ANZCA Training Agreement

Background

The Australian and New Zealand College of Anaesthetists (ANZCA) is committed to ensuring that all vocational training in anaesthesia and pain medicine is undertaken within an appropriate environment. ANZCA seeks to ensure that all parties, including ANZCA, its representatives and trainees, understand and are informed of their respective rights, responsibilities and obligations. The ANZCA Training Program is a minimum of five years duration (260 weeks) and leads to fellowship of ANZCA (FANZCA). The program is conducted in a way that supports transparent processes, assessments and decisions.

This document sets out the rights, responsibilities and obligations of ANZCA and the trainees.

Responsibilities and declaration by the trainee

1. I will endeavour to achieve the learning outcomes and complete all components of the training program as set out in the Anaesthesia Training Program Curriculum. I understand that this curriculum is updated regularly and that I am responsible for remaining informed about changes communicated by ANZCA.

2. I will develop the necessary skills and attributes associated with the ANZCA Roles in Practice and ANZCA Clinical Fundamentals. I will also undertake the experience required to provide safe, high-quality patient care.

3. To achieve these objectives, I will set learning goals for each clinical placement, actively seek the required clinical experience required to meet volume of practice requirements and actively participate in self-assessment.

4. I acknowledge that my training must be undertaken in an ANZCA-approved training site or position and be appropriately supervised. While training at an ANZCA-approved site, I agree to complete the required workplace-based assessments, accurately record and submit my case experience and time records, and meet with my supervisor of training at least every six months (or more frequently if required) to discuss my progress and future training plans.

5. I understand that I will receive feedback on my performance and advice about to address areas requiring development. I accept that I may be required to move between hospitals during my training and may be required to obtain experience in rural and/or private practice settings.

6. I understand that ANZCA collects and holds my personal information for the purpose of trainee registration, administering the training program, and monitoring and evaluating my progress. I consent to ANZCA using this information for these purposes and in accordance with the ANZCA Privacy Policy. I also consent to ANZCA sharing my training records, including examination outcomes, with authorised ANZCA supervisors. I understand that I may contact ANZCA to request access to the information I have provided.

7. I understand that ANZCA applications, training documentation and/or materials will be provided to me during the training program. I acknowledge that these materials are owned by the college, any may be protected by intellectual property rights. I will not use, reproduce, or distribute these materials for purposes other than my training, unless I have received prior written approval from ANZCA.

8. I agree to submit all required applications, complete relevant feedback forms and provide information required by ANZCA within the timeframes specified by the college. I acknowledge that I am responsible for meeting all applicable deadlines, including paying required fees and submitting required documentation on time.

9. I understand that I am responsible for maintaining and regularly reviewing my online training records in MyPortfolio. This includes entering accurate and timely records relating to training time, workplace-based assessments, volume of practice, clinical placement reviews and core unit reviews. I acknowledge that my training records may be accessed, in whole or in part, by authorised ANZCA's representatives, including education officers, supervisors of training, specialised study unit supervisors, rotational supervisors, departmental scholar role tutor, intensive care medicine supervisors and ANZCA staff. I understand that ANZCA may use de-identified MyPortfolio data to monitor and evaluate the training program and to support the accreditation of training sites. I acknowledge that progression and accreditation of my training time are subject to successful completion of the applicable training requirements.

10. I acknowledge that I am responsible for understanding and complying with ANZCA's training requirements. These include Regulation 37, the ANZCA Handbook for Training, the ANZCA Handbook for Accreditation, and applicable rules, guidelines and policies relating to MyPortfolio. This responsibility includes regularly monitoring my online training records and submitting all required documentation on time.

11. I agree to notify ANZCA within four weeks if I relocate between Australia and New Zealand or withdraw from the training program.

12. I acknowledge that the collection and use of patient information has important privacy implications. When collecting or using patient information, I am responsible for complying with all applicable privacy obligations and obtaining any required consent. Patient information recorded in MyPortfolio must be de-identified. If identifiable patient information is recorded, I will ensure that I am authorised to collect and disclose that information and that any required patient consent has been obtained.

13. I understand and agree to comply with ANZCA's policy on bullying, discrimination and harassment for Fellows and trainees acting on behalf of the college or undertaking college functions. I will not bully, unlawfully discriminate against, harass or sexually harass any ANZCA employee, contractor, member of the public, Fellow, specialist international medical graduate, or trainee. I will not victimise or subject a person to 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.

14. I agree to comply with all relevant ANZCA policies relating to training.

15. I agree to comply with all other applicable ANZCA policies, in addition to the policies that apply at my place of employment.

16. If I have concerns about my training, I understand that I am responsible for raising those concerns and seeking appropriate guidance. I may seek assistance from my supervisor of training, education officer, ANZCA's director of professional affairs (DPA) assessor, director of education, or the chief executive officer as appropriate to the circumstances.

17. I acknowledge that, although I may seek advice from my supervisors and relevant ANZCA Fellows, those individuals are not authorised to vary ANZCA's training requirements, rules, guidelines or policies. A request for a variation, exception or extension must be submitted in writing to the relevant decision-making, including the director of professional affairs (DPA) assessor where applicable, any approval mush be confirmed in writing by ANZCA.

18. I release ANZCA and its representatives from all claims or liability arising from advice or assistance given in good faith.

19. As a registered medical practitioner, I agree to comply with the professional standards outlined in the code of conduct issued by the Medical Board of Australia or the Medical Council of New Zealand. I also agree to comply with ANZCA's Internet, email and computer use policy and applicable hospital and health service policies. I will behave honestly, act with integrity and maintain appropriate professional standards. I understand that plagiarism, academic misconduct, fraudulent or deliberately inaccurate entries in MyPortfolio, and inappropriate use of social media may constitute breaches of these standards.

20. I acknowledge and agree to comply with the ANZCA Academic Integrity Policy, including any restrictions on the use of generative artificial intelligence (AI) in academic activities.

21. I acknowledge my responsibility to ensure that I can practice anaesthesia safely and participate safely in the training program. I agree to notify ANZCA where a health condition impairment or substance-dependency issues may materially affect my ability to participate safely in training or meet the requirements of the training program, subject to applicable law and ANZCA policy. I understand that ANZCA will manage such information confidentially and in accordance with its privacy, health and training policies. Where relevant, ANZCA may consider reasonable adjustments, conditions, suspension or termination of training in accordance with applicable polices and procedural fairness requirements.

22. I agree to maintain the medical registration required to participate in the training program. I will notify ANZCA promptly if my medical registration is withdrawn or suspended, if conditions or restrictions are imposed on it, or if I receive a notification from a medical registration authority that may affect my registration, scope of practice, employment or participation in training.

23. I agree to notify ANZCA by email within four weeks if my employment is terminated or suspended, or if I resign from a position relevant to my training.

24. I understand that email is ANZCA's primary means of communication with me. ANZCA will use the email address that I nominate as my primary email address. I agree to monitor that account regularly, keep my contact details current, and ensure that the account can receive messages and attachments from ANZCA.

25. I understand that failure to comply with this agreement may result in ANZCA initiating a trainee performance review (TPR) or another process under its applicable regulations and policies. Possible outcomes may include removal from the training program and/or referral to the appropriate medical regulatory authority, where warranted and permitted under the applicable process.

26. I agree to participate, if required, in ANZCA's processes relating to unsatisfactory performance or progress, including a TPR. I understand that I may also request consideration for a TPR or another applicable review process if I believe that I have been assessed or treated unfairly.

27. I understand that ANZCA has formal reconsideration and review processes that apply before a final appeal. I agree to comply with the final outcome of any appeal.

Responsibilities and declaration by ANZCA

ANZCA agrees to support its representatives, including supervisors of training, education officers, rotational supervisors, specialised study unit supervisors, introductory training tutors, clinical fundamental tutors, departmental scholar role tutors, provisional fellowship training supervisors and

workplace-based assessors, so that they can provide trainees with appropriate guidance, resources and support in the following areas:

1. Assisting trainees to participate in rotational training programs.

2. Assisting trainees to complete all required training periods, assessments and other training program requirements.

3. Reviewing each trainee's clinical placement plan to ensure that it is realistic, achievable and consistent with the learning opportunities available.

4. Advising trainees, on request, about resources available to help them achieve the training objectives.

5. Endeavouring to provide supervision appropriate to the trainee's level of training and the clinical context.

6. Fostering an environment conducive to learning and training.

7. Encouraging a workplace free from bullying, discrimination and harassment in accordance with ANZCA's policies, and responding to relevant concerns promptly, sensitively and confidentially.

8. Undertaking clinical placement reviews with the trainee at least every 26 weeks during a placement, to provide support and feedback, assess and review the trainee's progress, and identify any required development or support.

9. Endeavouring to meet with the trainee in a timely manner to provide feedback and complete the required clinical placement review and core unit review, supporting timely progression where all requirements have been met.

10. Encouraging the trainee to maintain complete and accurate records in MyPortfolio.

11. Assisting the trainee to attend appropriate educational sessions.

12. Encouraging the trainee to make appropriate time allowance for learning needs.

13. Encouraging anaesthesia departments to roster trainees fairly and maintain an appropriate balance between training, service delivery, rest and study time.

ANZCA and its representatives will use reasonable endeavours to:

1. Support an appropriate, fair and transparent selection process of trainees to rotational training programs.

2. Provide the trainee with access to educational materials relevant to the training program.

3. Ensure that any information held by the college on a trainee is stored and managed securely and confidentiality, in accordance with ANZCA's privacy obligations and policies.

4. Respond accurately and in a timely manner to trainee enquiries about the training program and progression requirements.

5. Respond to applications for approval of individual training positions requiring prior approval in a timely manner.

6. Respond to other trainee inquiries in a timely manner.

7. Make reasonable attempts to contact a trainee using an alternative method when their nominated primary email address is inactive or cannot receive ANZCA communications.

Acceptance by the Trainee and ANZCA

I confirm that I have read, understood and accept the rights, responsibilities and obligations set out in this agreement.

Name in block letters _____

Signature _____ Date _____