



Unsuccessful Fellowship Follow-up

Policy Area:	Education
Policy Author:	National Examination Committee
Version:	2018_v2
Approval Details:	Academic Standards Committee
Effective Date:	February 2018
Review Date:	December 2019
Contact:	Director Education Services
Related Policies/Regulations	Post Training Candidate Policy, Candidate in Difficulty

PURPOSE

The purpose of this policy is to provide Fellows with guidelines on supporting a Trainee who has been unsuccessful in any part of the Training Program Fellowship exam.

SCOPE

The policy covers individuals enrolled in the ACD Training program and those Fellows involved in supporting candidates who have failed the Fellowship Examination.

DEFINITIONS/KEY WORDS/ABBREVIATIONS

A *candidate* is a person who is a Trainee in the ACD Training Program and has completed the training requirements and is eligible to sit the fellowship exam.

DoT refers to the Director of Training

NTC refers to the National Training Committee

NExC refers to the National Examinations Committee

MCQs refers to Multiple Choice Questions

THE POLICY

College recognises that the Fellowship Examinations can create stress prior to, as well as after the event. Candidates who are unsuccessful in the Fellowship examination may require support to assist them in their future attempts. In relation to structured feedback following the Fellowship Examinations, only candidates who are unsuccessful in the Fellowship Examination receive formal structured feedback.

Feedback is centered on the components of the Fellowship Examination in which trainees were unsuccessful. Feedback is not provided on those components of the examination which the candidate passed.

The Chief Examiner's Report provides extensive information about the examination process and is available on the College eportal.

1. Failure to progress past June Written examinations

Candidates who are unsuccessful in the June Written examinations do not progress to the July and August Viva Voce examinations. College will endeavor to provide formal feedback to these candidates within six weeks of results being made available. Feedback will take the form of:

- Written feedback on the essay components of the examination in which the candidate was unsuccessful.
- Feedback on the MCQ component will only be provided if the candidate fails that assessment. Feedback will be general in nature and relate to areas in the curriculum in which the candidate performed poorly.

Candidates will be invited to meet with their State Examiner and DoT to discuss this feedback and develop a plan for the following year. This meeting takes place after the completion of whole examination cycle, within 8 weeks of the final Fellowship Examination results being made available.

It is recommended that the candidate bring an academic or personal mentor, who is a College Fellow, to this meeting. Approval for a supporting person to attend the meeting needs to be submitted to College one week prior to the meeting.

The meeting will be minuted by the DoT who will later circulate a copy to the candidate, State Examiner, Chief Examiner, and the College.

2. Failure to progress past August Viva Voce examinations.

Candidates who are unsuccessful in the August Viva Voce examinations are not eligible for Fellowship. College will endeavor to provide feedback to these candidates within 8 weeks of results being made available. Feedback will take the form of:

- Written feedback on the components of the examination in which the candidate was unsuccessful.

Candidates will be invited to meet with their State Examiner and DoT to discuss this feedback and develop a plan for the following year. It is recommended that the candidate bring an academic or personal mentor who is a College Fellow to this meeting. Approval for a supporting person to attend the meeting needs to be submitted to College one week prior to the meeting.

The meeting will be minuted by the DoT who will later circulate a copy to the candidate, State Examiner, Chief Examiner, and the College.

Structure of feedback meetings

At the meeting, the DoT and State Examiner will discuss the following with the candidate:

- Discuss the Candidate's areas of weakness in the examinations.
- Define areas where the candidate needs to improve their performance for the next Fellowship examinations
- Discuss possible exam preparation and techniques that may help to improve performance.
- The Candidate will be encouraged to read the Chief Examiner's Report on the whole examination process to understand the expected depth and breadth of knowledge
- Explore how the candidate can best be supported by the Faculty and College during this time (see below).

NB: Candidates are reminded to treat the State Examiner and DOT with respect at all times

Supporting the candidate

Candidate reaction to examination failure can manifest itself in many ways. The DoT and the State Examiner may discuss the release of results with the Chair of the NExC in order to manage any possible reactions to bad news and may discuss how to support the candidate in the first meeting. Some things to consider discussing with the candidate include:

- Spending time with the candidate to debrief from the examination experience
- Be clear about the nature and extent of the failure
- Discuss the options available (including College supported EAP counselling)
- Discuss learning styles and how that can be used to help study preparation
- Ask the candidate to identify areas that they need to build on in the next 12 months before sitting again, document and discuss strategies to assist in these areas, and use these in the rotation learning plan.
- Plan meeting/telephone calls for the next few weeks,

If you are worried about a Trainee, referral to an outside source can also be recommended

Planning for the next 12 months

With the assistance of the DoT, the candidate should devise a Rotation Learning Plan. The candidate should be:

- Allocated clinical supervisors who are prepared to assist in up skilling the candidate until the completion of their fourth year of training (or *pro rata* where applicable). After the fourth year, the candidate is bound by the Post Training Candidate policy.
- If not already assigned, an academic mentor could be suggested with whom the candidate should be in contact regularly
- Strongly encouraged to attend tutorials and take part in study groups with current registrars in the training scheme.
- Asked for feedback on the process and to make their own suggestions regarding future academic and social support.
- Encouraged to discuss what they plan to do over the following year in terms of clinical experience, work-life balance, study opportunities, and financial support.
- Encouraged to acknowledge their emotions but also put strategies in place to manage these and start work again.
- Offered a further interview before the end of the year with the DoT to discuss the rotation learning plan, if additional support is required and if they feel their preparation is on track.

The DOT should subsequently discuss with the State Faculty ways in which the candidate can be supported in the subsequent year up till the next Fellowship Examination.