



AUSTRALASIAN COLLEGE OF SPORT AND EXERCISE PHYSICIANS

P040 REMEDIATION OF CPD PROGRAM PARTICIPANTS POLICY

PURPOSE

The purpose of this policy is to provide a procedure and process to be followed by the Australasian College for Sport and Exercise Physicians (ACSEP) when CPD Program participants have been identified as underperforming in a particular area and require remedial management. This policy relates to the ACSEP Continuing Professional Development (CPD) program and should be read in conjunction with the CPD Handbook.

BACKGROUND

It is the mission of the ACSEP to provide and promote excellence in the training and continuing professional development of the ACSEP Membership in Australia and New Zealand. As a specialist medical college, the ACSEP conducts CPD programs that fulfil legislative requirements of the Australian Health Practitioner Regulation Agency (AHPRA) in accordance with the requirements for accreditation by the Australian Medical Council (AMC) and the Medical Council of New Zealand (MCNZ). The CPD program aims to encompass core competencies that include medical care and clinical expertise; communication; collaboration and management; scholarship; culturally safe practice; addressing health inequities; ethical practice and professionalism. Where CPD Program participants are identified as underperforming or not performing to expected standards with regards to CPD, this policy describes the process of remedial management.

SCOPE

The scope of this policy and procedure applies to all practicing CPD Program participants of the College who are identified through audit of the CPD program for non-compliance and who require remediation. The ACSEP CPD requirements define the required participation in activities that maintain, develop, update, and enhance the knowledge, skills, and performance required for safe and appropriate contemporary practice in Sport and Exercise Medicine. It is beyond the scope of this policy to manage impairments that are not directly related to the clinical practice of sport and exercise medicine. Nor does this procedure exist to manage impairments that are currently governed by regulators or through other mechanisms including, but not limited to;



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- Impaired performance due to substance abuse,
- Impaired performance due to physical illness or mental health concerns, and/or
- Workplace-based or interpersonal disagreements or personality conflicts.

POLICY

From time to time an ACSEP CPD Program participant may be identified as underperforming and require remedial management. This policy and procedure exist to provide:

- a) Collegiate support for the CPD Program participant,
- b) A process for improving the skills of the CPD Program participant to the standard expected, under an appropriate degree of supervision,
- c) A process to assess that the required standard has been achieved
- d) A process to report on the successful completion or otherwise of this process to appropriate parties including the practitioner, the referring body, and the ACSEP CPD Committee, Education Committee, and the ACSEP Board.

PROCEDURE

1. Identification of a CPD Program participant

- a) The CPD committee has responsibility and authority to audit the CPD programme for compliance of ACSEP CPD Program participants. A CPD Program participant who is identified as non-compliant is considered as high-risk for being a 'poor performer', and therefore considered as being high risk for medical error.
- b) The process of recording CPD and the ACSEP's response for non-compliance with CPD by a Fellow is described in the CPD Handbook and CPD Guidelines. It should be noted that parts of the process occur independent to the ACSEP's involvement. It is the desire of the ACSEP for all CPD Program participants to be CPD compliant, strive for excellence and avoid the potentially serious ramifications and scrutiny with their medical boards.
- c) CPD Program participants with identified issues of non-compliance may be required to undertake a program of remediation under the direction of the CPD Committee. The CPD Committee Chair shall consider each notification in accordance with this policy, the relevant CPD participation policy and the Policy on Re-entry to Practice following a period of absence.



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- d) CPD Program participants may wish for a review of decisions in accordance with the ACSEP Review, Reconsideration and Appeals Policy.
- e) Those considered by the CPD Committee to be underperforming or not performing to expected standards will be subject to the following process; The CPD Committee in consultation with the CPD Program Manager will review all underperforming CPD Program participants to establish their status and will recommend if:
 - i. They are exempt from the policy due to duration of CPD Program participation
 - ii. They should be considered for Temporary Exemption,
 - iii. They should be considered for Fellowship Retired,
 - iv. They should be considered for Fellowship Emeritus, or
 - v. They are required to participate in the remediation process.

If required to participate in the remediation process the following steps will be taken.

2. Development of a Performance Management Plan (PMP)

- a) Contribution to the development of the PMP will be requested from the CPD Program participant and the CPD Committee Chair. The CPD Program participant will be required to complete a learning needs analysis; identify a supervisor to complete peer review reports; and be required to provide a completed peer review report.

Identifying a supervisor:

- b) The CPD Committee will nominate up to three ACSEP Fellows to act as supervisors. Any supervisor shall have enough experience as an ACSEP Fellow (at least five years post-Fellowship is recommended) to be able to assess the performance of the underperforming CPD Program participant. It is recommended that the identified supervisor be an ACSEP Fellow who has completed aspects of the College's clinical training supervisors' modules. The CPD Committee Chair may also request the assistance of local ACSEP Fellows and/or identify other suitable supervisors if required. The CPD Program participant will have the opportunity to identify any potential supervisors with whom they would be unable to work, and they would be excluded from consideration. Supervisors will be required to declare any conflict of interest which will preclude them acting as a supervisor. The role of the supervisor is to provide both feedback and support



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to the underperforming CPD Program participant and to report on the progress being made toward completion of the PMP.

- c) Once a supervisor has been selected and has agreed to undertake the role, both the CPD Program participant and the Supervisor will be required to indicate their agreement to the proposed PMP in writing. The Supervisor will, with the agreement of the CPD Program participant, be provided with full information as to why the CPD Program participant has been identified as underperforming and requiring remedial management.
- d) Based on the material provided, the CPD Committee Chair in conjunction with the CPD Program participant and the Supervisor will develop a plan that addresses the specific aims of the remediation program including:
 - i. Courses to be undertaken, if any
 - ii. Specific upskilling activities to be undertaken,
 - iii. Required and desired outcomes, and
 - iv. The appropriate time frame for satisfactory completion of the plan. (A minimum period of three months is recommended, a maximum period to be agreed by all parties).
- e) The PMP will detail supervision arrangements including:
 - i. The degree and nature of the supervision, whether that be direct supervision, regular case and practice review or practice with colleague support
 - ii. The distribution and frequency of the supervision,
 - iii. The timetable for progress meetings between the CPD Program participant and the Supervisor, which will occur at least monthly,
 - iv. The nature and frequency of formal progress reporting,
 - v. A self-reflective review of progress in achieving aims,
 - vi. A structured report by the supervisor addressing progress against aims and criteria and,
 - vii. The plan will be presented in writing and will address the specific items identified above.
- f) A copy of the plan shall be submitted to the ACSEP CPD Department and formal progress reports shall be submitted to the CPD Department for registration then forwarded to the CPD Committee Chair for consideration.



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3. Completion of the period of supervision

- a) At the completion of the period of supervision, the CPD Program participant will provide a report on outcomes from the PMP that have been achieved, with details of actions taken, using the PMP for reference. The Supervisor will also provide a corresponding report which address all aspects of PDP indicating the degree to which the goals have been met. All relevant documentation must be provided, and may include;
 - i. Certificate(s) of completion;
 - ii. Activities attendance for any course/program undertaken as part of the PMP.
- b) When all reports and documents are received, National Office will forward these to the CPD Committee Chair for review. The Chair will then determine whether all criteria have been achieved and provide recommendation. The Chair will determine whether plan is completed satisfactorily or not.

4. Satisfactory completion of the PMP

A determination by the CPD Committee Chair of the satisfactory completion of the PMP ends the process. The remediation of the CPD Program participant has been completed satisfactorily and the CPD Program participant is deemed to be practicing at the expected level.

5. Unsatisfactory completion of the PMP

- a) A determination by the CPD Committee Chair of the unsatisfactory completion of the PMP indicates that the remediation of the CPD Program participant has not been completed satisfactorily and the CPD Program participant is deemed to not be practicing at the expected level.
- b) The CPD committee chair will then forward the CPD Program participant to ACSEP Education Committee for its recommendation. Failure to successfully complete the remediation or otherwise of this process will lead to referral to the ACSEP Board for further action according to the College Constitution, Regulations or Professional Code of Ethics.



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RELEVANT LEGISLATION

- ACSEP refers to “Medical Recency of Practice – Registration Standard” (published by the Medical Board of Australia (MBA) and available on its website). It states that registration is dependent on recency of practice as defined by MBA.
- ACSEP refers to Medical Council of New Zealand (MCNZ) “Get Restored to the Register” (available on its website).

KEY RELATED DOCUMENTS

- P019 Review, Reconsideration and Appeals Policy
- P032 Return to Practice

FEEDBACK

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

APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	ACSEP CEO and ACSEP Board
Advisor or Advisory Committee to Approval Authority	ACSEP CPD Committee and ACSEP Board
Policy Administrator	ACSEP Policy Officer
Next Review Date	August 2025

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	V2 – 20/07/2023	
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Amendment Authority and Date		
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