PURPOSE

The purpose of this policy is to outline the process for review of a rotation placement in the dermatology training program.

SCOPE

N/A

DEFINITIONS / KEY WORDS / ABBREVIATIONS

NEdC refer to the National Education Committee  
DoT refers to the Director of Training  
SoT refers to the Supervisor of Training  
Dean refers to the Dean of Education  
Hon Sec refers to the Honorary Secretary of the College

THE POLICY

Should a Trainee seek a review of their allocated rotation position they should submit in writing to their current State DoT and the Faculty Chair a request that they be assigned to another position and outline the reasons for the request. The State DoT and State Faculty Chair will make a decision. The DoT will communicate their decision, in writing, to the Trainee and send a copy to the Hon Sec and to College. College will notify the Dean and the Chair of the NTC.
The Trainee may also request a face-to-face meeting with the DoT, the State Faculty Chair and a SoT from another institution to present their case.

- A Trainee may elect to have a support person attend this meeting as an observer.
- This meeting will be minuted.
- The minutes will be signed by all who attend the meeting.
- If the Trainee refuses to sign the minutes the DoT should note on the minutes that the Trainee has been advised of the issues recorded in the minutes and that the Trainee has refused to sign the minutes.
- The DoT will send a copy of the Trainee’s written request, the original minutes, and the decision to the Hon Sec and to College. College will notify the Dean and the Chair of the NTC, providing them with the relevant documentation.
- If the DoT and Trainee have difficulty in agreeing on a placement, or if the Trainee disputes the written decision from the DoT, the matter will be referred to the NEdC for a final decision. The NEdC will then submit a report to the College. If the Trainee disputes the decision they may submit an appeal to the BoD which will then follow published appeal procedures.