



P039 – Managing Registrar Performance Policy

1. Purpose

The purpose of this policy is to outline the policy and procedure to assist Registrars who require additional support to meet the training requirements of the Training Program of the Australasian College of Sport and Exercise Physicians (ACSEP, “the College”).

2. Scope

This policy applies to Registrars undertaking the Specialist Training Program in Sport and Exercise Medicine at ACSEP.

3. Policy

- 3.1 A Registrar’s performance in each Training Period is discussed in a meeting between the Registrar and the Zone Training Coordinator (ZTC) and documented using the Zone Training Coordinator Progress Review form, relevant to the Registrar’s Stage of Training (Stage).
- 3.2 The ZTC reviews the Registrar’s Performance Review and Feedback forms for the Training Period, completed by the Clinical Training Supervisor(s) (CTSs), and any Clinical Training Instructors (CTIs) prior to the meeting.
- 3.3 A Registrar’s overall performance and progress will be recorded as follows:
 - i) *Satisfactory* if the Registrar’s performance is improving over time and they are prioritising learning to achieve Training Program requirements. It is anticipated that the Registrar will demonstrate competence and complete requirements within the timeframes for the Registrar’s Stage.
 - ii) *Conditionally satisfactory* if the Registrar’s performance is inconsistent or at a level less than expected for a Registrar in that Stage.
 - iii) *Unsatisfactory* if the Registrar’s performance is significantly below the level expected for a Registrar in that Stage.
- 3.4 The ZTC and the Registrar sign and date the Progress Review form. The Registrar signs to confirm that the assessment has been discussed with them and that they agree to engage in



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the development of a Performance Improvement Plan (PIP), as indicated by the Performance and Progress Outcome documented on the form.

A Performance and Progress Outcome of *Conditionally satisfactory or Unsatisfactory*

- 3.5 If a Registrar's Performance and Progress Outcome is documented as *Conditionally satisfactory or Unsatisfactory*, a PIP will be prepared.
- 3.6 The PIP will:
- i. Support the Registrar by setting goals that will assist them in improving their performance and progressing with training requirements.
 - ii. Provide CTSs with a clear plan on the areas of focus for the Registrar in the following Training Period.
 - iii. Identify strategies to assist the Registrar to achieve the goals set.
 - iv. Outline the responsibilities of the relevant parties in providing opportunities to enable the Registrar to improve their performance and progress.
 - v. Include a schedule of PIP Monitoring Meetings to monitor the implementation of the plan and evaluate the Registrar's achievement of the goals (at least one meeting must be included).
- 3.7 The PIP should be developed as follows:
- i. Registrars must attend a PIP Development Meeting with the ZTC at a mutually convenient time and within 14 days of the ZTC Progress Review Meeting. The CTS(s) may attend the meeting.
 - ii. A Registrar may wish to arrange for a support person to attend the PIP Development Meeting. The support person must not be legal advocate and cannot otherwise advocate for the Registrar.
 - iii. The PIP must be developed collaboratively and agreed to by the Registrar during the PIP Development Meeting.
 - iv. A PIP, and any subsequent revisions, must be submitted to the College by the ZTC within 10 working days the PIP Development Meeting for record keeping and audit purposes.
- 3.8 At the PIP Development Meeting, the ZTC will explain the consequences of overall performance and progress outcomes for subsequent Training Periods, including that the Registrar may be dismissed from the Training Program if performance and/or progress does not improve.
- 3.9 As a minimum, the Registrar and ZTC must meet for a PIP Monitoring Meeting within 12



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weeks of the PIP Development Meeting (mid-way) to discuss progress and to ensure that the Registrar has been afforded the opportunities to improve their performance and progress. Additional PIP Monitoring Meeting meetings may be outlined on the PIP.

- 3.10 The PIP Monitoring Meeting(s) is an opportunity to modify, delete or add new goals to the PIP and discuss developmental opportunities. At each meeting both the Registrar and the ZTC can make further comments.
- 3.11 Should a ZTC with identified responsibilities within the PIP be on leave and unable to facilitate the PIP Monitoring Meeting(s) with the Registrar in accordance with the PIP, a suitable nominee is required to facilitate these meetings, ideally another ZTC.
- 3.12 Registrar engagement with the PIP and achievement will be evaluated through the following:
- i. Completion of goals documented on the PIP.
 - ii. Completion of, performance on and progress with Training Program requirements as logged in the Registrar's online portfolio.
 - iii. Attendance at, and notes from, PIP Monitoring Meeting(s) which document the Registrar's engagement with the PIP.
 - iv. CTS Performance Review Forms and CTI Feedback Forms, which have been submitted for the corresponding Training Period.
- 3.13 If the Registrar has not engaged with the PIP and performance and/or progress with completion of Training Program requirements is not evident at the PIP Monitoring Meeting, the PIP will be revised and the Registrar will be advised that if the goals of the PIP are not met by the end of the Training Period, the next Progress Review will be rated as *Unsatisfactory*.
- 3.14 Should the performance and progress of the Registrar at the next ZTC Progress Review be rated as:
- i. *Satisfactory*, the Registrar continues as usual in the Training Program.
 - ii. *Conditionally satisfactory*, the Registrar's performance and progress in the training program will be discussed by the Training Committee. A PIP will be developed for the subsequent Training Period according to policy and procedures outlined in this policy.
 - iii. *Unsatisfactory*, the Registrar's continued involvement in the Training Program will be discussed by the Training Committee.
 - a. If the initial Training Period that instigated the PIP was rated as *Conditionally satisfactory*, the Training Committee may approve the development of a PIP for the subsequent, third, Training Period, if it is reasonable to expect that:



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- iv. The Registrar's performance will improve in the next six months, and they will continue to progress with Training Program requirements
- v. No additional performance issues are likely to be identified
- vi. The Registrar can achieve the goals of the PIP within the next Training Period.
 - a. If the initial Training Period that instigated the PIP was rated as *Unsatisfactory*, the Registrar may be dismissed from the Training Program in accordance with *P047 - Dismissal from the ACSEP Training Program Policy* (i.e., due to two consecutive Training Periods being rated as *Unsatisfactory*).

Continued Performance and Progress Outcomes of *Conditionally satisfactory or Unsatisfactory*

3.15 If a Registrar's Performance and Progress Outcome is documented as *Conditionally satisfactory or Unsatisfactory* for any three consecutive or non-consecutive Training Periods, the Registrar may be dismissed from the Training Program in accordance with *P047 - Dismissal from the ACSEP Training Program Policy*.

4. Records Management

ACSEP staff must maintain all records relevant to administering this policy in a recognised ACSEP recordkeeping system.

Key Documents

- *P047 – Dismissal from the ACSEP Training Program Policy*
- *ZTC Progress Review Form*
- *Performance Improvement Plan*
- *ACSEP Training Manual*

Feedback

ACSEP staff, membership or any other interested person may provide feedback about this document by emailing nationaloffice@acsep.org.au

Approval and Review Details

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