

AUSTRALASIAN COLLEGE OF COSMETIC SURGERY AND MEDICINE

REMEDICATION IN TRAINING POLICY

1. INTRODUCTION

The Australasian College of Cosmetic Surgery and Medicine (ACCSM) is committed to the delivery of high-quality care, and training of those who provide it. In accordance with this principle there are circumstances where trainees may be subject to remedial actions for which there needs to be clear policy and process for all stakeholders.

2. PURPOSE

This policy outlines the principles for all stakeholders of the ACCSM to support trainees who are not performing or progressing at a rate expected of a trainee undertaking the cosmetic surgery training program.

This policy supports the ACCSM Remediation in Training Procedure which provides details on the process for trainees subject to monitoring and remediation of performance and progression of the training program.

3. POLICY STATEMENT

The support, management and evaluation of trainees who are not performing and/or progressing at a rate reasonably expected is integral to maintaining the high standard of training and ensuring that the training programs produce highly skilled, competent and safety-conscious cosmetic surgery practitioners.

This policy ensures that preceptors, trainees, BOC members and college administration have clear guidance on how to identify and support trainees who are not performing or progressing at the rate expected.

The ACCSM has incorporated the following principles which underpin this policy:

- **Safety.** It is critical that the safety of all stakeholders (patients, trainees, preceptors, and supporting staff) is central to any quality assurance process including remediation of performance. This includes personal and cultural safety.
- **Positive Intent.** The ACCSM, trainees and preceptors all aim to achieve successful completion of training.

- **Procedural Fairness.** A consistent and compassionate approach should be applied to all stakeholders.
- **Privacy and Confidentiality.** With consideration to the required information for the application of this policy, all stakeholders are entitled to privacy and confidentiality.

4. SCOPE

This policy applies to all trainees completing the ACCSM Cosmetic Surgery Training Program.

5. IDENTIFYING TRAINEES REQUIRING REMEDIATION

Trainees experiencing difficulties in the Cosmetic Surgery Training Program may be identified by the trainees themselves, by their preceptor, the faculty Dean, the Board of Censors or a college staff administrator.

Difficulties or challenges that are linked to unsatisfactory performance or limited progress in the training program may be demonstrated through the following, but not limited to:

Trainee concerns:

- Identification of insufficiencies in skill and/or attitude development, identified by a Preceptor or staff member during workplace observation and through feedback. Identified deficiencies should be documented in assessment reports; and/or
- Continued failed examinations; and/or
- personal or health problems interfering with work or study.

Workplace concerns:

- Quality of training post rotations and quality of experiential training opportunity; and/or
- Poor organisational communication or professional behaviour (e.g., bullying, harassment, discrimination and victimisation) by a trainee, or of a trainee;

Regulatory concerns:

- Professional misconduct that requires mandatory reporting to the Medical Board of Australia
- Complaints made to the Medical Board of Australia that are under investigation

The procedures for remediation and the responsibilities of relevant parties can be found in the ACCSM Remediation in Training Policy.

6. REMEDIATION PROCESS

Any remediation activities must be conducted in accordance with the procedures as set out below in this policy.

- 6.1 On the identification of remediation requirements (Section 5), the trainee or preceptor will write to the college stating the concern and any details regarding the trainee and situation.
- 6.2 The College will initiate an investigation of this concern with stakeholders, including the trainee.
- 6.3 Trainees must attend a remediation planning meeting with their preceptor at a time mutually convenient to the preceptor and trainee.
- 6.4 The trainee is encouraged to arrange for a support person to attend the remediation plan meeting. The support person must not be a legal representative and cannot advocate for the trainee.
- 6.5 Trainees identified under this policy must enter into a written remediation plan. This plan must be entered into as soon as is reasonably practical after identifying that a remediation issue requires management.
- 6.6 A remediation plan will:
 - a) Be in writing and reflect what is agreed by the preceptor and trainee
 - b) Include all details/issues/concerns that are to be addressed. Underlying factors that may be impacting performance or progression should be included.

- c) Provide clear detail and guidance on what is required of the trainee to address the concerns or issues, the goals to be met, the way these goals will be measured and the timeframe for completion.
- d) Outline any additional training and support the trainee will require
- e) Detail any budgetary requirements for the remediation (if any)
- f) Identify the responsibilities of the preceptor in their oversight of the trainee and monitoring the remediation plan
- g) Identify the responsibilities of the trainee, employer or other College staff
- h) Be dated and signed by both the trainee and preceptor

6.7 Remediation plans must be sent to the college for review within 7 days of their sign off. The college will review the remediation plan and make any suggested comments or amendments in writing to both the preceptor and trainee.

6.8 Trainees and Preceptors must meet and document progress on the goals of the remediation plan a minimum of once every 6 weeks. Progress reports must be provided to the College.

6.9 The trainee's performance and progress will be monitored by assessing:

- a) Completion of goals documented in the remediation plan
- b) Progress against goals documented in the remediation plan
- c) Completion of, performance on, and progress with training program assessments and requirements

6.10 If a trainee is expected to begin a new rotation during the period of their remediation plan, preceptors from their current site, the proposed next rotation and the college will hold a meeting to discuss if the rotation is appropriate. A trainee who is granted permission for rotation will continue their remediation plan under the guidance of that new preceptor.

6.11 Trainees who refuse to participate or do not engage in completing the remediation plan process will be referred to the Board of Censors for consideration or withdrawal from the training program (See [ACCSM Withdrawal from Training Program Policy](#)).

7. OUTCOMES OF REMEDIATION

Completed

Where a trainee has successfully completed a remediation plan under this policy, the College will notify the Board of Censors of the successful completion of the Candidate's remediation.

Following notification of successful completion of remediation to the Board of Censors, the College will notify the trainee in writing that:

- i. their remediation plan has been successfully completed; and
- ii. any adjustments in time or training objectives required to complete the training program

Incomplete

A trainee may undertake remediation for a total of not more than 1 year of training.

If a trainee's performance under a remediation plan has been unsatisfactory, under the ACCSM Withdrawal from Training Policy, they will need to show cause why they should not be removed from the training program.

8. RECONSIDERATION, REVIEW AND APPEAL

The [ACCSM Reconsideration, Review and Appeal Policy](#) is available to trainees with regards decisions relating to remediation in training.

RELATED DOCUMENTS

- Remediation in Training Procedure & Guideline
- Reconsideration, Review and Appeals Policy
- ACCSM Flexible Training Procedure
- ACCSM Withdrawal from Training Policy
- Special Considerations Policy

9. CONTACT

For further information and advice about this policy please contact the ACCSM office.

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