

ADDITIONAL TRAINEE SUPPORT POLICY

Purpose

To enable early identification and management of trainees who need additional support to meet the expected standards within the required timeframe of the NZCSRH Fellowship Training Programme.

Scope

Trainees enrolled in the NZCSRH Fellowship Training Programme identified as not reaching expected standards or training timeframes. This policy should be read alongside the Flexible Training Policy, as some circumstances contributing to an unsatisfactory assessment may be covered under this policy to allow for additional time or training for exceptional circumstances.

Definitions

Additional Support: Structured interventions provided when a trainee is not meeting expected performance standards.

Learning Development Plan (LDP): A formal, documented plan outlining actions required to address performance concerns.

Underperformance: Performance below expected standard as determined by assessment outcomes or supervisor concern.

Detail

All trainees and their supervisors will undertake formative assessments at 3 and 9 months during each year of training, and summative assessments at 6 and 12 months during each year of training, regardless of whether training is full time or part time. Trainees who require additional support will be identified through these formative and summative assessments which include 360° reviews. Supervisors will identify any assessments that do not meet satisfactory standards, marking these reports as "Referred for Review". The Educational Advisory Committee (EAC) will review all referred assessment reports as part of the ongoing monitoring of the programme.

The EAC will review all trainee documentation and assessment at the next EAC meeting following the conclusion of the six-month training period and will consider contributing factors throughout the review. For all six-monthly reports marked as "Referred for Review", the EAC will determine whether the trainee's assessment is to be deemed "Satisfactory" or "Not Satisfactory".

Satisfactory Outcomes

If the overall assessment is considered "Satisfactory", the Chair will write to the trainee informing them of the EAC's decision.



Unsatisfactory Outcomes

Based on this review, if the overall assessment is considered “Not Satisfactory”, a Learning Development Plan (LDP) will be developed by the trainee and their training supervisor for ongoing education and training and must be implemented as soon as possible. This plan must be approved by the EAC.

Where factors outside of the work/clinical environment may have been a contributing factor for failing a summative assessment, the trainee can ask for the Special Considerations Policy to be applied. Any six-months block which does not result in a satisfactory assessment following the EAC review will not be counted for training and must be repeated, provided sufficient training time remains within the maximum 276 weeks.

If, in spite of all efforts by the trainee and supervisor, a trainee fails three (3) summative assessments or becomes time expired because of repeating training blocks, they will be required to leave the training programme.

Communication of Outcome

A letter detailing the outcome of the review process by the EAC will be sent to the trainee in each case, and a record of this letter will be kept in the trainee’s electronic record of learning. Where more than one aspect of the trainee’s performance and progress has been reviewed, all outcomes will be communicated in the same letter.

Disputes

Any dispute in this regard will be referred to the NZSRHECT Board according to the appropriate Appeals or Complaints Policy, depending on the nature of the dispute.

Policy Owner	Educational Advisory Committee
Date	June 2026
Review Date	June 2029

