



## Trainee Progression Review Panels

*A Committee of the Council of Education*

### 1. Introduction

These terms of reference are established under, and are subordinate to, the *Policy on College Entities* (the policy). Panel members should ensure they are familiar with the provisions and requirements of the policy.

These terms of reference include details of the following:

- matters specific to the Trainee Progression Review Panels (i.e. role and responsibility);
- membership specifications (including any variations to the policy permitted by the Council of Education (COE)); and
- where relevant, any variation of conduct of meeting requirements (if permitted by COE).

Otherwise, refer to the policy for details of all matters pertaining to the operation of the panel.

### 2. Membership

Each Review Panel shall consist of the following members:

(a) Ex-officio members

- the Deputy Censor-in-Chief (for a panel in the region in which they reside)
- the Regional Censor
- the Regional Deputy Censor

(b) A minimum of six (6) and not more than twelve (12) appointed 'ordinary' FACEMs working in the relevant region

(c) One (1) FACEM Training Program trainee nominated by the Trainee Committee pursuant to College processes.

At the discretion of COE, an outgoing Regional Censor(s) and/or Regional Deputy Censor(s) may be permitted to remain on a Review Panel following a spill of Regional Censors and Regional Deputy Censors. Where such individuals do not apply for a vacant role under section 2(b), they will cease to be a member of the relevant Review Panel when the Review Panel commences its next term of office.

The following ACEM staff will attend and participate in meetings of the Panels; however, do not have voting rights in relation to matters being considered by the Panels:

- Deputy Chief Executive Officer
- Executive Director, Training
- Other staff as required

## Office holders

The Chair and Deputy Chair of each Review Panel shall be nominated from and by the members of the panel appointed pursuant to 2(a) and 2(b) above.

## Tenure

With reference to the policy, members of the Review Panel (other than ex-officio members) are appointed by COE for a period of two (2) years on the recommendation of the Censor-in-Chief and/or Deputy Censor-in-Chief. Subject to satisfactory performance review by COE at the conclusion of each two (2) year term, continuing to meet the eligibility requirements, and compliance with the requirements of section 5(c) of this document, individual members may be eligible for reappointment to the panel. Subsequent two-year terms may be approved.

A Chair may serve a maximum of six (6) continuous years in the role at which time they must stand down from the position; subject to continuing to meet eligibility requirements they may, however, remain on the Trainee Progression Review Panel.

## 3. Selection Criteria

### Essential

- a thorough understanding of the requirements of the FACEM Training Program, and, in particular:
  - the standards of competence for each stage of training as set out in the ACEM Curriculum Framework; and
  - the processes involved in the Workplace-Based Assessments (WBA) and In-Training Assessment (ITA) system.
- the trainee representative must not reside or work in the same region as the Trainee Progression Review Panel to which they are appointed.

### Desirable

- current or previous experience on a Trainee Progression Review Panel(s)
- current or previous experience as a Director of Emergency Medicine Training (DEMT)
- current or previous experience as a Local WBA Coordinator
- recent experience as a trainee undertaking WBAs and ITAs
- actively involved in emergency medicine education
- experience and/or interest in College processes
- demonstrated diligence and organisation skills
- experience in the development and delivery of educational programs at postgraduate level.

## 4. Responsibilities and Authority

The role of Trainee Progression Review Panels relates to operational matters. They do not have a strategic role.

### 4.1 Responsibilities

The role of each Review Panel is to work with ACEM staff to:

- (a) Review the results of WBAs, ITAs, and other relevant workplace-based performance assessments completed by trainees to determine whether individual trainees undertaking the FACEM Training Program have demonstrated the prescribed level of competence required for the applicable stage of training.

- (b) Communicate the outcomes of WBA reviews to individual trainees and the relevant DENT.
- (c) Ensure trainees who have not reached the expected level of performance in the workplace, as per the requirements of the FACEM Training Program, following appropriate periods of Additional Training Time (ATT) applicable to the trainee's progression point, are referred to the Specialist Training and Assessment Committee (STAC) to initiate the process of consideration for possible dismissal from the FACEM Training Program.
- (d) Participate in and contribute to quality assurance and improvement activities, as determined by the Trainee Progression Review (TPR) Subcommittee, to ensure the consistency and quality of WBA/ITA reviews across all COE regions.
- (e) Advise the TPR Subcommittee and STAC, where applicable, on the performance of training sites and/or specific WBA assessors deemed not be meeting expected levels of conduct in WBAs.
- (f) Advise STAC or other relevant entities in relation to other WBA and ITA matters as they arise.

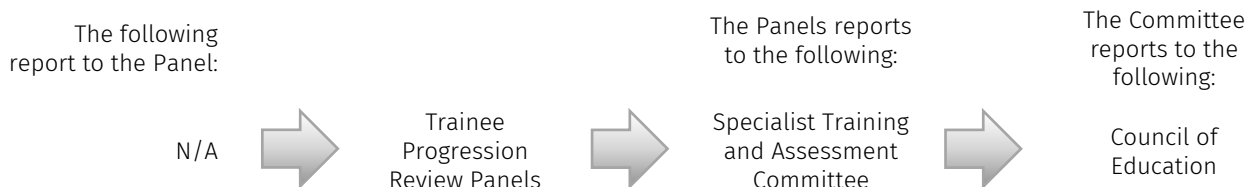
## 4.2 Extent of Authority

In the context of the above, Trainee Progression Review Panels have the following decision-making authority, which is to be exercised in accordance with relevant College regulations and policies:

- (a) To determine whether trainees have satisfactorily completed the WBA requirements applicable to their stage in training.
- (b) To set Additional Training Time requirements for trainees in the applicable region deemed not to be meeting expected levels of performance in the workplace.
- (c) To reconsider original decisions of a Trainee Progression Review Panel where, pursuant to the provisions of the *Reconsideration, Review and Appeals Policy*, a formal request for reconsideration of that decision has been accepted and forwarded to it by the College Chief Executive Officer.

Where a Trainee Progression Review Panel is unable to reach a decision, they must refer the matter to STAC rather than exercise their decision-making authority.

## 4.3 Line of Reporting



## 5. Modifications

The policy allows for variation of some meeting requirements, where this has been approved by COE. Any such allowed variations are specified below.

### (a) Frequency of Meetings

The requirements of the policy are varied to the following extent only:

- Each Panel shall meet at least four (4) times a year.
- All meetings and out-of-session processes shall be conducted via electronic media (e.g. teleconference, webinar, e-voting).

## (b) Meeting Attendance

These requirements of the policy are varied to the following extent only:

- Review Panel members must attend at least 75 per cent of all Panel meetings in any one calendar year;
- Review Panel members must attend at least 75 per cent of all Panel pre-teleconference reviews in any one calendar year;
- Review Panel members must participate in at least 75 per cent of all matters determined out-of-session (i.e. by electronic or other means); and
- Review Panel members must attend at least 50 per cent of all Panel face-to-face meetings held in a two (2) year term.

## 6. Document Review

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| Timeframe for review:    | every two (2) years, or earlier if required. |
| Document authorisation:  | Council of Education                         |
| Document implementation: | Deputy Chief Executive Officer               |
| Document maintenance:    | Education and Training Coordinator           |

## 7. Revision History

| Version | Date of Version | Pages revised / Brief Explanation of Revision   |
|---------|-----------------|---|
| v1      | May-2014        | Approved by COE.  |
| v1-1    | Sep-2014        | Revised to bring into line with <i>Policy on College Entities and Reconsideration, Review and Appeals Policy</i> . Selection criteria included. |
| v2      | Dec-2015        | Revisions following review of COE entities by COE.  |
| v3      | Oct-2016        | Revisions to clarify line of reporting and referral   |
| v4      | Oct-2017        | Revisions to membership and meeting attendance requirements   |
| v5      |                 | Revisions to reflect change of name of Trainee Progression Review Subcommittee, and separate ITAs from WBAs.                                    |
| v6      | Jun-2019        | Revisions to membership and meeting attendance requirements   |
| v7      | Aug-2019        | Revision to refer to FACEMs as 'ordinary FACEMS' in line with Policy on College Entities  |
| v8      | Sep-2021        | Revisions to staff titles and responsibility for document review  |
| v9      | Nov-2022        | Revisions composition of membership and general administrative amendments throughout.   |