

## Rural Generalist Anaesthesia Training Agreement

### Background

The Australian and New Zealand College of Anaesthetists (ANZCA) in partnership with the Royal Australian College of General Practitioners (RACGP) and the Australian College of Rural and Remote Medicine (ACRRM) is committed to ensuring that all training in rural generalist anaesthesia 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 Rural Generalist Anaesthesia Training Program is a minimum of 52 weeks full time equivalent (FTE) duration which leads to award of the diploma of rural generalist anaesthesia and 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.

### Responsibilities and declaration by the trainee

1. I will endeavour to achieve the learning outcomes and undertake all components of the training program as set out in the Rural Generalist Anaesthesia (RGA) training program Curriculum. I understand that this curriculum is updated regularly and that I need to keep abreast of changes as communicated by ANZCA.
2. I will develop the necessary skills and attributes associated with the RGA Roles in Practice and Clinical Fundamentals and undertake the necessary experience required to provide safe, high-quality care to patients.
3. To achieve these objectives, I will complete my learning plan, actively seek the required clinical experience to meet volume of practice requirements and actively participate in self-assessment.
4. I agree to complete the required workplace-based assessments, to log and submit my case experience and time records, and to meet with my supervisor of training (at the intervals specified in the RGA Handbook for Training) to discuss my progress and future plans.
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.
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 having this information used for these purposes and as authorised in the ANZCA Privacy Policy and in Regulation 44. I consent to having my training records, including examination outcomes being shared with my RGA supervisors and primary college, as required. I understand that I may contact ANZCA and request to review the information I have provided.
7. I understand that RGA Training program applications, training 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 the college. I acknowledge that it is my responsibility to ensure that all time limits and deadlines are observed, including timely payment of all fees and the submission of required documentation.
9. I understand that it is my responsibility to maintain and periodically review my online training records via the training ePortfolio. This includes accurate and timely input of all activities. I acknowledge that my training records may be accessed in whole or part by ANZCA's RGA training program representatives including State Support Officers (SSOs), RGA supervisors of training, ANZCA staff and members of RGA administrative committees. I understand that de-identified training data may be used for the purposes of monitoring and evaluation of the revised curriculum including accreditation of training sites.
10. I acknowledge that collecting information about patients has important privacy implications. In collecting and using any patient information it is my responsibility to ensure that all privacy obligations are met, and any necessary consent obtained. Only de-identified information should be routinely stored. If any identifying information is recorded in the ePortfolio or other material submitted to the college I will ensure that my, or my hospital's privacy statement, addresses this issue or that my patient has consented.
11. I am aware of and agree to abide by ANZCA's Policy on bullying, discrimination and harassment for Fellows and trainees acting on behalf of the college or undertaking college functions and will not bully or unlawfully discriminate or harass (including sexually harass) an employee of the college, a contractor of the college, a member of the public, or a member of the college. I will not victimise another person or subject a person to any detriment because that person has made a complaint under college policies, has brought proceedings under college policies or has, or proposes to, give evidence or information in connection with proceedings under college policies.
12. I undertake to observe all relevant ANZCA policies in relation to training.
13. I undertake to abide by all relevant ANZCA corporate policies in addition to any other policies that may apply at my place of employment.
14. I agree that if I have concerns regarding my training, it is my responsibility to seek to have these addressed. I acknowledge that I can approach and seek appropriate guidance from my supervisors of training and state support officer, or ANZCA's director of professional affairs (DPA) assessor (for the RGA training program), Executive Director of education and research or the chief executive officer.
15. I agree and acknowledge that whilst I may seek advice from my supervisors and relevant RGA Training program representatives in relation to aspects of my education and training, they are not authorised to vary the rules and guidelines for the training program or the policies of RGA training program. Requests for any change or variation of the guidelines or policies or any extension of time must be made in accordance with Regulation 44.
16. I release ANZCA and its representatives from all claims or liability arising from advice or assistance given in good faith.
17. As a registered medical practitioner, I agree to abide by the professional standards outlined in the professional codes of conduct of the Medical Board of Australia and local hospital and health service policies. I agree to be honest, trustworthy and act with integrity at all times. I am aware that plagiarism, academic misconduct (including fraudulent entry into the ePortfolio) and irreverent use of social media are violations of such professional standards.
18. 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 will inform ANZCA 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 the Diploma of Rural Generalist Anaesthesia being achieved and will result in notification to my primary college (RACGP or ACRRM).

19. I agree to maintain my medical registration and I will notify ANZCA if my medical registration is withdrawn or suspended, conditions are placed on my medical registration or if I receive notice of any complaint to any medical registration authority.
20. I understand that email will be the primary means by which communication is maintained between me and ANZCA and that ANZCA will use the email address I designate as my primary email. I undertake to regularly access my designated primary email account and to 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.
21. Failure to abide by any of the terms and conditions or clauses of this agreement or Regulation 44 may result removal from the training program and, referral to the appropriate medical regulatory authority and my primary college.
22. I agree to participate if required in review processes in relation to unsatisfactory performance or progress in the training program.
23. I am aware that there is a formal reconsideration and review process for the RGA Training Program that I may instigate which precedes the final appeals process. I agree to abide by the final decision of the appeals process.

### **Responsibilities and declaration by ANZCA**

ANZCA agrees to provide support to its representatives, including RGA supervisors of training, state support officers, and workplace-based assessors to provide trainees with appropriate resources and support in the following areas:

1. Assisting the trainee to participate in the RGA training program.
2. Assisting the trainee to achieve completion of all training and assessment requirements.
3. Supporting RGA Supervisors of Training to review the trainees Training and Progress Plans to realistic, achievable and within the scope of the learning opportunities available.
4. Advising the trainee if requested about resources available to assist the trainee to achieve the objectives.
5. Encouraging a climate conducive to learning and training.
6. Encouraging a climate that is free from bullying and harassment in the workplace in accordance with the college's Policy on bullying, discrimination and harassment for fellows and trainees acting on behalf of the college or undertaking college functions, and to address all grievances relating to bullying, discrimination or harassment promptly, sensitively and confidentially.
7. To support RGA supervisors of training to undertake progress reviews and planning meetings as per the RGA Handbook for training and Regulation 44 and to provide feedback on performance.
8. Encouraging the trainee to make appropriate time allowance for learning needs. Encouraging anaesthesia departments 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:**

1. Providing the trainee with access to educational material related to the training program.
2. Ensuring that any information held by the college on a trainee is stored in a manner that ensures confidentiality in accordance with college policies.
3. Answering any queries the trainee may have on the training program and the requirements to progress in an accurate and timely manner.
4. Responding to any other inquiries in a timely manner.

**Acceptance by the Trainee**

I accept the rights and responsibilities as outlined in this agreement.

Name in block letters \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_