
PERFORMANCE /COMPETENCE AND RETRAINING POLICY

PURPOSE

This policy and procedure outlines how RACMA assures the competency of Fellows returning to active practice from protracted leave or who have identified themselves as requiring retraining, or have been identified by a Regional Health Board, Medical Board or Medical Council as requiring retraining. It also outlines how based on that review a training program is developed to address any identified gaps in knowledge and skill.

The aim of a retraining program is to enable a Fellow returning to active practice to achieve the same standard of safe practice as their peers currently working in unsupervised practice.

SCOPE

This procedure applies to all Fellows of RACMA and those who are re-activating Fellowship of the College.

POLICY

This procedure outlines a pathway to active medical management practice for Fellows returning from extended periods of leave.

Leave periods and Requirements for Continuing Education

Protracted leave may occur for a variety of reasons, such as prolonged illness, maternity leave, long service leave, and returning to medical administration after working in another field or retirement etc.

All periods of leave beyond 12 months must be authorised by the Chair of the Continuing Education Program (CEP) Committee. A Fellow must apply in writing by completing the *Leave from Fellowship* request form available on the RACMA website. This is to be emailed to the College at info@racma.edu.au. If a Fellow has been away from active practice for up to a year, they may be granted exemption from CEP by the Chair of the CEP Committee.

If a Fellow's absence is between one and three years, they must complete a minimum of one year of CEP activities (as detailed within the RACMA CEP Manual) prior to their return from leave /reactivation. If evidence of CPD appropriate for the medical administrator is presented, re-activation may be awarded within this 12 month period.

If the absence is for greater than three years, Australian Registered Fellows must provide a *plan for professional development and for re-entry to practice* to the Medical Board of Australia (refer to 5(c) of the Board's Continuing professional development registration standard) and participate in the College's retraining program (referred to later in this document: *Pathway to reinstatement*).

For NZ registered FRACMAs, The Medical Council of New Zealand specifies that if a practitioner has not had an annual practicing certificate for three years then the Medical Council requires that "the doctor must submit a detailed induction plan".

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EXTERNAL REQUESTS FOR RETRAINING

External requests for retraining of RACMA Fellows must be made by completing the Request for Retraining form available on the RACMA website. This details the reasons for the request eg. protracted leave or adverse events; the period; reporting authority; any continuing education conducted during the period of leave etc.

Requests may be either lodged by the Fellow or by relevant authorities such as a regional health board, medical board or council. A Fellow may submit a request for retraining in order to satisfy the requirements of their medical board or council e.g. after a prolonged period of leave. A medical board or council may submit a request for retraining in the event of adverse events, complaints, reports or unsatisfactory performance.

Once received, acknowledged and assessed, the Chair CEP Committee will oversight the process.

PATHWAY TO REINSTATEMENT

Once it has been determined that the Fellow requires retraining the following procedure is followed:

1. Allocation of an Executive Coach.
2. The Fellow nominates a direct line Supervisor.
3. The Fellow completes the self-assessment form (based on the RACMA competencies) with supporting evidence and referees as required, to identify gaps in knowledge and skills.
 - If the Executive Coach, Jurisdictional Coordinator of Training and Supervisor deem that the Fellow is competent then it may be recommended that they go immediately to the Reinstatement Panel, rather than participating in a retraining program.
 - If a retraining program is necessary, the Fellow, Executive Coach and Supervisor develop a Training Plan together based on the knowledge and skill deficits displayed through the self-assessment process. The Training Plan should articulate goals, outcomes, and timeframes.
4. The Executive Coach, Jurisdictional Coordinator of Training and Supervisor support the Fellow in implementing their customised program, complete an In-Training Assessment Report in the middle of the retraining period and at the end of the retraining period provides a recommendation for presentation to the Reinstatement Panel or for an extended period of retraining.
5. The Fellow completes an application form and payment of the application fee for presentation to the Reinstatement Panel.
6. The Fellow attends the Reinstatement Panel comprised of three senior Fellows asking structured questions based on the RACMA competencies, and a case based discussion question.
7. The panel then make a formal recommendation to the CEP Committee and the Board for the Fellow's reinstatement or continued retraining.

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8. The Board will then communicate this to Fellow and the appropriate regulating authority.
9. Once reinstated the Fellow must participate in the College's Continuing Education Program.
10. One year after the Fellow has been reinstated they must participate in a 360 degree performance review approved by the College.

DISCLAIMER

This procedure is to be utilised in most instances, however, may be modified depending on an individual's circumstances.

REVIEW ARRANGEMENTS

A review date has been placed upon this procedure to ensure its currency; however reviews may occur in the event of the introduction of new guidance or legislative changes. Additionally, to provide timely feedback to the Board, reviews may be undertaken upon any instance in which this procedure has been utilised.

RELATED DOCUMENTS

The following references were used to assist in the preparation of this RACMA procedure:

- [RACMA Review of Performance/Competency and Retraining Regulation](#)
- [RACMA CEP Exemptions regulation](#)
- [RACMA Recording CEP Participation Regulation](#)
- [RACMA Medical Leadership and Management Curriculum 2011](#)
- [Continuing professional development registration standard – Medical Board of Australia](#)
- [Recency of practice registration standard – Medical Board of Australia](#)
- [Plan for professional development and re-entry to practice – Medical Board of Australia](#)
- [Fact sheet – Information on returning to practice – Medical Board of Australia](#)
- [Recertification and Continuing Professional Development – Medical Council of New Zealand](#)
- [Scopes of Practice and Prescribed Qualifications for the Practice of Medicine in New Zealand – Medical Council of New Zealand](#)
- [National Guidelines for Credentials and Clinical Privileges – Australian Commission for Safety and Quality in Health Care](#)
- [Policy on doctors returning to medical practice after an absence from practice for three or more years – Medical Council of New Zealand](#)
- [RACMA CEP Manual](#)
- [Sections 11 and 12 Health Practitioners Competence Assurance Act 2003](#)
- [Sections 7, 8 and 9 of the RACMA Constitution](#)
- [RACMA website](#) and e-CEP platform

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