

Re-entry into anaesthesia training program plan for ANZCA trainees

Section A: Applicant details	
Full name	
MBA/MCNZ registration number	
Address	
Phone number	
Practice prior to absence from practice <i>Stage of training, including assessments, courses completed, VOP accruals and other relevant aspects of training.</i>	
Proposed role after return to practice	
Confirmation that any registration or workplace requirements or conditions for return to practice have been met	

Details of proposed work after return to practice	
Name of employer	
Name of institution(s) in which practice will occur	
Description of employment	
Provide reason for absence from practice: <i>If returning from absence due to health and/or fitness issues, please provide a medical certificate indicating fitness for practice.</i>	
List details of any non-anaesthesia medical practice undertaken during absence from anaesthesia practice: <i>E.g. pain medicine, intensive care medicine, internal medicine training program positions, or volunteer work abroad.</i>	

Section B: Details of your training and return to practice plan

Learning needs analysis

This section should be undertaken prior to commencement of, or early in, the re-entry into anaesthesia core unit. It should identify individual requirements in discussion with the supervisor of training, taking into account trainee's volume of practice (VOP) accruals, assessments and other relevant aspects of progress in training prior to the commencement of the period of absence from anaesthesia practice.

<p>List any educational and/or professional development activities you have undertaken in the 12 months prior to the submission of your plan</p>	
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Trainees should consider the curriculum learning outcomes that are required for future anaesthesia practice in order to determine any gaps in competencies. In consultation with the supervisor of training, trainees should then develop a program to address learning needs.

List any gaps in knowledge and skills and provide the measures to address these. For example, list any education, training or courses to be completed. Include goals to be achieved and expected outcomes and timeframes for achievement of goals.

Learning needs	How the trainee will address these learning needs	Timeframe, success indicator(s)

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<p>Describe the educational and/or professional development activities that will be undertaken in the next 12 months</p>	
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Supervision and feedback

When trainees return to work after a period of absence, ANZCA expects that trainees will have support and supervision for safe practice. There should be a gradual process of re-entry, and a supervisor of training should discuss a plan for supervision that is grading in time and graded in responsibility.

Detail the following (attach additional pages if more space is required).

<p>Name and position of principal supervisor of training</p>	
<p>Name and position of any secondary supervisors</p>	
<p>Describe the proposed orientation to the workplace</p>	
<p>Describe how the supervision will take place and the level of supervision that will be provided (e.g. direct, on-site, telephone). <i>Planned duration of one-on-one supervision.</i></p>	
<p>How will performance be monitored and reviewed?</p> <p><i>Assessment of the ability to practice without one-on-one supervision.</i></p> <p><i>Workplace based assessments (e.g. log books, record reviews, audit, multi-source feedback and other WBAs)</i></p>	
<p>What is the anticipated date for completion of the return to practice plan?</p>	

<p>What measures will be put in place if the learning needs are not satisfactorily met within the anticipated time frame, or there are any concerns about safety to practice?</p>	
<p>What measures will be put in place if the learning needs are not satisfactorily met within the anticipated time frame, or there are any concerns about safety to practice?</p> <p><i>If the learning needs are not satisfactorily met, then a Trainees Experiencing Difficulties process will be initiated</i></p> <p><i>If there are any concerns about safety to practice, the regulatory authority will be notified according to the provisions of the National Law (Australia) or Act (New Zealand).</i></p>	

What plan for communication (between trainee and supervisor) will occur to those who will be supervising the trainee when returning to practice regarding the reason for absence and any other relevant information? Please be aware that only information that the trainee is comfortable disclosing is required, noting that:

- a. Trainees must disclose of any information about conditions that may affect fitness to practice.
- b. Trainees must disclose any conditions placed on practice by a regulatory authority, whether mandated or a voluntary undertaking.

Each question should be answered separately.

Section C: Trainee and supervisor agreement of re-entry plan

Trainee statement

I agree to abide by the plan for return to practice that has been approved by ANZCA, outlined in section B.

I agree that I am responsible for my own learning needs. I will work within my level of competence and will seek assistance when necessary. I will undertake activities to enable me to overcome any deficiencies in my professional knowledge or skills.

I give permission for my supervisor to contact ANZCA if he or she has concerns about my professional performance.

Trainee name: _____

Signature: _____ Date: _____

Supervisor statement (or head of department or similar role)

I agree to undertake the supervisory and support role outlined in the plan for return to practice that has been approved by ANZCA, outlined in section B.

I will notify MBA/MCNZ if I am concerned that the trainee's professional performance is placing the public at risk and if I cannot provide the necessary support to ensure the safety of the public.

I will report to ANZCA when the trainee has completed the plan for return to practice and I will confirm whether or not the trainee is safe to practise in his or her current position at the expected level of training.

Supervisor name: _____ ANZCA ID: _____

Signature: _____ Date: _____

What to do with this document:

This template is available as a support resource only, therefore submission of the completed plan to the College is not necessary. Trainees should retain copies of the documentation. A Regulation 37 change to mandate this process has been approved by the Education, Training and Assessment Executive Committee in February 2017 but will only take effect at a later date in conjunction with TPS changes as part of the Training Program Project.

Attach the following documents:

Written confirmation from the treating doctor that the practitioner is fit to practice if absence from practice was due to health and/or fitness issues.