

**AUSTRALIAN AND NEW ZEALAND COLLEGE OF ANAESTHETISTS
(ANZCA)**

ANNUAL TRAINING AGREEMENT

BACKGROUND

ANZCA is committed to ensuring that all vocational training in anaesthesia, intensive care and pain medicine is undertaken in an appropriate environment and that all parties – ANZCA, its representatives and Trainees - understand and are informed of their rights and obligations.

The ANZCA Training Program¹ will be conducted in a manner that provides transparency of process, assessment and decisions.

This document sets out the rights, responsibilities and obligations of each party involved in the ANZCA Training Program.

TRAINEE RESPONSIBILITIES AND DECLARATION BY THE TRAINEE

1. I will endeavour to achieve the objectives of training, as set out in the ANZCA Curriculum.
2. In particular, I will develop the necessary skills, attributes, and undertake the necessary experience required, to provide safe, high quality care to patients, namely:

Medical and technical expertise; clinical judgement and decision making skills; communication and collaboration skills; health advocacy; professional attitudes and behaviour to patients, colleagues and other health professionals; management and leadership skills; and a commitment to assisting Trainees and colleagues with their learning and development needs.
3. To achieve these objectives, and in accordance with the principles of adult learning, I will undertake training by:

Reflecting and building upon my own experience; identifying my learning needs; being involved in planning and documenting my education and training; and evaluating the effectiveness of my learning experiences.
4. I acknowledge that my training each year must be prospectively approved by ANZCA, and will be supervised appropriately. I agree, when in an ANZCA-approved training site, to meet with my Supervisors at least every six months or as earlier required.
5. I understand that I will receive feedback on my performance, and will be advised on how best to address any areas that need improvement. I accept that training will require me to move between hospitals, and may require experience in rural and/or private practice settings.
6. I understand that ANZCA collects and holds personal data for the purpose of Trainee registration, for the administering of the Training Program, and for evaluating my progress. I consent to have this information used for these purposes and as authorised in the ANZCA Privacy Policy. If I wish at any time to request access to the information I have provided, I understand that I may contact ANZCA and request to review it.
7. I understand that ANZCA documentation and/or materials will be provided to me during the course of the training program. I acknowledge that this material is owned by the College, is subject to intellectual property protection, and therefore cannot be used by me for purposes other than training, without the College's prior approval.
8. I agree to submit all required applications, complete the relevant feedback forms, and provide all information required by ANZCA within the time limits or deadlines stipulated by ANZCA. I acknowledge that it is my responsibility to ensure that all time limits and deadlines are observed, including timely payment of all fees, and submission of required documentation.
9. I understand that I need to maintain documentary materials for my training (which includes maintaining the Learning Portfolio, filing copies of ITA reports, as well as completing required modules, projects, clinical and non-clinical training and examinations). I acknowledge that I will be requested to show my Training Portfolio to each of my Supervisors of Training. I acknowledge that accreditation of each year of training will include the successful completion of these requirements.
10. I acknowledge that it is my responsibility to be fully informed and aware of all requirements of ANZCA,

¹ The ANZCA training Program requires completion of five years of approved training, clinical training, curriculum modules, examinations and other assessments, as well as the EMAC or EMST course.

particularly rules, guidelines and policies in relation to the Training Program. This will include the monitoring of my online training profile and timely submission of all relevant documentation.

11. I undertake to observe all relevant ANZCA policies in relation to training, and observe the Guidelines on Responsibilities of Trainees in Anaesthesia. (TE19)
12. I acknowledge that ANZCA has a policy regarding discrimination, anti-bullying and sexual and other forms of harassment, in addition to any other policies that may apply at my place of employment.
13. I agree that if I have concerns regarding my training, it is my responsibility to seek to have these concerns addressed. I acknowledge that I can approach and seek appropriate guidance from all or any of the following:

My Supervisors of Training; Module Supervisors, the Rotational Supervisor; the Regional Education Officer; General Manager, Training and Assessments and the Chief Executive Officer of ANZCA.
14. I agree and acknowledge that, whilst I may seek advice from my Supervisors and relevant ANZCA Fellows in relation to aspects of my education and training, my Supervisors are not authorised to vary the rules and guidelines for the Training Program, or the policies of ANZCA in relation to the Training Program. In particular, I acknowledge that my Supervisors are not authorised to grant extensions of time for any of the requirements of the Training Program. Requests for any change or variation of these conditions, guidelines or policies or any extension of time must be made to the ANZCA CEO and be confirmed to me in writing by ANZCA.
15. I agree to participate, if required, in ANZCA's review processes in relation to unsatisfactory performance or progress in the Training Program, including a Trainee Performance Review (TPR). I also understand that I can initiate the TPR if I feel that I have been unfairly assessed or treated. I am aware that if I disagree with any decision made about my training, ANZCA has a formal Reconsideration and Review process that precedes the final Appeals Processes. I agree to abide by the final decision of the Appeals Process.
16. I release ANZCA (and its representatives, including my Supervisors) from all claims or liability arising from advice or assistance given in good faith.
17. I certify that I am free from dependency on recreational and/or non-prescribed drugs, and have no illnesses that would preclude the safe practice of anaesthesia. I undertake to inform the College if I develop dependence on recreational and/or non-prescribed drugs, or if I develop an illness that would preclude the safe practice of anaesthesia. I acknowledge that if I develop any dependence on recreational or non-prescribed drugs, or any condition that precludes the safe practice of anaesthesia, this may result in the suspension or termination of my training at any time, and prevent my admission to Fellowship of ANZCA.
18. I undertake to notify the College if my medical registration is withdrawn or suspended, or conditions are placed on my medical registration, or if I receive notice of any complaint to any medical registration authority.
19. I understand that email will be the primary means by which communication is maintained between me and the College and that the College will use the email address I designate as my primary email.

I undertake to:

- Regularly access the designated primary email account
- Ensure that at all times there is sufficient space in the primary email account to allow receipt of emails from the College, even those containing attachments that are several megabytes in size.

ANZCA RESPONSIBILITIES AND DECLARATION BY ANZCA

ANZCA agrees to provide support to its representatives, including Supervisors of Training, Regional Education Officers, and Module Supervisors and Rotational Supervisors, to provide the Trainee with appropriate resources and support in the following areas:

1. Assisting the Trainee to participate in the Rotational Training Program.
2. Assisting the Trainee to achieve completion of all Modules, courses, examinations and other Program requirements.
3. Reviewing the Trainee's learning objectives for each term, to ensure that they are realistic, achievable, and within the scope of the learning opportunities available.
4. Advising the Trainee, as requested, on resources available to assist the Trainee in achieving the objectives.
5. Endeavouring to provide appropriate supervision.

- 6. Encouraging a climate conducive to learning and training.
- 7. Meeting regularly with the Trainee at least every six months for the purposes of support, feedback and assessment, to review the Trainee’s progress, and to provide feedback on performance (while the Trainee is in an ANZCA-approved training site).
- 8. Completing the Supervisor’s Report component of the ITA in a timely fashion, and discussing its contents with the Trainee, before sending it to the Regional Education Officer who, in turn, will forward it to the College.
- 9. Encouraging the Trainee to keep copies of his/her ITA reports.
- 10. Assisting the Trainee to be able to attend any appropriate educational sessions.
- 11. Encouraging the Trainee to make appropriate time allowance for learning needs.
- 12. Encouraging the Department to roster Trainees fairly, and to ensure an appropriate balance between training, service, rest and study time.

ANZCA and its representatives agree to use reasonable endeavours in the following areas:

- 13. Supporting an appropriate, fair, and transparent selection process of Trainees to rotational Training Programs.
- 14. Providing access for Trainees to educational material related to the Training Program.
- 15. Ensuring that any information held by the College on a Trainee is stored in a manner which ensures confidentiality in accordance with College policies.
- 16. Answering in an accurate and timely manner any queries the Trainee may have on the Training Program, modules, clinical assessments, the examinations process, and reporting requirements.
- 17. Responding in a timely manner to applications for approval of individual training positions requiring prior approval, e.g., Provisional Fellowship Year positions and overseas training.
- 18. Responding to any other enquiries in a timely manner.
- 19. Undertaking to make its best efforts to contact the trainee by secondary email, fax or telephone in the event that the designated primary email account does not have sufficient space to receive emails from the College.

COMMUNICATION BETWEEN ANZCA AND THE TRAINEE

The Trainee and ANZCA agree that communication by ANZCA to the Trainee shall, unless ANZCA otherwise determines, be through the designated primary email account nominated by the Trainee. This email account may be the sole method of communication by ANZCA with the Trainee for all ANZCA training, education and other purposes. Delivery of information to the Trainee email account shall, at the time of receipt to the account, be deemed to be delivery of all notices, information and materials to the Trainee at that time.

ACCEPTANCE BY TRAINEE AND ANZCA

Acknowledgment of the terms of this agreement is necessary before Trainee’s annual training fee for that year can be validated.

We accept the rights and responsibilities of our respective positions in this Agreement

Signed

.....
Trainee

.....
Name in block letters

.....
Date:


.....
Chief Executive Officer

Linda Sorrell
.....
Name

This Agreement will be re-signed annually whilst the Trainee is still in the Training Program.