



TE18 BP (2010)

AUSTRALIAN AND NEW ZEALAND COLLEGE OF ANAESTHETISTS

ABN 82 055 042 852

POLICY FOR ASSISTING TRAINEES IN DIFFICULTY BACKGROUND PAPER

OVERVIEW

This revision process conforms to the College process for developing and revising Professional Documents outlined in ADP1 (<http://www.anzca.edu.au/resources/professional-documents/review-process-for-professional-documents.html>). The Document Development Group is the Education and Training Committee (ETC), membership of which includes the DPA Assessor, the Director of the Education Development Unit, the Chair of the Trainee Committee, current and former Supervisors of Training, Councilors and other Fellows (www.anzca.edu.au/anzca1/structure/committees/etc.html).

The Expert Group was:

- Genevieve Goulding (Chair), Councilor, Member ETC (Qld)
- Jodi Graham, Member Workplace Based Assessments Committee (WBAC) and Assessments Committee, Supervisor of Training (WA)
- Tim Grice, New Fellow, Supervisor of Training (Qld)
- Steuart Henderson, DPA Assessor (New Zealand)
- Mary Lawson, Director of Education Development Unit
- Nicole Phillips, New Fellow Councilor, Supervisor of Training (NSW).

Please note that this revision represents a complete rewriting of the document.

On behalf of the ANZCA Council, I welcome suggestions for improvement or comments. Please send these to the Policy Officer (profdocs@anzca.edu.au), at the College in Melbourne.

JUSTIFICATION FOR THE REVISION

In 2009, Council on recommendation from the WBAC and the ETC agreed to a revision of the In-Training Assessment (ITA) Process. Further information about the revised ITA process is available on the College website at www.anzca.edu.au/trainees/new-ita-process.html. As part of the Curriculum Review (www.anzca.edu.au/edu/projects/curriculum-review), the College received many submissions highlighting concerns about and suggestions for improvement of the existing ITA and TE18 processes. The current revision of the TE18 process was undertaken to ensure clear triggers for initiating the process as well as clear links to the Trainee Performance Review Process, along with making the process transparent and useful for both Trainees and their Supervisors.

PROCESS OF DOCUMENT REVISION

1. The initial draft was developed by Genevieve Goulding and Jodi Graham.
2. Extensive discussion of this draft occurred initially by email and then at a teleconference meeting of the Expert Group on 22 March 2010, also attended by Lindy Roberts (Chair of ETC) and Rebecca Conning (ANZCA Policy Officer), leading to a further draft.
3. Additional revisions were then made by another round of emails in track changes, as well as personal feedback from Mary Lawson, Director of Education Development Unit.
4. It has been reviewed by ETC members with further revision and then approval on 8 April 2010.
5. Following approval by April 2010 Council, it was circulated to the Regional/National Committees, the Trainee Committee and the WBAC, for comment. These comments were considered and a final draft was submitted to June 2010 Council. This timeframe was to allow implementation of the revised ITA by mid-2010.

BACKGROUND:

- In 2009, Council on recommendation from the WBAC and the ETC agreed to a revision of the In-Training Assessment (ITA) Process. Professional Document TE14, which pertains to that process, was revised accordingly.
- The TE14 revision outlines the assessment and identification of a Trainee performing at a lower than expected level for their stage of training as well as ongoing management, including clear triggers for the initiation of the TE18 process.
- An interim revision of TE18 was requested to ensure congruity between the two documents.
- During the revision process, the opportunity was taken to clarify the TE18 process and suggest some supporting documentation for SOTs.

PRESENTATION OF THE DOCUMENT:

- The final document is presented as a clean copy.
- The Working Group is also developing some supporting documents which will be posted on the College website. These include:
 - A 'triage' approach to diagnosing common problems in Trainees in difficulty and some suggested strategies.
 - A Remedial Interview record.
 - A template for a flow diagram of the TE18 process.

NOTES ON THE REVISION:

1. The name of the document has been altered from *Guidelines for Assisting Trainees with Difficulties* to *Policy for Assisting Trainees in Difficulty*. (A policy being defined as a course of action adopted and pursued by the College, whereas a guideline is a document offering advice).
2. Reference is made to other supporting College Professional Documents.
3. The document has a logical progression from types of difficulty experienced by Trainees, a step-wise approach to addressing concerns and clear triggers for invoking TE18.
4. The following points are made (a number of times) through the document: that it is important to clearly distinguish between employment issues and those related to training, and serious matters which threaten patient safety or amount to professional misconduct must be reported to the appropriate jurisdictions.
5. Additionally, the need for clear, contemporaneous documentation of all discussions is emphasised – hence the development of the Remedial Interview record template.
6. The document concludes with the need for ongoing monitoring, hopefully with resolution of problems in the majority of cases. If resolution is unsuccessful, the Trainee Performance Review process will need to be invoked.

AUTHOR OF TE18 BP:

Dr Genevieve Goulding, FANZCA, FAICD, on behalf of ANZCA Education and Training Committee and Council.

Whilst the College endeavours to ensure that Professional 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.

Promulgated*: June 2010

**This Background Paper is being piloted for 12 months and will be reviewed in June 2011.*

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