



Reporting Issues in the Training Environment Form

DESCRIPTION

This form is used by Registrars to report issues in their training environment to the ACSEP. All issues are handled in accordance with ACSEP policies including the Privacy Policy, Records Management Policy, Grievance Policy and Procedure, and Bullying, Discrimination and Harassment Policy. The completed form must be emailed to registrars@acsep.org.au.

REGISTRAR DETAILS

Registrar name			
Stage of training		Year	
Date		Primary CTS name	

ISSUE DETAILS

Issue occurrence date	<input type="checkbox"/> Ongoing issue
Which area(s) does the issue relate to?	
Registrar health, welfare and interests	<input type="checkbox"/> No structured orientation process <input type="checkbox"/> Inconsistent, unfair, unsafe or inequitable work hours <input type="checkbox"/> Bullying, discrimination or harassment <input type="checkbox"/> Ineffective Registrar management between the Registrar, supervisor(s) and/or administrative staff <input type="checkbox"/> Inability to participate in clinical governance
Clinical infrastructure and facilities	<input type="checkbox"/> Inhibited from meeting ACSEP Training Program requirements <input type="checkbox"/> Substandard physical environment
Clinical care and experience	<input type="checkbox"/> Clinical Training Supervisor inaccessible or inappropriate <input type="checkbox"/> Not provided with appropriate clinical experience



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	<input type="checkbox"/> Not provided with multidisciplinary service access <input type="checkbox"/> Not provided with appropriate equipment
Research	<input type="checkbox"/> Not supported to undertake research
Other	<input type="checkbox"/> Other (please specify)
Provide specific detail on the issue	
Have you attempted to resolve the issue?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how have you attempted to resolve it?	
Have the details of the issue been shared with anyone else?	
How would you like to see the issue resolved?	



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SIGNOFF

Registrar Name		Signature	
Date			