for individual trajectory adjustments. A DOT or BTC may provide advice; however, this will generally not be considered a substitute or replacement for the trainee's application, except in exceptional circumstances, as accepted by the CFT, where the trainee is unable to do so.

4.2.3 Evidence of a targeted learning plan

As specified in the Targeted Learning Policy and Procedure, (6.2) the trainee and DOT must identify a targeted learning plan for the attainment of the summative assessment and send the Commencement of Targeted Learning Form to the RANZCP Training Department.

The RANZCP Training Department must receive the documentation within 60 days of the letter's date so that the trainee's Training Record can be updated and future correspondence is managed effectively. Further detail can be found in the Targeted Learning Plans Policy and Procedure (6.2).

4.2.4 Training review deadline

A trainee who has not passed a centrally administered summative assessment by the Training review deadline ('TR' point on the Trainee Progress Trajectory) as per the Progression through Training Policy will be required to submit a training review application to the CFT as to why they should be able to continue towards Fellowship. The Progression through Training Policy (6.1) specifies the training review deadline in FTE months for each component. .

4.2.5 Communication from the CFT about training review

The RANZCP will communicate to the trainee this requirement by sending correspondence to the trainee, with a copy to the DOT and BTC. A trainee who wants to continue towards Fellowship

with the RANZCP must submit a training review application to the CFT within 60 days of the date of correspondence.

- The correspondence will also provide an opportunity for the trainee to submit an application to the CFT to adjust their individual trajectory due to exceptional circumstances. Applications should follow the requirements set out for prospective applications for individual trajectory adjustments. A DOT and BTC may provide advice; however, this will generally not be considered a substitute or replacement for the trainee's application, except in exceptional circumstances, as accepted by the CFT, where the trainee is unable to do so.

4.3 Other potential reasons for failure to progress

4.3.1 Three or more fails of the same assessment

After three failed attempts of the same summative assessment, the trainee will be required to submit a training review application to the CFT as to why they should be able to continue towards Fellowship as per the process in point 4.4. Three failed summative end-of-rotation In-Training Assessment (ITA) forms (whether consecutive or not) will also require the trainee to submit a training review application.

The trainee must submit a training review application in writing, even if the trainee is within the timeframes mandated for the component(s) on the Trainee Progress Trajectory. Communication will be sent to the trainee indicating this.

4.3.2 Failure to commence rotation-based targeted learning

If a trainee does not commence rotation-based targeted learning within the required 60-day timeframe, the trainee will be required submit a training review application to the CFT as to why they should be able to continue towards Fellowship as per the process in point 4.4. Communication will be sent to the trainee indicating this.

4.3.3 Failure to achieve the mandatory EPAs

As per the Progression through Training Policy (6.1), if a trainee does not achieve the Stage 1 mandatory EPAs by the time they have completed 12 months of FTE accredited training in Stage 1, or does not achieve the Stage 2 mandatory EPAs by the time they have completed 36 months of FTE accredited training in Stage 2, the trainee will be required to submit a training review application to the CFT as to why they should be able to continue towards Fellowship. Communication will be sent to the trainee indicating this.

4.3.4 Break in training

As per the Leave and Interruptions to Training Policy, trainees can accumulate a total of 5 years of breaks in training on their Training Record before being required to submit a training review application to the CFT to remain in the RANZCP Fellowship Program. The 5 years are cumulative and calculated in calendar time, regardless of the trainee's FTE status before or after a break in training. If a trainee's total break-in-training time is greater than 5 years, the process in point 4.4 will be followed. The trainee must submit a training review application to the CFT as to why they should be able to continue towards Fellowship. Communication will be sent to the trainee indicating this.

4.3.5 Not in training

As per the Leave and Interruptions to Training Policy, a trainee will not be considered to be on a break in training if they have not received approval for that interruption to training and submitted the approved Break-in-training Form to the RANZCP head office for recording. In this case, they would be considered to be 'not in training'. Similarly, a trainee who has not returned from a break in training, and who has not been approved for a new break in training, will be considered to be 'not in training'.

A trainee who is not actively training because they are no longer part of a local training program (i.e. they are 'no zone') and who has not transferred to a new local training program (i.e.: the RANZCP has not received a signed Notice of Transfer Form) nor sought and received approval for a break in training from the CFT, will be considered to be 'not in training'.

A trainee's not-in-training time will be tracked on their Training Record. Not-in-training time is limited to a maximum of 12 months (cumulative and calculated in calendar time) in total. If a trainee accrues more than this, the trainee must submit a training review application to the CFT as to why they should be able to continue towards Fellowship. Communication will be sent to the trainee indicating this.

4.3.6 Training maximum

A trainee who is not eligible for Fellowship after 13 years (calendar time) in the RANZCP Fellowship Program, including any breaks in training, part-time training or not-in-training time, must adhere to the process in point 4.4. The trainee must submit a training review application in writing to the CFT as to why they should be able to continue towards Fellowship. Communication will be sent to the trainee indicating this.

4.4 Consideration of training review application to remain in the RANZCP Fellowship Program

The trainee is required to submit a training review application in order to be considered able to remain in the RANZCP Fellowship Program by the CFT. The training review application should:

- set out the facts
- include any relevant reasons (i.e. the exceptional circumstances) for the non-attainment of the competency by the mandatory deadline (including evidence where relevant, e.g. a medical certificate)
- include any mitigating circumstances
- include a proposed plan to pass the assessment by a specified time.

References and letters of support should be sought from the trainee's DOT and/or BTC, as well as from others where relevant. This DOT and/or BTC advice will generally not be considered a substitute or replacement for the trainee to the training review process, except in exceptional circumstances, as accepted by the CFT, where the trainee is unable to do so. Trainees should also include letters from their DOT and/or BTC with their application; however, should the trainee not want to seek either DOT or BTC support, they should express their reasons for this in their application. The CFT reserves the right to request information from the trainee's DOT and BTC. In doing so, the CFT will maintain confidentiality of any trainee correspondence as requested.

The CFT must receive the training review application in writing from the trainee within 60 days of the letter's sent date to enable the review and consideration process to commence.

4.4.1 CFT consideration of any training review application

The CFT will consider all relevant information provided, including any recommendation provided by the trainee's DOT or the relevant Branch Training Committee (BTC).

Should the CFT determine that not enough information has been provided to make a determination, they will request further information from the trainee by a specified time period or a teleconference/videoconference with the trainee (and, potentially, their DOT), at committee discretion. A trainee may select and bring a support person, who will act as an observer and not an advocate, to the teleconference/videoconference.

The CFT will then make a recommendation as to whether a trainee has demonstrated sufficient exceptional circumstances or not, based on the relevant information provided,

If a trainee has submitted a training review application due to three failures of the same centrally administered summative assessment, the CFT will consult with the Committee for Examinations (CFE) prior to making a determination.

4.4.2 CFT determination

The CFT may determine that the trainee has demonstrated that exceptional circumstances exist. A new, individual training trajectory will be agreed upon, with adjusted deadline point(s) as deemed suitable. The deadline points may be adjusted for a single or multiple assessment(s). The intent of the adjusted training trajectory is to assist the trainee in successfully completing the competencies within determined time requirements, thereby returning the trainee to a trajectory towards Fellowship. The specific time requirements will be noted on the trainee's Training Record as a basis for monitoring continued progress in the RANZCP Fellowship Program.

The CFT may determine that the trainee has not demonstrated that sufficient reasons exist, and will forward their recommendation for the trainee to be excluded from the RANZCP Fellowship Program to the Education Committee (EC) for review and a determination as to whether the EC supports exclusion of the trainee.

If no submission is made by the trainee or their DOT in relation to a requirement to the training review application, the CFT determination will be based on the lack of exceptional circumstances shown.

A summary of CFT decisions and recommendations regarding failure to progress shall be noted by the EC.

4.4.3 Education Committee (EC) review

The EC will consider whether they support the CFT's recommendation for the trainee's exclusion as per the Exit and Re-entry Policy (25.1). A recommendation of exclusion by the EC will be forwarded for review and determination in accordance with the usual committee reporting structure. If the EC opposes the CFT recommendation that the trainee be excluded, the EC will provide the reasoning for its decision and a direction for implementation to the CFT.

4.5 Non-receipt of communication

As part of their Training Agreement with the RANZCP, trainees must keep the RANZCP informed of their current contact details. The RANZCP will endeavour to ensure communications reach the trainee. However, trainees are responsible for knowing the requirements of the RANZCP Fellowship Program and of this policy. Non-receipt of correspondence from the RANZCP does not invalidate the trainee's obligation to adhere to the requirements it presents.

4.6 Summary of responsibility in the failure to progress process

4.6.1 Trainee responsibilities

As described by the Progression through Training Policy (6.1), trainees in the RANZCP Fellowship Program are responsible for their own progress and must comply with the RANZCP Fellowship Program deadlines set out in the Trainee Progress Trajectory. Trainees are responsible for understanding the requirements of this policy and all other regulations, policies and procedures underpinning the RANZCP Fellowship Program.

Generally, trainees should maintain ongoing communication with their DOT when they believe exceptional circumstances have occurred. Trainees can apply to the CFT for approval of an adjusted individual trajectory on a case-by-case basis.

Trainees are responsible for submitting a training review application to the CFT to remain in the RANZCP Fellowship Program when required.

4.6.2 Directors of training (DOT) responsibilities

DOTs shall endeavour to contact and to support a trainee to whom the Failure to Progress policy applies. If a targeted learning plan is required, the DOT must ensure its development together with the trainee in accordance with the Targeted Learning Plans Policy (6.2).

A DOT may be requested by a trainee to submit a letter to support a trainee's prospective application to adjust their individual trajectory or to support a trainee who has submitted a training review application. As per the usual process with applications, a DOT may submit a letter expressing their support or lack of support to the CFT or may defer this to the BTC.

The CFT has the responsibility and authority to determine when a case is exceptional or to grant an extension on a case-by-case basis. Information provided from DOTs and/or BTCs is valuable but not binding.

4.6.3 Committee for Training (CFT) responsibilities

The CFT will review and consider a trainee's written application or training review, together with all supporting documentation and advice. The CFT will determine whether to grant any extensions for individual trainee progress on a case-by-case basis. If a trainee has submitted a training review application due to three failures of the same centrally administered summative assessment, the CFT will consult with the Committee for Examinations (CFE) prior to making a determination.

If the CFT determines that a trainee has not demonstrated that there are exceptional circumstances which mitigate a trainee's failure to progress, they will forward a recommendation for exclusion of the trainee to the Education Committee for review.

The CFT will maintain confidentiality on all matters relating to a trainee's progress and any exceptional circumstances, in line with the committee regulations.

The CFT will regularly report to the EC on the training review process, including a summary of the outcomes.

4.6.4 Education Committee (EC) responsibilities

The EC will review a recommendation made by the CFT that a trainee be excluded from the RANZCP Fellowship Program. The EC will then make a recommendation in accordance with the usual committee reporting structure as to whether or not the trainee should be excluded from the program under the Exit and Re-entry Policy (25.1).

The EC will maintain confidentiality on all matters relating to a trainee's progress and any exceptional circumstances, in line with committee regulations.

4.7 Review of decisions

Any request by trainees for review of a decision in relation to Failure to Progress should follow the formal education review process (X.X) and may be subject to the RANZCP Reconsideration and Appeals Policy.

5. Monitoring, evaluation and review

The EC shall implement, monitor and review the policy and report on anomalies and issues as these arise.

This policy will be reviewed biennially and updated as required.

6. Associated documents

- 6.1 Regulation:** 6.1 Progression through the Stages of Training Education Training Regulation
19.1 Failure to Progress Education Training Regulation

- 6.2 Policy:** **6.1** Progression through Training Education Training Policy
6.2 Targeted Learning Education Training Policy and Procedure
25.1 Exit and Re-entry Education Training Policy

6.3 Other: Trainee Progress Trajectory

REVISION RECORD

Contact:			
Date	Version	Project Officer, Education and Training Approver	Description
18/11/12	v.0.9	General Council	New document approved by GC (R58).
28/11/15	v.1.0	RANZCP Board	Substantial rephrasing for clarity, including the possibility for trainees to apply prospectively for an adjusted individual progress trajectory in exceptional circumstances. Clarifications on confidentiality and that the trainee may apply to CFT without going through their DOT/BTC but must explain reasons CFT approved 22/10, EC 06/11, CGRC 12/11, Board 28/11.
21/07/16	v.1.1	RANZCP Board	Revised to reflect targeted learning/targeted learning plan (formally remediation/remediation plan) and standard expected at end of Stage 3 (formally junior consultant standard) terminology changes. EC approved 29/04/2016. CGRC reviewed 28/04/2016. RANZCP Board approved B2016/4. Updated to include 4.3.3 Failure to achieve the mandatory EPAs, as per the Progression through Training Policy (6.1).
19/02/17	v1.2	RANZCP Board	Clarified 4.4 information could be sought from the DOT and/or the BTC and 4.6.2 that DOT may defer their response to the BTC. Approved by CGRG 19/1/17, EC 27/1/17, Board 19/2/17.
14/09/17	v.1.2.1	N/A	Clarification to align with clarification confirmed in Targeted Learning Policy & Procedure that show cause for lack of targeted learning in 60 days is only applicable for rotational targeted learning (Board approved 13/08/17 B2017/5 R16).
11/03/2020	v.1.3	Committee for Training	Change of terminology of show cause to training review. (CFT approved, 12/12/2019).
July 2021		NEXT REVIEW	