

Network training progression and withdrawal policy

Purpose

The purpose of this policy is to outline the expectations of the Queensland Medical Specialty Training networks (listed below) for network trainees to demonstrate progression through training and the rationale and process for withdrawing a trainee from a network.

Overview

The Queensland Medical Specialty Training team in Queensland Rural Medical Service (QRMS), Darling Downs Health, administers the training networks below under the direction and leadership of Medical Directors and with input from oversight committees with statewide representation.

- Queensland Basic Physician Training (Adult Medicine) Network
- Queensland Basic Paediatric Training Network
- Queensland General Medicine Advanced Training Network
- Queensland General Paediatric Advanced Training Network
- Queensland Neonatal and Perinatal Medicine Advanced Training Network
- Queensland Intensive Care Training Pathway

The networks support trainees to complete a specific training program through either the Royal Australasian College of Physicians (RACP) or the College of Intensive Care Medicine (CICM) and transition either to the next phase of training or independent practice.

The structure and support mechanisms of the networks have been designed specifically to optimise the likelihood of successful progression through training.

Expectations of trainees

The networks expect trainees to:

- Continue to meet eligibility requirements of the network during their training (see [Eligibility requirements](#) below)
- Complete timely registration with the relevant specialty college as a trainee as specified by their training network
- Demonstrate progression through training including completion of training requirements, formative and summative assessments, and project (where relevant), within the timeframes provided in network and college guidelines
- Meet requirements as specified by the relevant network, for example completion of training time outside a tertiary hospital or in a regional/rural location
- Comply with hospital allocations as provided by the network

- Seek special consideration for a change in circumstances which may prevent the trainee from completing their training program and hospital allocations (refer to each network for their specific process)
- Comply with policies and requirements as specified by the relevant college, for example management of absence during training and interruption to training
- Seek approval from the network for any extended leave arrangements
- Notify the network in writing within 10 business days of any Australian Health Practitioner Regulation Agency conditions or inability to maintain general registration for any reason
- Demonstrate satisfactory performance or progression towards improving performance (as measured annually through the Current Trainee Assessment process or network Progress Review Panel process), including engagement with the colleges' training support pathways
- Demonstrate professional respect and actively engage with educational/training supervisors (e.g. ICU Supervisors of Training (SOTs), Directors of Physician/Paediatric Education (DPEs)), network medical directors and network administration staff as key support structures.

Eligibility requirements include:

- Hold general registration with the Medical Board of Australia
- Hold registration with the relevant college as a trainee at the appropriate level (e.g. basic or advanced)
- Be commencing postgraduate year three (PGY3) or above as stipulated by the relevant network.

Withdrawal from training network

Trainee withdrawal (resignation)

A trainee may elect to withdraw from a training network at any point in their training. They should discuss with their supervisor and SOT/DPE/Network Rotation Coordinator (NRC) and provide written notification (including to the network) with a minimum of 4 weeks' notice. Resignation from a training position with or without notice will be considered as intent to withdraw from the training network.

Network mandated withdrawal

The networks support trainees where possible in their training progression and will take into consideration individual circumstances. In exceptional situations where a trainee fails to meet the above expectations and/or progress through training as outlined in this policy, they may be withdrawn from their training network.

The process for determining if a trainee should be withdrawn is as follows:

- The trainee's supervisor should meet with the trainee to discuss their training status and any factors contributing to their inability to meet the expectations. Where appropriate, the trainee should be offered wellbeing support through their local Employee Assistance Service provider, the college's support program and directed to other local wellbeing resources. Consideration should also be given for the local setting to commence the trainee on a performance improvement plan.
- The supervisor should involve the SOT/DPE, and the NRC for the basic physician training network.
- If unresolved (for example, the trainee fails to improve performance or engage with the relevant college's training support pathway), the SOT/DPE/NRC should refer the matter to the network.
- The network will form a review panel. This can include one or more medical directors. The panel should be formed within 10 business days. The panel will determine the trainee's future training

status based on the information available and other supplementary information gathered, including through direct discussion with the trainee.

- The network will provide written notification to the trainee within 5 business days thereafter (and cc the trainee's supervisor, SOT/DPE and NRC) of the decision. This may include the option to remain on the network, with or without conditions, or be withdrawn.
- To note that failure to progress with training requirements for RACP basic trainees will be determined by the relevant Progress Review Panel and RACP Basic Training Committee.

When considering any cases of failure to meet expectations/progress through training, the networks will maintain impartiality, act in an open, transparent, and fair manner, keep factual records, and provide timely communication about decisions relating to withdrawal from training.

Appeals process

If a trainee wishes to appeal the decision, the following process applies:

- The trainee will have 10 business days to lodge a formal written appeal to the relevant network generic email address.
- The appeal should include:
 - a clear statement of the decision being appealed
 - detailed reasons for the appeal, including any relevant supporting evidence or documentation
 - the desired outcome or resolution.
- The network will acknowledge receipt of the appeal within 5 business days and notify the trainee of the expected timeline for the appeal process.
- The network will form an appeal panel. This should include 3 impartial members – an independent medical director and 2 members of the network oversight committee (ideally including a trainee representative).
- The panel should be formed within 10 business days. A request to meet with the trainee - either in person or virtually - can be offered to discuss a resolution.
- The panel will determine an appropriate outcome and the network will provide a written response to the trainee within 5 business days thereafter.
- The details and outcome of the appeal will be reported to the next meeting of the network oversight committee.

Trainees are encouraged to seek guidance from their supervisor or other support resources during the appeal process. Appropriate confidentiality will be maintained throughout the appeal process.

Request to access information

During an appeal, if a trainee requests access to information held by the networks, in the first instance and where appropriate, the network should provide a written response based on available network records and publicly available network documents. Copies of network working documents (for example committee minutes) are confidential and are not routinely to be made available to a trainee.

Contacts

Paediatric training – Paediatric-Training@health.qld.gov.au

Physician training – Physician_Training@health.qld.gov.au

Intensive Care Medicine training – QldICUTraining@health.qld.gov.au

Disclaimer

Usual industrial awards, protections, and policies still apply.

Related policies or documents

RACP policies:

Progression through training [progression-through-training-policy.pdf \(racp.edu.au\)](https://racp.edu.au/progression-through-training-policy.pdf)

Interruption to training [flexible-training-policy-2023.pdf \(racp.edu.au\)](https://racp.edu.au/flexible-training-policy-2023.pdf)

CICM policies:

[Framework for supporting trainees and SIMGs at risk of or not making satisfactory progress T-13-](https://cicm.org.au/Framework-for-supporting-trainees-and-SIMGs-at-risk-of-or-not-making-satisfactory-progress-T-13-Framework-for-Supporting-Trainees-and-SIMGs-at-Risk-of-or-Not-Making-Progress.pdf)

[Framework-for-Supporting-Trainees-and-SIMGs-at-Risk-of-or-Not-Making-Progress.pdf \(cicm.org.au\)](https://cicm.org.au/Framework-for-Supporting-Trainees-and-SIMGs-at-Risk-of-or-Not-Making-Progress.pdf)

[Trainee support and resources Trainee Support & Resources \(cicm.org.au\)](https://cicm.org.au/Trainee-support-and-resources)

[Member health and wellbeing Member Health & Well-being \(cicm.org.au\)](https://cicm.org.au/Member-health-and-wellbeing)

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