

# ANZCA Training Program 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 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 Program is a minimum of five years duration (260 weeks) which leads to fellowship of the ANZCA and it 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 Anaesthesia 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. In particular, I will develop the necessary skills and attributes associated with the ANZCA Roles in Practice and ANZCA Clinical Fundamentals and undertake the necessary experience required to provide safe, high-quality care to patients.
3. To achieve these objectives, I undertake to set my learning goals for each clinical placement, actively seek the required clinical experience to meet volume of practice requirements and actively participate in self-assessment.
4. I acknowledge that my training each year must be in an ANZCA- approved training site or position and will be supervised appropriately. I agree, when in an ANZCA- approved training site, to undertake the required workplace-based assessments, to log and submit my case experience and time records, and to meet with my supervisor of training at least every six months (or earlier as required) 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. 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 having this information used for these purposes and as authorised in the ANZCA Privacy Policy. I consent to having my training records, including examination outcomes being shared with my ANZCA supervisors. I understand that I may contact ANZCA and request to review the information I have provided.
7. I understand that ANZCA 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 portfolio system (TPS). This includes accurate and timely input of time records, 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 part by 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 de-identified TPS data may be used for the purposes of monitoring and evaluation of the revised curriculum including accreditation of training sites. 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, particularly Regulation 37 Training in anaesthesia leading to FANZCA, and accreditation of facilities to deliver this curriculum, the ANZCA Handbook for Training and ANZCA Handbook for Accreditation and rules, guidelines and policies in relation to the TPS. This will include the monitoring of my online training records via the TPS and timely submission of all relevant documentation.
11. 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 TPS 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.
12. 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, a Fellow, international medical graduate specialist or another trainee. 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.
13. I undertake to observe all relevant ANZCA policies in relation to training.
14. I undertake to abide by all relevant ANZCA corporate policies in addition to any other policies that may apply at my place of employment.
15. 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 education officer, or ANZCA's director of professional affairs (DPA) assessor, director of education or the chief executive officer.
16. 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. Requests for any change or variation of the guidelines or policies or any extension of time must be made in writing to the DPA, assessor and be confirmed to me in writing by ANZCA.
17. I release ANZCA and its representatives from all claims or liability arising from advice or assistance given in good faith.

18. 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 or the Medical Council of New Zealand (as relevant), ANZCA's Academic Integrity Policy, ANZCA's Internet, email and computer use policy 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 TPS) and irreverent use of social media are violations of such professional standards.
19. 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 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 my admission to fellowship of ANZCA.
20. I agree to maintain my medical registration and I undertake to 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.
21. 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.
22. Failure to abide by any of the terms and conditions or clauses of this agreement may result in a trainee performance review (TPR) being initiated and possible consequences, including my removal from the training program and referral to the appropriate medical regulatory authority.
23. I agree to participate if required in ANZCA's review processes in relation to unsatisfactory performance or progress in the training program, including a TPR. I also understand that I can initiate the TPR if I feel that I have been unfairly assessed or treated.
24. I am aware that ANZCA has a formal reconsideration and review process 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 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 to provide trainees with appropriate resources and support in the following areas:

1. Assisting the trainee to participate in a rotational training program.
2. Assisting the trainee to achieve completion of all training periods, assessment requirements and other training program requirements.
3. Reviewing the trainee's clinical placement plan for each clinical placement to ensure they are 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. Endeavouring to provide supervision appropriate to the trainee's level of training and the situation.
6. Encouraging a climate conducive to learning and training.
7. 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.
8. To undertake clinical placement reviews with the trainee at least every 26 weeks during a placement for the purposes of support, feedback and assessment, to review of the trainee's progress and to provide feedback on performance.
9. Endeavouring to meet with the trainee in a timely manner to provide feedback and complete the clinical placement review and core unit review, allowing the trainee to progress to the next training period.
10. Encouraging the trainee to maintain and monitor the completeness and accuracy of their training records via the TPS.
11. Assisting the trainee to attend any appropriate educational sessions.
12. 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. Supporting an appropriate, fair, and transparent selection process of trainees to rotational training programs.
2. Providing the trainee with access to educational material related to the training program.
3. Ensuring that any information held by the college on a trainee is stored in a manner that ensures confidentiality in accordance with college policies.
4. Answering any queries the trainee may have on the training program and the requirements to progress in an accurate and timely manner.
5. Responding to applications for approval of individual training positions requiring prior approval in a timely manner.
6. Responding to any other inquiries in a timely manner.
7. Undertaking to ensure best efforts are made to contact the trainee by secondary email, fax or telephone in the event that the designated primary email account is inactive or does not have sufficient space to receive emails from the college.

**Acceptance by the Trainee and ANZCA**

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

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

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