



AUSTRALASIAN COLLEGE OF DERMATOLOGISTS

TRAINING CHARTER

Background

The College is committed to ensuring that Dermatology training is undertaken in an appropriate, safe and supportive environment for trainees and supervisors and that both are aware/informed of their rights and responsibilities and the rights and responsibilities of the other. These are outlined in this Training Charter. It is important that the training program is conducted in a manner which ensures transparency and accountability in the supervisor/trainee relationship and achieves the required standards of the Charter. This Charter should be read in conjunction with the Training Program Handbook and the College Professional Code of Ethics applying to specialist dermatologists and doctors-in-dermatology-training.

The principles underpinning this Charter have been agreed by the College Board and by the Trainee Representative Committee (TRC) on behalf of the trainees. This Charter can only be updated in consultation with the Trainee Representative Committee and the joint approval of the Trainee Representatives Committee and the Board. The Charter specifies those rights and responsibilities, and each trainee is required to sign the Training Agreement. The State or Faculty Director of Training (DoT) shall also sign the Training Agreement. Both the trainee, as an individual, and the DoT, as a representative of the College, in signing are acknowledging their understanding and acceptance of its contents of this Charter. The signed Agreement is in place for the duration of training. Any approved revisions will require the Trainee to re-sign the revised agreement.

While this Charter specifically applies to trainees and supervisors of the ACD Training program, its principles apply to all education courses offered by the College.

Definitions

College: The Officers, Fellows and staff of the Australasian College of Dermatologists (ACD)

Director of Training (DoT): Fellow appointed by each Faculty to oversee Training Program in that Faculty

Post-training candidate: refers to a person who satisfied all pre-Fellowship requirements but was unsuccessful in their Fellowship examinations, or has failed to sit the Fellowship examination by the end of their prescribed training time and is entitled to re-sit their Fellowship examinations the following year whilst not in an accredited training position, within the College rules for attempts and completion time

Supervisors: Dermatologists who have met requirements of the College in relation to supervisor training and education skills.

Trainee: Individuals successfully chosen through the standard or IMG Selection Process for any accredited training position in the Training Program offered by the ACD.

Trainee Representative Committee (TRC): A group of trainees from each state, or as otherwise determined, to represent all trainees on College matters.

Guiding Principles

All Trainees (including Post Training Candidates) and supervisors agree to adhere to the ACD Professional Code of Ethics. It is the main guiding document on conduct. Trainees and supervisors should also be aware of relevant information contained within more specific and detailed procedural documentation, such as the Training Program Curriculum, the College's Training Program Handbook, the College Accreditation guidelines for hospitals and other appropriate College guidelines and policies.



Trainees and supervisors should also be familiar with “Good Medical Practice: A Code of Conduct for Doctors in Australia”, published by the Medical Board of Australia.

Trainees are required to acknowledge and adhere to the policies and procedures at their place of employment as employees, and are subject to relevant state/federal legislation and awards. Where there is conflict between employment obligations and training requirements the trainee shall notify the supervisor immediately.

Trainee Rights

Trainees have a right to:

- A process of selection and appointment to training rotations that is fair, transparent and free from bullying, harassment and discrimination
- Recognising that training sites are largely controlled by the trainee’s employing body, a training experience which is free from bullying, harassment and discrimination; where if necessary the College will intervene and assist trainees to deal with these issues.
- Work the job which has been offered to them in terms of hours of work, natural breaks, travel between centres, remuneration (state awards or grade when working overseas), leave and overtime as defined by their employer
- Be treated with dignity and respect
- Report a breach of this Charter or the Professional Code of Ethics without the fear of being accused of ‘whistle-blowing’, vilification or suffering reprisal for their actions
- Receive the training program to which they applied and not have more onerous or detrimental requirements forced upon them after acceptance of a training position
- Training positions which fulfil the requirements set out by the College Accreditation Committee
- Receive exposure to a broad range of clinical environments and to experience specialist clinics in their state or interstate as appropriate
- Receive quality learning and teaching experiences
- Suitably qualified supervisors and teachers
- A clinical caseload appropriate to the level of training
- Appropriate supervision and clear directions of any expectations from suitably appointed supervisors
- Receive constructive feedback on their performance in a timely and appropriate manner
- Access in-hours educational activities including grand rounds, clinical meetings and seminars
- Access out of hours educational activities as made available from time to time
- Meet with their supervisor regularly, within reason, acknowledging patient care as a priority
- Fair and transparent assessment processes
- Receive feedback or counselling following the failure of any component of the Fellowship Examination
- Give feedback to supervisors respectfully without fear of suffering prejudice or discrimination in return
- Access Education policies and procedures (e.g. appeals, special consideration, variation of training)
- Access EAP services through the College and other well-being and pastoral care resources.
- Reasonable support from their Training Site leaders or hospital department head and team, and State Faculty in attaining the requirements of the program
- Timely notification by the College of all training matters relevant to trainees
- Attend at least 2 ACD Annual Scientific Meetings College during the first three years of training
- Receive the Australasian Journal of Dermatology.
- Access the ACD website and eLearning Portal
- Representation on nominated College Committees
- Discuss issues of concern about their training and assessment with the Director of Training, or the Trainee Representative or a relevant College staff member (as appropriate)



Trainee Responsibilities and Obligations

- At all times act professionally and within their competence, taking appropriate responsibility for patients under their care
- Pay all Training Program fees within the required time frames, or contact College to seek resolution where this is not possible.
- Abide by the ACD Code of Ethics, Training Program Handbook, and relevant Education and other College policies. Accept that failure to do so may lead to suspension or dismissal from the Training Program
- Take up a training position as directed by their Director of Training and carry out all of the requirements of that post as detailed by the employing hospital or health authority, providing it does not breach the Charter
- Be prepared to accept relocation if this is deemed necessary as part of their training experience
- Notify the ACD of any physical and/or non-physical situation which may impact their training, clinical service delivery and/or ability to undertake assessments and examinations when they become aware.
- Notify the College as soon as possible of any changes to my contact details or training arrangements
- Take responsibility for their learning and acquisition of knowledge, behaviours and skills, including attendance at in and out of hours educational sessions
- Treat Training Supervisors and the consultants with respect and courtesy
- Communicate with supervisors their attendance/non-attendance at organized training events
- Be present when a College accreditation site visit is planned and provide input as required
- Participate in de-identified surveys/feedback for ACD strategic planning purposes as requested
- Accept that the ACD may need to provide contact details to Supervisors of Training to facilitate the proper management of the Training Program.
- Ensure the Training Portfolio is kept up to date and accept that access to Fellowship examinations may be impacted if this is not the case.
- Accept that information about their performance in any rotation may be passed on to their supervisor(s) in their next rotation.
- Participate in assessment and review of their own performance and progression
- Have a willingness to accept and give feedback on their performance and the performance of their supervisors and training positions
- Not share any resources from the College ePortal without College permission
- Report concerns about a colleague with the Head of Department and/or other officers of the College, ensuring confidentiality. Concerns about the Head of Department shall be reported to the State Director of Training.
- Discuss issues of concern about their training and assessment with the Director of Training, or the Trainee Representative or a relevant College staff member (as appropriate)
- Sign the Candidate Agreement as a condition of training, unless any aspect of the agreement contradicts the rights of trainees as set out in this Charter
- Meet all administrative and assessment requirements of the training program by the stipulated dates
- Actively inform themselves of all relevant training program requirements and policies.

Supervisor Rights

Supervisors have a right to:

- A work environment that is free from harassment and discrimination
- Be treated with dignity and respect
- Report a breach to this Charter or report a breach of the College Professional Code of Ethics without the fear of being accused of 'whistle-blowing', vilification or suffering any reprisal for their actions
- Receive constructive feedback on their performance as a supervisor in a timely and appropriate manner
- Access Education and Training related policies and procedures (e.g. appeals, special consideration)
- Access EAP services through the College and other well-being and pastoral care resources.
- Reasonable support from their department, Facility, State Faculty and College in assisting trainees
- Timely notification by the College of all training matters relevant to trainees and supervisors
- Access the ACD website and eLearning Portal.
- Receive supervisor training, ongoing upskilling where required and support from the College



Supervisor Responsibilities and Obligations

- Provide the trainee with an appropriate orientation at the commencement of any placement
- Understand the ACD Training Program curriculum and use it to develop educational experiences
- Maintain currency in knowledge and skills appropriate to their role and responsibilities as a supervisor
- Ensure the trainee is provided with a range of educational and clinical experiences aligned with the curriculum and dermatology practice
- Abide by the ACD regulations, College Professional Code of Ethics, Training Program Handbook and relevant Education and other College policies and procedures.
- Notify the ACD (and trainee as appropriate) of any physical and/or non-physical situation which may impact their ability to supervise.
- Treat all performance conversations with trainees in confidence, recognizing that College may need to be aware of trainee matters impacting performance or progression.
- Have a willingness to accept feedback on their performance as a supervisor
- Meet regularly with the trainee(s) they are responsible to supervise, and conduct formal meetings at least once every six months to review the trainee's progress (SITA) and provide feedback
- Provide timely and constructive feedback on performance
- Complete relevant trainee reports as required by the College, in a timely fashion and discuss its contents with the trainee as appropriate

NB: Roles and responsibilities of key positions in the Training Program (Head of Department, Director of Training, Supervisor of Training and clinical supervisors) are outlined in the Training Program handbook

College Responsibilities and Obligations

- The College will in an ongoing way refine and develop the training and assessment process so that Trainees develop clinical skills to provide the best possible dermatological care.
- Any College committee responsible for developing and running the training and assessment system will discharge their duties with diligence, honesty and respect for Trainees.
- The College will assist Trainees in difficulty through appropriate strategies.
- The College will ensure that policies exist and are kept updated for the benefit of both Trainees and the College and are implemented according to set guidelines and timeframes
- The College reserves its right to take action where a trainee fails to meet one or more of the trainee obligations
- The College will act alongside other bodies as necessary such as: College State Faculties, Local Hospital departments, MBA, APHRA, AMC, AMA where this might be required.
- The College will ensure the safety of both Trainees and Supervisors in cases where someone's rights have been breached and act appropriately to manage the situation toward fair outcomes.
- Ensure any changes to this Charter are aligned with the College Professional Code of Ethics and any other related College document

General

Nothing in this Charter overrides or takes precedence over explicit requirements of College regulations, policies and procedures and/or requirements of the training program.

Policy Area:	Education
Policy Author:	Academic Standards Committee
Version:	2017_v1
Approved by:	Board of Directors
Effective Date:	February 2018
Review Date:	February 2019
Contact:	Director Education Services



Australasian College of Dermatologists

Training Agreement

Trainees are required, as a condition of entry into an Australasian College of Dermatologists' (ACD) Training Program, to read and sign and return this document as evidence of having understood their responsibilities and entitlements in relation to the Training Charter, Professional Code of Ethics and related policies, procedures and regulations of the College.

This Training Agreement must be read in conjunction with the Training Charter. The Trainee and the Director of Training must go through this Agreement together at the beginning of the trainee's first training year. Both parties must sign and date the document and upload it to the Trainee Online Portfolio prior to the commencement of the Trainees third week of training (unless otherwise directed). Failure to do so by the trainee may result in the trainee forfeiting their place in the Training Program. On acceptance of these requirements the Trainee will be entered into the relevant Training Program.

Declaration

In signing this Training Agreement I agree to the following:

- I have read, understood and agree to abide by the Training Charter and the Professional Code of Ethics
- I have read, understood and agree to abide by the ACD Education and other relevant College policies and procedures
- I have read, understood and agree to abide by the course requirements and other Course related material and conditions outlined in the Training Program Handbook
- I will endeavour to achieve the objectives of the Training Program, which are to acquire skills, knowledge and attributes in the areas of Dermatology practice articulated in the ACD curriculum
- I agree to be an active participant in my learning optimising to my personal benefit the educational experiences and opportunities presented to me
- I agree to release my Supervisor, the Board and the College (and its representatives) from all claims or liability arising from advice or assistance given in good faith
- Should I seek exemption from any of these regulations, guidelines and policies on the basis of what I believe are exceptional circumstances, I must consult with the appropriate staff member at College

My acceptance of the conditions is deemed by my signature and return of this document.

Trainee name: _____

Trainee Signature: _____

Date: _____

Director of Training name: _____

Director of Training Signature: _____

Date: _____

This document will be kept in the Trainee's file at College. It is the Trainee's responsibility to also keep a copy for their own records.