

Policy



AOA
AUSTRALIAN
ORTHOPAEDIC
ASSOCIATION

AOA 21: ADDITIONAL SUPPORT POLICY



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Excellence in Orthopaedic
Surgical Education and Training

AOA 21: Additional Support Policy

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Purpose and Scope

This document outlines the additional support available to Australian Orthopaedic Association (AOA) trainees in the AOA 21 Training Program to rectify areas of concern identified via Performance Appraisal.

This document applies to trainees in the AOA 21 Training Program.

Performance Appraisal

1. At the conclusion of each 3-month training period the trainee must complete a Performance Appraisal with their Trainee Supervisor resulting in submission of a 3-monthly Performance Appraisal Form.
2. The purpose of the 3-monthly Performance Appraisal is to:
 - 2.1. Review the trainee's performance in training
 - 2.2. Provide feedback and direction for learning and
 - 2.3. To identify where a trainee may require additional support.
3. The Trainee Supervisor assigns an overall assessment of the trainee's progress for the 3-month training period on the Performance Appraisal Form.
4. The trainee may be assessed as:
 - Progressing well or
 - Improvement Required or
 - Performance Concern/s
5. Where a serious performance concern has been raised during a 3-month training period and the Trainee Supervisor (or Director of Training) wants to initiate a performance

improvement period immediately (i.e. prior to the end of the training period), an extraordinary mid-term Performance Appraisal may be completed outside the 3-monthly cycle of Appraisals.

Improvement Required

6. Where the Trainee Supervisor assesses the trainee as 'Improvement Required', the trainee Supervisor provides feedback to support the trainee to rectify the identified areas requiring improvement.
7. A follow up meeting is scheduled in 4-6 weeks where the trainee must demonstrate implementation of feedback.
8. At the conclusion of the 3-month training period, the next Performance Appraisal form must be assessed as:
 - *Progressing well* – where the trainee has addressed the areas requiring improvement OR
 - *Performance Concern/s* – where the areas of concern have not yet been satisfactorily addressed, or other areas of concern have been identified*

**Where 'Improvement Required' is selected on TIMS this will default to an overall assessment of (Continued) Performance Concern*

Performance Concern

9. Where the Trainee Supervisor has identified serious concerns in one area, or concerns in two or more areas, the trainee must be assessed as 'Performance Concern/s'.
10. Where the Trainee Supervisor assesses the trainee as 'Performance Concern/s', the trainee must participate in a Performance Improvement Period (PIP) for the following 3-month training period:
 - 10.1. A performance improvement period feedback meeting is arranged with the RTC Chair and the Director of Training
 - 10.2. A performance improvement plan is developed.
 - 10.3. A mid-term Performance Appraisal meeting is organised.

Performance Improvement Period Feedback Meeting

11. The trainee will be required to attend a performance improvement period feedback meeting with the RTC Chair and Director of Training. The Trainee Supervisor should also be involved.
12. The performance improvement period feedback meeting provides an opportunity for the RTC Chair, Director of Training, Trainee Supervisor and the trainee to discuss the concerns raised, the performance improvement plan and any additional support required for the Trainee to rectify the identified areas of concern.
13. A support person may accompany the trainee. The support person may not advocate for the trainee and cannot be a practising lawyer.

14. Minutes of the meeting will be documented and provided to the trainee.

Performance Improvement Plan

15. The performance improvement plan:
 - 15.1. Is developed by the trainee and Director of Training in consultation with the Trainee Supervisor
 - 15.2. Should specifically identify actions to support the trainee to rectify the identified areas of concern. Requirements and expectations for the following 3-month training period must be outlined.
 - 15.3. Must be submitted to AOA head office shortly after the performance improvement period feedback meeting and prior to the mid-term performance appraisal meeting
16. The performance improvement plan may be updated during the performance improvement period in response to the individual needs of the trainee.

Mid-term Performance Appraisal Meetings

17. A mid-term Performance Appraisal meeting is scheduled during the following 3-month training period to support the trainee in achieving the goals of their performance improvement plan.
18. The mid-term Performance Appraisal meeting results in submission of a Performance Appraisal Form.

Outcomes of a Performance Improvement Period

19. At the conclusion of the Performance Improvement Period, the 3-monthly Performance Appraisal form must be assessed as:
 - *Progressing well* – where the trainee has addressed the areas of concern OR
 - *Performance Improvement period extended* – where the trainee has made progress against their performance improvement plan, however requires further support
 - *Continued Performance Concern/s* – where the areas of concern have not yet been satisfactorily addressed, or other areas of concern have been identified*

** Where 'Improvement Required' is selected on TIMS this will default to an overall assessment of 'Performance Improvement Period extended'*

20. If the trainee receives an overall rating of Progressing Well, and all documentation has been signed and submitted, the trainee will be advised that the requirements of the Performance Improvement Period have been satisfied.
21. If the trainee receives an overall rating of Performance Improvement Period extended or Continued Performance Concern/s, the trainee will be advised that the Performance Improvement Period will be extended from three (3) months to six (6) months
22. The extended Performance Improvement Period will be managed according to item 9.
23. The trainee will be advised that their training may be reviewed in accordance with the Review of Continued Performance in the Training Period policy.

Outcomes of an Extended Performance Improvement Period

24. At the conclusion of an Extended Performance Improvement Period, the Performance Appraisal form must be assessed as:
- *Progressing well* – where the trainee has addressed the areas of concern OR
 - *Continued Performance Concern/s* – where the areas of concern have not yet been satisfactorily addressed, or other areas of concern have been identified*

**Where 'Improvement Required' is selected on TIMS this will default to an overall assessment of (Continued) Performance Concern*

25. If the trainee receives an overall rating of Progressing Well, and all documentation has been signed and submitted, the trainee will be advised that the requirements of the Performance Improvement Period have been satisfied.
26. If the trainee receives an overall rating of Continued Performance Concern/s the trainee will be advised that they will be considered for dismissal or a further extended performance improvement period according to the Review of Continued Participation in the Training Program Policy.

Remediation at Maximum Training Time for Stage

27. If a trainee receives an assessment of 'Improvement Required' or 'Performance Concern' on the Performance Appraisal form for their final 3-month training period within the maximum time frame for a Stage of Training, where the previous Performance Appraisal was assessed as 'Progressing Well', the current Stage of Training may be extended to allow for remediation at the discretion of the Chair of Education and Training.