
TRAINING PROGRESS COMMITTEE

TERM OF REFERENCE

PURPOSE

With the introduction of a Programmatic approach to workplace assessment in the Fellowship Training Program, there has been a shift from monitoring Candidate progression through three years of experiential learning to an exit examination for eligibility to Fellowship; to a need for evaluating progress in four learning and assessment programs:

- Health System Science;
- Medical Management Practice;
- Research Training; and
- Personal and Professional Leadership Development

The Training Progress Committee has been formed to ensure the transparency of separation of measurement moments from decision making on progress.

FUNCTIONS

The overall function of the national Training Progress Committee (TPC) is to monitor and evaluate the progress of Candidates in the four Programs of the Fellowship Training Program of RACMA, with particular attention being paid to formative and summative workplace activities in the Medical Management Practice Program and the Personal and Professional Leadership Development Program.

The responsibilities of the Training Progress Committee are:

- To provide governance advice on identified trends in implementation of workplace assessment.
- To monitor relevant in-training information on all Candidates.
- To identify those Candidates whose performance has been satisfactory in medical management practice terms.
- To recommend levels of investigation (at site, jurisdictional or Faculty Board level) for Candidates with apparent difficulties.
- To develop recommendations for remedial actions for individuals who appear to be at risk of lack of progress.
- To suggest options for training posts in which there appear to be difficulties.
- To identify areas for strategic policy development related to aspects of Candidate progress.

MEMBERSHIP

- Chair
- All Jurisdictional Coordinators of Training (JCTs)
- Dean of Education
- Chair of Accreditation Review Panel
- Lead Fellow for Personal and Professional Leadership Development Program

Co-opted members/subject matter experts as required for consultation. These may be non-FRACMA Supervisors or expert colleagues from other Colleges.

Note: The Secretariat (Fellowship Training Program team) will be in attendance and will provide the necessary data and information as required of the Candidates' submissions and training information.

TERMS

- The TPC Chair is appointed by the Education and Training Committee and approved by the Board for 3 years with an option for extension beyond that period.
- The TPC Chair is also a member of the Faculty Board.
- JCTs are members for the duration of their JCT appointments.
- The Dean of Education is a member for duration of the Dean's appointment.
- The Chair of the Accreditation Review Panel, and the two Lead Program Fellows are members for the duration of their appointments.
- Members may be co-opted for specific input e.g. the Chair of Candidates Advisory Committee may be called to take part in the discussions of the Panel if there are specific issues or discussions that are progress or policy related and have impact on the Candidates.

QUORUM

A quorum will constitute 4 JCTs and the Chair

PROCESS AND GOVERNANCE

The Training Progress Committee will:

- Hold face-to-face and/or by teleconference meetings, four (4) times per year.
- Receive the biannual In-Training Assessment (ITAs) forms and other relevant information of all Fellowship Candidates.
- Review the relevant data compiled from the forms.
- Declare satisfactory progress in In-Training Assessments.
- Highlight Candidates with apparent training difficulties.
- Endorse the notifications to the candidates' e-training portfolios, as:
 - Success
 - Require more information.

- Recommend levels of investigation (at site, jurisdictional or Faculty Board level) for Candidates with apparent difficulties.
- Develop recommendations for remedial actions for individuals who appear to be at risk of lack of progress at the site level.
- Seek reporting from the JCTs on the outcomes of jurisdictional follow-up.
- Escalate performance of individual candidates who appear to be in difficulty to the Faculty Board for investigation and follow-up, recommending requirement for extended periods of supervised practice; OR recommending discontinuation of candidacy of non-performing Candidates for lack of progress in formative assessments and/or lack of success in repeated examinations, to the Faculty Board.
- Suggest options for training posts in which there appear to be trends in difficulties.
- Identify areas for strategic policy development related to aspects of Candidate progress.
- Report to the Education and Training Committee twice per year/annually on its findings and actions.
- Participate in training and planning workshops that are relevant to the functions of the Panel.
- Participate appropriately in appeals by candidates against monitoring processes in accordance with college policies.

REMEDIATION

- Candidates may need to suspend their training for short periods for medical support. If this is so, they will be able to do this without financial hardship.
- They may also be required to attend special courses, to organize special observatory periods in different settings or to repeat submissions of certain assignments.
- If a candidate's terms have been unsatisfactory they may be allowed to continue in accredited training posts to fulfil the need for a minimum of three full time equivalent years, for Fellowship.
- If a candidate's terms have been unsatisfactory for a third time, s/he will need to show cause why s/he should not be dismissed from the Fellowship Training Program and recommended for revocation of Candidate member-status.

REPORTS

- Bi-annual presentation to the Education and Training Committee on aggregate candidate information and on Training Progress Committee policy or development recommendations.
- Other reports as required by regulatory or accreditation bodies.

EVALUATION

The Chair of the Training Progress Committee will annually review the performance of its members and the Panel outcomes, policies and regulations that support the Panel's operations, and provide a written report to the ETC or Faculty Board as required for noting and endorsement of any recommendations.

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RELATED DOCUMENTS AND PROCEDURES

Policy for Processing Applications for Candidacy (July 2016)

Policy for Recognition of Prior Learning Policy

Application for Candidacy Form

In Training Assessment Form

Policy for Supervised Practice

Policy for Trainees in Difficulty

Policy for Election to Fellowship

Regulation for Eligibility to Exam

Regulation for the Exam Conduct

Regulation for Accreditation of Training Posts

Annual Training Plan Template

RACMA Leadership and Management Curriculum

College Handbook