



PROGRESSION AND REMEDIATION POLICY

1. PURPOSE AND SCOPE

This policy sets out the 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 a process by which trainees are identified as poorly performing, whether through failure to complete specified requirement(s) of the FACEM Training Program by the relevant timeframe or frequency or failure to meet or maintain the standard required of a trainee at the relevant stage or phase of training. Remediation is considered an opportunity for the trainee to pause and refocus their training, and 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 Regional WBA Panel review of completed training and assessment requirements (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

WBA Panels will make one of the following progression decisions:

- (a) Eligible to progress; or
- (b) Not eligible to progress.

Eligible to Progress

The trainee is assessed to have met the required standard and prescribed requirements for the applicable stage/phase of training.

Not Eligible to Progress

The trainee is assessed to not have met the required standard and or the prescribed requirements for the applicable stage/phase of training and will be required to undertake a period of remediation.

3.4 Grounds for remediation

Trainees who are assessed as not eligible to progress, are placed into remediation for the following reasons:

- (a) Failure to meet the required standard 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) Failure to satisfy the requirements of a remediation period.

3.5 Conditions of remediation periods

- 3.5.1 All remediation time is mandatory additional time and does not contribute to the training time requirements of the FACEM Training Program.
- 3.5.2 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.
- 3.5.3 Site accreditation limits for placements do not apply to any period of remediation.
- 3.5.4 A period of remediation completed in an ED placement cannot be counted towards Discretionary time requirements.
- 3.5.5 Trainees in a period of remediation may undertake the Fellowship Examination, subject to meeting all eligibility criteria for the examination in question.
- 3.5.6 A period of remediation must be undertaken in an uninterrupted 'block' of training time and ordinarily at the one site for the designated duration. No less than three (3) FTE months at a single site may be undertaken during a remediation period.
- 3.5.7 A remediation period is not deemed successful until the WBA Panel have reviewed and progressed the trainee out of remediation.

3.6 Remediation Requirements

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

- (a) a Learning Needs Analysis (LNA) / Remedial Development Plan, with targeted learning goals, strategies and time lines for review with their DEMENT;
- (b) additional training time; and
- (c) Workplace-based Assessments as specified by the relevant WBA panel.

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 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 which, the outstanding EM-WBAs not completed for the phase of training must also be completed.

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 DEMENTs/Supervisors in creating an appropriate set of educational interventions.

3.7 Remediation Period Limits

The Regional WBA 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 time components, irrespective of whether they have undertaken remediation in any other training time component:

- (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 time components, such as remediation in Early Phase Advanced Training at the same time as remediation in Critical Care.

4. REMEDIATION REVIEW PROCESS

After completion of the remediation time, the trainee will be reviewed by the relevant Regional WBA 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 Regional WBA Panel as meeting the required performance standard, the trainee will exit remediation. The trainee will be progressed to the relevant stage/phase of training within the FACEM Training Program.

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*

6. DOCUMENT REVIEW

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

6.1 Responsibilities

Document authorisation: Council of Education
 Document implementation: Executive Director of Education and Training
 Document maintenance: Manager, Standards

6.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Feb-2017	Approved by COE; implemented with effect from May 2017 following Board approval of revisions to Regulation B2.6
v2	Sep-2017	Revision to 3.1(b) approved by COE
v3	Oct-2017	Revision to 3.6 to reflect revised Regulations.