PROGRESSION AND REMEDIATION POLICY

1. PURPOSE AND SCOPE

This policy sets out the principles and requirements for progression and remediation in the FACEM Training Program.

2. POLICY STATEMENT

Progression is the process by which trainees advance in the FACEM Training Program, from Provisional Training through to election to Fellowship. Progression decisions are completed by delegated Council of Education (COE) entities and are made at the accrual of the key progression milestones in the FACEM Training Program, as prescribed by Regulation B.

Remediation is the process by which trainees who are identified as not yet ready to progress are provided with an opportunity to pause and refocus their training. Trainees may be identified as poorly performing through:

- failure to complete specified requirement(s) of the FACEM Training Program by the relevant timeframe; and/or
- failure to meet or maintain the standard required of a trainee at the relevant stage or phase of training as outlined in the Curriculum Framework.

Remediation is seen as a mechanism of support for those trainees who require additional time and focused training to achieve the required standard.

3. GENERAL PRINCIPLES

3.1 Assessment Requirements

Progression through the FACEM Training Program requires successful completion of all assessments mandatory for the relevant stage of training.

(a) For Provisional Trainees:
- In-training Assessments (ITAs)
- Structured References
- Primary Examination (Written)
- Primary Examination (Viva)

(b) For Advanced Trainees:
- ITAs
- Emergency Workplace-Based Assessments (EM-WBAs)
- Paediatric Requirement
- Trainee Research Requirement
- Fellowship Examination (Written)
- Fellowship Examination (Clinical)
All assessments must demonstrate the trainee’s attainment of the required knowledge, skills and attributes for the applicable stage of training across all domains of the ACEM Curriculum Framework.

### 3.2 Progression Points

Progression decisions are based on Trainee Progression Review (TPR) Panel review of training and assessment requirements completed in the workplace (and/or any relevant remediation requirements) and are made at the accrual of the key progression milestones in the FACEM Training Program, as prescribed in the applicable College regulations.

### 3.3 Progression Decisions

The outcome of a progress review is that the trainee will:

1. **Progress**
2. **Not Progress**

**Progress**

A decision of ‘Progress’ means that the trainee is assessed as having met the required standard of performance and prescribed requirements for the applicable stage/phase of training.

**Not Progress**

A decision of ‘Not Progress’ means that the trainee is assessed as not yet having met the required standard of performance and/or the prescribed requirements for the applicable stage/phase of training and will be required to undertake a period of remediation.

### 3.4 Progression Start Dates

Trainees who reach a progression point that is not aligned with the end of a medical term, have a number of options to align to medical term dates. ‘Medical term dates’ are those published by the College on the ACEM website and applicable to the country in which the trainee trains; medical term dates are different for Australia and New Zealand. Depending on time fractions and placement durations, aligning to term dates may assist trainees in reaching their next milestone at the end of a medical term rather than mid-term, potentially making it easier to determine future progression points and plan training placements.

Except as specified below, on progressions, trainees have two options for starting the next phase/stage of their training:

1. Start the next phase/stage of training the day after the progression milestone date.
2. Start the next phase/stage of training from the start of the next/future applicable medical term date.

If this option is chosen, all training time and assessments completed in the period between the progression milestone date and the next medical term date will be not be credited towards meeting training time or assessment requirements, however total training time will be extended by the length of time that is forfeited.

Trainees who progress from Provisional Training to Advanced Training, where the Primary Examination (Viva) is the final requirement completed, have the following three options for starting Advanced Training:

1. Start the next phase/stage of training the Monday after the sitting of the Primary Examination (Viva).
2. Start the next phase/stage of training from the start of the next/future applicable medical term date.

All training time and assessments completed in the period between the date of the Primary Examination (Viva) and the next medical term date will be not be credited towards meeting training time or assessment requirements, however total training time will be extended by the length of time that is forfeited.
3. Start the next phase/stage of training from the start of the current medical term (as at the date of
the Primary Examination (Viva)).

All training time and assessments completed since the start of the medical term will be credited
towards meeting training time or assessment requirements. This option is only available to
trainees who have progressed to Provisional Maintenance pathway before or at the last term date.

Option 1, as applicable for the trainee’s circumstances, will be the default applied to all trainees. Trainees will be
required to advise ACEM, in writing, within seven (7) days of receipt of their outcome notification if they wish to
backdate or forward-date their progression.

Trainees who choose option 2 to progress on the next/future term date will have their Advanced Training due
date extended by the length of time that is forfeited and are unable to have any training time and training
requirements associated with the forfeited period, reinstated at a later date.

Trainees who elect to forfeit time, backdate to a term date or agree to progress on a milestone date cannot use
this as grounds for any future special consideration application(s) or reconsideration, review or appeal pursuant
to College policies.

3.5 Grounds for remediation

Trainees who are not progressed, are placed into a period of remediation for one or more of the following
reasons:

(a) Failure to meet the required standard of performance for the applicable stage of training;
(b) Non-compliance with the training and/or assessment requirements for the applicable phase of
training;
(c) A combination of (a) and (b);
(d) Failure to maintain the required standard of a maintenance pathway;
(e) Non-compliance with the assessment requirements of a maintenance pathway;
(f) Failure to satisfy the requirements of a remediation period.

3.6 Conditions of remediation periods

3.5.1 All remediation time is mandatory additional time and does not contribute to the training time or
other requirements completed at the workplace of the FACEM Training Program as specified in
College regulations and section 3.6 of this policy.

3.5.2 Site accreditation limits for placements do not apply to any period of remediation.

3.5.3 A period of remediation completed in an ED placement or non-ED cannot be counted towards
Discretionary time requirements.

3.5.4 Placements undertaken for the purposes of remediation must meet the minimum term
requirements and meet all other placement requirements as prescribed in the relevant College
regulations.

3.5.5 A period of remediation must ordinarily be undertaken in uninterrupted ‘blocks’ of training time
of not less than three (3) FTE months at a single site.

3.5.6 A six (6) FTE month remediation period can be undertaken at two (2) separate sites if the two
periods are each undertaken in uninterrupted blocks of not less than three (3) FTE months.

3.5.7 A remediation period ordinarily begins at the next placement where the conditions outlined in the
relevant regulations and section 3.5 of this policy can be met. This may result in the following;

- Remediation begins from the start of the current placement- trainee’s current placement at
the time of the TPR Panel decision can be considered the remediation period if it meets all
conditions.
- **Remediation begins at a future date** - trainee starts their remediation period at a future date if a trainee’s current placement does not meet the conditions required for the remediation period as specified by the TPR Panel’s decision.

### 3.5.8 Where a trainee is unable to meet the requirements of Section 3.5.5 and/or 3.5.6 of this policy by completing the remediation in three (3) FTE month uninterrupted blocks, upon application by the trainee, a variation to these requirements may be approved by the relevant TPR Panel Chair.

#### 3.5.8.1 Any trainee applying for a variation to Section 3.5.5 and/or 3.5.6 will need to demonstrate previous placement arrangements or prior plans that are unable to be altered.

#### 3.5.8.2 Where a variation is approved, an ITA must be submitted at the end of the varied remediation period. This may need to be manually generated. All other requirements as specified by the College for the remediation period must also be completed.

#### 3.5.8.3 Applications seeking such a variation must be submitted to the ACEM WBA team within seven (7) days of receipt of the remediation outcome.

#### 3.5.8.4 Factors to be considered by a TPR Panel Chair in reviewing an application and the granting of a variation include, but are not limited to the following:

- Consistency and continuity of supervision for the remediation period
- Time completed to date within remediation period
- The duration of the remediation period
- EM-WBAs to be completed within the remediation period
- Availability of time to complete assessments

### 3.5.9 Trainees undertaking a period of remediation may undertake the Primary or Fellowship Examination, subject to meeting all other eligibility criteria and College requirements for the examination in question.

### 3.5.10 Trainees undertaking a period of remediation may undertake and/or complete the Trainee Research Requirement.

### 3.5.11 During the remediation period, no other outstanding training requirements performed in the workplace can be satisfied until the remediation period is completed. Training requirements such as those listed below, will not be counted towards core training;

- EM-WBAs completed above the required minimum for the remediation period
- paediatric cases logged or paediatric ED rotation to meet the paediatric requirement
- core DOPS completed
- ED time completed at a type of training site e.g. Major referral, Urban District, Adult/Mixed

### 3.5.12 A remediation period is not deemed successful until a TPR Panel has reviewed and made a decision that the trainee can progress.

### 3.7 Remediation Requirements

Remediation requirements are determined by the relevant TPR Panel and are tailored to the individual trainee. At a minimum, all trainees undergoing a period of remediation are required to complete:

1. a Learning Needs Analysis (LNA) / Remediation Development Plan, with targeted learning goals, strategies and time lines for review with their DMT;
2. additional training time as specified by the TPR Panel. This may be in an ED or Non-ED term(s). If remediation is prescribed following a trainee’s performance in Discretionary time, the panel will decide which of these types of training is required; and
3. Workplace-based Assessments as specified by the relevant TPR Panel.

EM-WBA requirements may include variations to the number and type of individual assessments; however, not less than three (3) EM-WBAs are required for each three (3) FTE month period (‘the base rate’).
For trainees being remediated for underperformance, the overall number of EM-WBAs required should not exceed the minimum base rate of EM-WBAs for the prescribed remediation period.

For trainees being remediated for non-compliance, the overall number of EM-WBAs should not exceed the minimum base rate plus outstanding EM-WBAs not completed for the phase of training.

For trainees being remediated for both underperformance and non-compliance, the overall number of EM-WBAs required shall be the minimum base rate of EM-WBAs for the prescribed remediation period, in addition to the outstanding EM-WBAs not completed for the phase of training.

In a three month remediation period a trainee must have at least two (2) different assessors across all EM-WBAs.

In a six month remediation period a trainee must have at least three (3) different assessors across all EM-WBAs.

Other remediation options designed to support a trainee may include, but are not limited to:

(a) Completion of a specified course, workshop, conference or other educational activity deemed to address an identified area of practice requiring improvement;

(b) Development of relevant local remediation intervention options to assist Trainees and DEMTs/Supervisors in creating an appropriate set of educational interventions.

3.8 Remediation Period Limits

The TPR Panel will specify the length of the remediation period according to the remediation conditions and the needs of the individual trainee.

Pursuant to Regulation B2.6.3, trainees are provided a maximum of two (2) periods of remediation for each of the below training stage/phases, irrespective of whether they have undertaken remediation in any other training stage/phase:

(a) Provisional Training
(b) Early Phase Advanced Training
(c) Late Phase Advanced Training
(d) Critical Care time
(e) Non-ED time
(f) Discretionary time

Trainees may undertake concurrent periods of remediation in different training stage/phases, such as remediation in Early Phase Advanced Training at the same time as remediation in Critical Care.

A period of remediation undertaken while in a Maintenance Pathway will contribute to the maximum number of remediation periods allowed for that training stage/phase i.e. Provisional Training, or Late Phase Advanced Training.

4. REMEDIATION REVIEW PROCESS

After completion of the remediation time, the trainee will be reviewed by the relevant TPR Panel at its next scheduled meeting.

4.1 Successful remediation review

If the trainee has complied with all remediation requirements, and is assessed by the relevant TPR Panel as meeting the required performance standard, the trainee will progress to the relevant stage/phase of training within the FACEM Training Program and exit remediation.
4.2 Unsuccessful remediation review

Pursuant to College Regulations, if the trainee has not complied with all remediation requirements, a second period of remediation will automatically be applied. If the non-compliant remediation period was the second remediation period for the trainee in the same training time component, dismissal proceedings will commence.

5. ASSOCIATED DOCUMENTS

- Regulation B - ACEM Specialist Training Program
- ACEM Curriculum Framework
- Exceptional Circumstances and Special Consideration Policy
- Reconsideration, Review and Appeals Policy

6. DOCUMENT REVIEW

Timeframe for review: every two (2) years, or earlier if required.

6.1 Responsibilities

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6.2 Revision History

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<td>v1</td>
<td>Feb-2017</td>
<td>Approved by COE; implemented with effect from May 2017 following Board approval of revisions to Regulation B2.6</td>
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<tr>
<td>v2</td>
<td>Sep-2017</td>
<td>Revision to 3.1(b) approved by COE</td>
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<td>v3</td>
<td>Oct-2017</td>
<td>Revision to 3.6 to reflect revised Regulations.</td>
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<td>v4</td>
<td>Apr-2019</td>
<td>Revisions to reflect revised COE entities; clarify remediation purpose and role; amendments to progression decisions and conditions attaching to a remediation period.</td>
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<td>v5</td>
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<td>Revisions to include and clarify progression start dates.</td>
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