

ACP Training Charter

Background

The College is committed to ensuring that education and training in phlebology is undertaken in an appropriate, safe and supportive environment for trainees and students and instructors 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 ACP education and training programs are conducted in a manner which ensure transparency and accountability in the supervisor/trainee, instructor/student relationship and achieves the required standards of the Charter.

This Charter should be read in conjunction with the Training Program Handbook, which includes the Code of Conduct for students and trainees and the College Professional Code of Ethics applying to specialist phlebologists and doctors-in-training.

The principles underpinning this Charter have been agreed by the College Board. The Charter specifies those rights and responsibilities, and each trainee is required to sign the Training Agreement. The 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 the 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.

Definitions

College: The Officers, Fellows and staff of the Australasian College of Phlebology (ACP)

Director of Training (DoT): Fellow appointed to oversee Training Program

Supervisors, teachers, instructors, assessors or examiners: Phlebologists who have met requirements of the College in relation to supervisor and teacher training and education skills.

Trainee or student: Individuals successfully chosen for any education and training program offered by the ACP.

Guiding Principles

All trainees/students and instructors/supervisors agree to adhere to the ACP 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 curriculum documents, the College's Training Program Handbook 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/Student Rights

Trainees/students 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 and education 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
- 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 instructors
- 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 education or training program
- 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 well-being and pastoral care resources.
- Reasonable support from their supervisors/instructors in attaining the requirements of the program
- Timely notification by the College of all training and education matters relevant to trainees/students
- Access the ACP website and eLearning Portal
- Representation on nominated College Committees
- Discuss issues of concern about their training, education 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 course and training program fees within the required time frames or contact College to seek resolution where this is not possible.
- Abide by the ACP Code of Ethics, Code of Conduct and the Training Program Handbook, and relevant College policies. Accept that failure to do so may lead to suspension or dismissal from the relevant education or training program
- Take up a training position as directed by their Director of Training and carry out all 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 ACP of any physical and/or non-physical situation which may impact their education, 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 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 instructors, training supervisors, assessor and consultants with respect and courtesy
- Communicate with supervisors regarding their attendance/non-attendance at organized training events
- Participate in de-identified surveys/feedback for ACP course reviews and strategic planning purposes as requested
- Accept that the ACP may need to provide contact details to Supervisors of Training to facilitate the proper management of education and training programs.

- Ensure the Training Portfolio is kept up to date and accept that access to examinations may be impacted if this is not the case.
- Accept that information about their performance under supervision may be passed on to for review by the BOC.
- Participate in assessment and review of their own performance and progression
- Be willing to accept and give feedback on their performance and the performance of their supervisors and training positions
- Not share any resources from the College online portal without College permission
- Report concerns about a colleague with officers of the College, ensuring confidentiality.
- 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 Letter of Offer including the Code of Conduct and Code of Ethics as a condition of training
- 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.

Instructor/Supervisor Rights

Instructors/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/instructor in a timely and appropriate manner
- Access Education and Training related policies and procedures (e.g. appeals, special consideration)
- Access well-being and pastoral care resources.
- Reasonable support from their State Faculty and College in assisting trainees
- Timely notification by the College of all education and training matters relevant to trainees and supervisors
- Access the ACP website and eLearning Portal.
- Receive supervisor/instructor /assessor training, ongoing upskilling where required and support from the College.

Instructor/Supervisor Responsibilities and Obligations

- Provide the trainee/student with an appropriate orientation at the commencement of any course, subject or clinical training placement
- Understand the ACP education and training curriculum and use it to develop educational experiences
- Maintain currency in knowledge and skills appropriate to their role and responsibilities as an instructor/supervisor
- Ensure the trainee/student is provided with a range of educational and clinical experiences aligned with the curriculum and phlebotomy practice
- Abide by the ACP regulations, College Professional Code of Ethics, Code of Conduct, Training Program Handbook and other College policies and procedures.
- Notify the ACP (and trainee/student as appropriate) of any physical and/or non-physical situation which may impact their ability to teach/supervise/assess.
- Treat all performance conversations with trainees/students in confidence, recognizing that College may need to be aware of trainee matters impacting performance or progression.
- Be willing to accept feedback on their performance as an instructor/supervisor
- Meet regularly with the trainee(s)/students they are responsible to supervise and teach, 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/student reports as required by the College, in a timely fashion and discuss its contents with the trainee/student as appropriate.

NB: Roles and responsibilities of key positions, such as Dean of Education, Director of Training, Chief Censor, 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 education, training and assessment processes so that students/trainees develop clinical skills and theoretical knowledge to provide the best possible phlebological care to patients.
- Any College committee responsible for developing and running the education, training and assessment system will discharge their duties with diligence, honesty and respect for trainees/students.
- The College will assist trainees/students in difficulty through appropriate strategies.
- The College will ensure that policies exist and are kept updated for the benefit of both trainees/students and the College and are implemented according to set guidelines and timeframes
- The College reserves its right to take action where a trainee/student fails to meet one or more of the trainee obligations
- The College will act alongside other bodies as necessary.
- The College will ensure the safety of both trainees/students and instructors/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, the Code of Conduct and any other related College documents.

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.