



College of Intensive Care Medicine of Australia and New Zealand

ABN: 16 134 292 103

THE TRAINING PERFORMANCE REVIEW

The Training Performance Review

On occasion the performance of a Registered Trainee may require an independent review to determine the future of the Trainee in the College of Intensive Care Medicine. The process will be known as Trainee Performance Review (TPR).

Information on the TPR will be published in College documentation provided to Trainees when they join the training program, and in documentation supplied to Supervisors of Training (SOT), and Fellows.

The TPR process will commence when local remedial measures have failed to resolve the problems with the performance of a trainee within the agreed time frame (refer T-13 'Guidelines for Assisting Trainees with Difficulties'). A report about the concerns will be forwarded to the Censor by the Supervisor of Training with a copy to the relevant Head of Department.

A Trainee may 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.

CICM may initiate a review in the event of any concern arising in relation to training.

Examples of concerns may include (but are not limited to):

- The Trainee performs below a specified standard on any performance- or criterion-based assessment.
- The Trainee lacks an appropriate level of practical skills or competence.
- The Trainee lacks an appropriate level of non-technical skills.
- The Trainee exhibits behavioural or attitudinal problems that significantly impair his or her performance, or adversely affect the performance of the medical team.
- The Trainee has an illness or other problem that precludes a satisfactory standard of performance, for which the Trainee refuses to seek appropriate treatment.
- A situation has arisen in which interpersonal relationships are preventing a fair and valid assessment of the progress of the Trainee.
- Any other situation which arises in the progress of a Trainee that the supervisor believes would best be resolved through an independent review.
- Any other problem that is unable to be resolved at a local level.

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 (eg substance abuse or other serious illness).

In these circumstances, a Trainee must be reported to the relevant Medical Board or Council or Authority. CICM may suspend a trainee summarily in these circumstances.

As part of the TPR, the review team may consider one or more In-training Assessment forms (ITAs) concerning the Trainee. The Trainee must make the applicable ITAs available to the Review Team, together with any associated documentation. The Trainee will be free to comment on ITAs and raise any material concerns.

Goals and Objectives of the Review Team:

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 should be clear, unbiased and based on the Brennan Report (ref)

Possible recommendations include:

1. The Trainee continues training.
2. 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.
3. 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 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.

Selection and Composition of the Review Team:

Members of the Review Team will be selected by the Training Committee. There should be at least three members who will be appropriately qualified. No team member must have any identified or perceived conflict of interest with regard to the Trainee under review. The membership shall be as follows:

- 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.

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 initiation and purpose of the Review
- The reasons for the Review, especially any information relating to the adverse performance or conduct of the Trainee
- The membership of the Review Team
- The date of the interview(s)
- The venue of the interview(s) (at a site remote from the hospital in which the Trainee is working, and which provides privacy and confidentiality)
- The date and location of any site visit(s), and disclosure of materials, if applicable
- The purpose of the interviews
- The process of the Review.

When the Trainee is informed of the composition of the Review Team, he or 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 requirements for Fellowship training, 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 by the Review Team. 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 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 or she must be given a reasonable opportunity to comment on any information obtained by the Review Team that is or may be adverse to himself or herself.

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.

On conclusion of the Review, the Review Team will prepare a written report. This report will include recommendation(s) for future action with regard to the Trainee, and will remain confidential.

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.

The Training 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 Training 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 Training 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 bodies as appropriate (including, for example, hospitals and medical boards). The Trainee will be notified that failure to comply with requirements may result in removal from the training program.

The Trainee will be made aware of the existence of the Review, Reconsideration and Appeal Processes (refer Regulations 13 and 14).

These guidelines should be interpreted in conjunction with the following Documents of the College of Intensive Care Medicine:

CICM Regulation 13: Review and Reconsideration Process

CICM Regulation 14: Appeals Process

T-12 Guidelines for the In-training Assessment of Trainees in Intensive Care Medicine

T-13 Guidelines for Assisting Trainees with Difficulties

Trainee Selection in Australian Medical Colleges (The Brennan Report), November 1997 Medical Training Review Panel

Promulgated: Feb 2010

This policy document has been prepared having regard to general circumstances, and it is the responsibility of the practitioner to have regard to the particular circumstances of each case, and the application of this document in each case.

Policy Documents are reviewed from time to time, and it is the responsibility of the practitioner to ensure that the practitioner has obtained the current version. Policy Documents have been prepared having regard to the 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.

College Website: www.cicm.org.au

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