



P047 – Dismissal from the ACSEP Training Program

Policy

1. Purpose

The purpose of this policy is to define the Australasian College of Sport and Exercise Physicians (ACSEP, “the College”) position on dismissal of Registrars who fail to meet the training requirements of the Training Program or who fail to act in accordance with the standards set by the College while undertaking training.

2. Scope

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

3. Policy

General obligations and grounds for dismissal

3.1 As members of the College, Registrars are required to comply with the ACSEP Constitution, and relevant College policies including *P033 – Membership Policy*, *P015 – Code of Ethics and Professional Behaviour* and *P001 – ACSEP Bullying, Discrimination, Harassment and Unacceptable Behaviour Policy*. A breach of these Codes or Policies may result in dismissal from the Training Program. Registrars are also required to comply with any relevant directions issued by the Training Committee or the Board in relation to their participation in the Training Program.

3.2 Unless exceptional circumstances exist, as per *P023 - Special Consideration (Training and Examination) Policy*, a Registrar may be dismissed from the Training Program on the following grounds:

- a) Failure to meet Stage 1 training requirements within the timeframe specified in the Training Manual.
- b) Failure to meet Stage 2 training requirements within the timeframe specified in the



AUSTRALASIAN COLLEGE OF SPORT AND EXERCISE PHYSICIANS

Training Manual.

- c) Failure to meet Stage 3 training requirements within the timeframe specified in the Training Manual.
- d) Two consecutive Progress Reviews conducted by the Zone Training Coordinator (ZTC) where the Registrar's performance is assessed as Unsatisfactory.
- e) Three Progress Reviews conducted by the ZTC where the Registrar's performance is assessed as Conditionally satisfactory or Unsatisfactory at any time during the Training Program.
- f) Failure to engage in a Performance Improvement Plan following a Training Period assessed as Conditionally satisfactory or Unsatisfactory.
- g) Failure to complete Training Program requirements within 10 calendar years from commencement.
- h) Leave exceeding 12 months without prior written approval from the Training Committee
- i) Failure to pass the Written Fellowship Examination within three attempts, as per *P025 – Fellowship Examination Policy*.
- j) Failure to pass the Clinical Fellowship Examination within three attempts, as per *P025 – Fellowship Examination Policy*.
- k) Failure to pay Training Program fees within 3 calendar months of due date, as per *P033 – Membership Policy*.
- l) Loss of employment at an ACSEP Accredited Training Practice and inability to gain employment at another practice within a reasonable timeframe.
- m) Failure to notify the College of a change in employment or medical registration status.
- n) Non-compliance with College Policies related to the Training Program or reasonable written directions of ACSEP and its Board or Committees that materially affects participation in the Training Program

3.3 Where the College becomes aware of conduct by a Registrar that breaches the Code of Ethics or College Policy, the matter will be referred to the Professional Standards Committee in accordance with *P002 – Grievance Policy and Procedure* or to another relevant Committee as appropriate. Outcomes of the Committee process may include recommendations to the Chair of Training for suspension or dismissal from the Training Program, in line with this Policy.



AUSTRALASIAN COLLEGE OF SPORT AND EXERCISE PHYSICIANS

- 3.4 A Registrar who has their medical registration cancelled by the relevant regulatory body or whose registration is subject to any condition or undertaking that prevents them from practising medicine, shall be dismissed from the ACSEP Training Program immediately.

Consideration of Dismissal

- 3.5 Where a Registrar is at risk of meeting one or more grounds for dismissal in clause 3.2, the Registrar will be notified in writing and offered support to address contributing factors. Support options may include meetings with the CTS, ZTC, or College Staff. The Registrar would be welcome to bring a support person to any meetings scheduled to discuss grounds for dismissal. Support may also include access to mentoring, advice, or resources relevant to performance improvement.
- 3.6 The Registrar will be invited to meet with the Chair of Training, their CTS, one person not involved in their training and an optional support person as a preliminary step before the convening of a Review Panel. Consideration of dismissal from the Training Program due to grounds outlined in 3.2 shall be undertaken in accordance with the provisions of this Policy and any applicable Policy(s).
- 3.7 The Training Committee will appoint a Review Panel comprising the Chair of the Training Committee, a Zone Training Coordinator (ZTC) from a region other than the Registrar's training region, and an ACSEP Fellow involved in training who must be independent of the Registrar's current training plan.
- 3.8 At least 28 days prior to the Review Panel meeting, the Registrar will be informed in writing. The notice will include:
- i. The grounds on which dismissal is being considered and confirmation that unless exceptional circumstances apply, dismissal will be recommended to the Board.
 - ii. The date on which dismissal will be considered.
 - iii. The members of the Review Panel; and
 - iv. Advice that any information to be considered by the Panel must be submitted in writing at least 14 days prior to the meeting. Material submitted after this time will only be accepted if the Chair considers it significant.
- 3.9 Further to any written submission by the Registrar, and the deliberations at the meeting, the Review Panel may inform itself by requesting further information from relevant parties. The



AUSTRALASIAN COLLEGE OF SPORT AND EXERCISE PHYSICIANS

Registrar will be advised of any additional information obtained by the Panel and provided an opportunity to respond.

- 3.10 The Review Panel will assess all information, including the Registrar's submission, make findings and form a recommendation.
- 3.11 The Chair of the Review Panel will prepare a report with recommendations to the Training Committee. The recommendation will be for the Registrar to:
 - i. Continue in the Training Program, with or without conditions; or
 - ii. Be dismissed from the Training program due to unsatisfactory performance and/or progression.
- 3.12 The Training Committee will then consider the Review Panel's recommendation and make the final recommendation. If dismissal is recommended, the matter will be referred to the ACSEP Board of Directors for final determination.
- 3.13 Where the decision is not to dismiss, the College will notify the Registrar of the decision within 10 working days, including any further requirements and/or conditions associated with their continuation of the Training Program.
- 3.14 Where the decision is to dismiss the Registrar from the Training Program, the College will provide written notice of the dismissal within 10 working days of the decision. The notice will include
 - i. Confirmation of dismissal from the Training Program and cessation of College membership.
 - ii. Date of dismissal.
 - iii. Details specific to the Registrar's dismissal:
 - The date the decision was made
 - The reasons for dismissal
 - A copy of the documentation relevant to the consideration of dismissal.
- 3.15 Access to the Registrar's College membership benefits will cease from date of dismissal as per *P033 – Membership Policy*.
- 3.16 The College will notify the Registrar's CTS and ZTC of the decision to dismiss the Registrar from the Training Program.
- 3.17 A dismissed Registrar is not eligible for re-entry into the Training Program.
- 3.18 In relation to fees, a dismissed Registrar:
 - i. will not be refunded the annual membership fee or other College fees.
 - ii. must still pay any College fees payable on or before dismissal, existing at the date of



AUSTRALASIAN COLLEGE OF SPORT AND EXERCISE PHYSICIANS

dismissal or which arise or become known after that date out of or by reason of facts or circumstances occurring or in existence at or before that date.

Suspension

- 3.19 The Chair of Training may suspend a Registrar from the Training Program:
- Where consideration of dismissal under this Policy has commenced
 - Where the Registrar is subject to an investigation by their employer, a regulatory authority or the College; or
 - Where there has been a material change to the Registrar's employment or medical registration status that impacts their ability to participate in the Training Program.
- 3.20 If the Chair of Training suspends a Registrar, the Registrar will be notified in writing as soon as practicable after the decision is made. This notice will include the reasons for the suspension and any conditions that apply. A suspension will continue until the Chair of Training advises in writing that it has been lifted. Suspension may be lifted at the discretion of the Chair of Training or at the conclusion of a consideration of dismissal, whichever occurs first.
- 3.21 College fees paid during a period of suspension are not refundable.
- 3.22 A period of suspension will not count towards the calculation of minimum training time.

4. Reconsideration, Review and Appeals

Any Registrar who is not satisfied with their dismissal from training outcome should refer to *P019 – Reconsideration, Review and Appeals Policy*.

5. Records Management

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

Key Related Documents

- *P001 – Bullying, Harassment and Discrimination Policy*
- *P002 – Grievance Policy and Procedure*
- *P015 - Code of Ethics & Professional Behaviour*



AUSTRALASIAN COLLEGE OF SPORT AND EXERCISE PHYSICIANS

- *P019 – Reconsideration, Review and Appeals Policy*
- *P023 – Special Consideration (Training and Examination) Policy*
- *P025 – Fellowship Examination Policy*
- *P033 – Membership Policy*
- *P039 – Managing Registrar Performance Policy*
- ACSEP Constitution
- ACSEP Training Manual

Feedback

College 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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Advisor or Advisory Committee to Approval Authority	ACSEP Education Committee, ACSEP Training Committee
Policy Administrator	ACSEP Policy Officer
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