



College of Intensive Care Medicine
 of Australia and New Zealand
 ABN: 16 134 292 103

Document type: Guideline
Date established: 2010
Date last reviewed: 2014

THE TRAINING PERFORMANCE REVIEW

On occasion the performance of a registered trainee may require an independent review to determine their future on the CICM training program. The process is known as the Trainee Performance Review (TPR).

The TPR process will be considered when remedial measures undertaken by the Supervisor of Training (SOT) and the Regional Review Panel have failed to resolve the problems with the performance of a trainee.

This document should also be read in conjunction with the supporting material such as the Guidelines for Assisting Trainees with Difficulties, Guide to CICM training: Trainees, the Guide to CICM training: Supervisors and the ITER user guide.

1. INTRODUCTION

The TPR process is NOT to be used for a trainee with difficulties whose practice significantly jeopardises (or has the potential to significantly jeopardise) patient safety. In these circumstances, a trainee must be notified to the Australian Health Practitioners' Regulation Agency or the Medical Council of New Zealand. The College may suspend a trainee summarily in these circumstances.

As part of the TPR, the review team may consider one or more In-training Evaluation Reports (ITER) concerning the trainee (if applicable). The trainee must make the applicable ITER available to the Review Team, together with any associated documentation. The trainee will be free to comment on ITER and raise any material concerns. A trainee may also instigate a review if a situation has arisen in which interpersonal relationships are seen to be preventing a fair and valid assessment of the progress of the trainee. In this instance, the review will be initiated by the trainee raising the issue, in writing, to the Censor.

2. GOALS AND OBJECTIVES

The goals and objectives of the Review Team are to provide an independent assessment of the events that led to the request for review, and make a recommendation regarding the trainee's future in the CICM training program. The recommendation(s) should be clear, unbiased and may include:

- The trainee continues training;
- The trainee continues training subject to meeting certain conditions or requirements, and agreeing to undergo remediation. This may include, for example, attainment of specific goals on a periodic basis, assessment by working under the supervision of another or senior supervisor of training, completing a communications course, or any other condition or requirement considered appropriate by the Review Team;
- The trainee is dismissed from the training program.

Where specific problems have been identified in the training process, the Review Team may make additional recommendations concerning:

- The nature of training of the trainee
- The supervision of the trainee
- The departmental role in training
- The hospital role in training
- College processes
- Any other aspect of the training program

3. COMPOSITION OF THE REVIEW TEAM

Members of the Review Team will be selected by the Censors Committee. There should be at least three members who are appropriately qualified. No team member must have any identified or perceived conflict of interest with regard to the trainee under review. The membership shall include (but not limited to):

- Three members shall be senior Fellows of CICM familiar with all aspects of the training program, and willing to be appointed for a period of time sufficient to enable continuation of the 'corporate knowledge' of the review process;
- Two further members may be co-opted to the team according to the specific needs of each case. For example, additional members may be co-opted to the team to supplement the knowledge of the core team members, with regard to local knowledge about the hospital(s) where the problem was identified and/or expertise pertinent to the problem (e.g. educational, psychological, medical).

Two or three members of the Review Team may conduct the site visit and interviews, and provide a report. This report will be reviewed by all the members of the Review Team.

4. REVIEW PROCESS

Once the membership of the Review Team has been finalised, the trainee, the Supervisor of Training, and other interviewees will be given notice of:

- The reason and purpose of the review, including any information relating to the adverse performance or conduct of the trainee;
- The details of the review, including date and members;
- If applicable, the date and venue of the interview(s) (at a site remote from the hospital in which the trainee is working, and which provides privacy and confidentiality);
- If applicable, the date and location of any site visit(s), and disclosure of materials.

When the trainee is informed of the composition of the Review Team, he/she may raise concerns about potential conflict of interest with any member of the Review Team. If these concerns are substantiated, a substitute appointment will be made. The trainee should also be informed that his/her failure to comply with the requirements of the review may constitute a breach of the Trainee Agreement, and may result in removal from the training program.

The Review Team may interview the trainee, past and present supervisor(s), other relevant past and present instructors, colleagues, other trainees, hospital staff, and anyone else deemed appropriate. The trainee may bring a support person to the interview(s), but is not entitled to have an advocate, or

to be legally represented, except in exceptional circumstances and when prior consent has been given by the Review Team.

The purpose of these interviews is to allow the Review Team to gather information for the review process. In the case of an interview with the trainee, he/she must be given a reasonable opportunity to comment on any information obtained by the Review Team that is or may be adverse to him or herself.

5. SITE VISIT

If deemed necessary by the Review Team, the team may also undertake one or more site visits, to gather further information relevant to the review process. Any documentation relating to the situation that gave rise to the review must be available to the Review Team and to the trainee. In addition, the Review Team should keep notes of the interview(s) and any site visits to assist them in writing a report for the Training Committee.

6. REPORTING

Before concluding the written report, the Review Team will contact the trainee to discuss any significant adverse information obtained during the course of the Review, and to allow the trainee to have a final opportunity to respond to any further allegations of adverse information. A draft of the report may be provided to the trainee for comment on any errors of a factual nature.

This written report will include recommendation(s) for future action with regard to the trainee, and will remain confidential. The Censor's Committee will make a decision on the actions to be taken as a result of the Review, and to make recommendations to the Board. When considering the report from the Review Team, the Censor's Committee may decide upon further remediation processes. It may be deemed appropriate that remediation includes additional training, even though this may prolong the training period.

The decisions and recommendations of the Censor's Committee, together with the report from the Review Team, are to be considered by Board. The Board's final decision will be communicated to the trainee, supervisor and other relevant bodies (including, hospitals and medical authorities). The trainee will be notified that failure to comply with requirements may result in removal from the training program.

The CICM Appeal Process is available to all trainees and SOTs and is detailed in section 14 and 15 of the Regulations. Any trainee leaving the training program either through a decision of the College Board or voluntarily due to difficulties in training will be offered support and advice as part of the training review process.

*Promulgated: Feb 2010
Revised by CICM: July 2014*

Training Documents are prepared based on information available at the time of their preparation, and the practitioner should therefore have regard to any information, research or material which may have been published or become available subsequently. Whilst the College endeavours to ensure that documents are as current as possible at the time of their preparation, it takes no responsibility for matters arising from changed circumstances or information or material which may have become available subsequently.

www.cicm.org.au

© This document is copyright and cannot be reproduced in whole or in part without prior permission.