ACRRM Fellowship Education Program Policy

1. Purpose

This policy sets the requirements for enrolment and completion of the ACRRM Fellowship Education program (AFEP).

2. Application and Scope

The policy applies to registrars training on the ACRRM Fellowship Training Program who wish to enrol, or are enrolled, in the AFEP.

The policy applies to these registrars' enrolment and progression within the AFEP and the monitoring, support, and management processes for meeting of the program's requirements.

3. Policy

3.1 Enrolling in the program

a) Enrolments for Semester A and B open at least 1 month prior to the commencement of the semester. Enrolments close at 11:59pm the day before the semester commences. Registrars who have been identified (by their regional training team) as being ready to engage in education are invited (via email) to enrol themselves through the ACRRM website.

b) Late enrolments can be requested via email to education@acrrm.org.au via the relevant regional Training Network Coordinator (TNC)

c) The final date for late enrolments is the last day of the first topic (module) of the online course (i.e. 4 weeks after enrolment close)

d) All registrars will be automatically enrolled into Semesters C and D at the commencement of training.

3.2 Overall Program Requirements

All ACRRM registrars on the Rural Generalist Training Scheme (RGTS), Australian General Practice Training (AGPT), and Independent Pathway (IP) training pathways are required to complete the AFEP to gain Fellowship.

The AFEP consists of 4 semester programs:

a) Semester A, which includes:
    i. an online course comprising 5 modules
    ii. 1 x 3-day virtual (online) workshop (delivered nationally), and
    iii. 1 x 2-day face to face workshop (delivered regionally)
b) Semester B, which includes
    i. an online course comprising 5 modules
    ii. 1 x 3-day virtual (online) workshop (delivered nationally), and
    iii. 1 x 2-day face to face workshop (delivered regionally)
c) Semester C, which includes an online course comprising 5 modules
d) Semester D, which includes an online course comprising 5 modules

3.3 Semester Requirements

To meet the requirements of the AFEP each registrar must do the following:

Semester A

a) Complete the multiple-choice quiz (10 questions) at the end of each online module (5 quizzes in total) by the end of Semester
b) Attend all days and all sessions, of the virtual workshop
c) Attend all sessions on all days of the face-to-face workshop.

Semester B

a) Complete the multiple-choice quiz (10 questions) at the end of each online module (5 quizzes in total) by the due date
b) Attend all days and all sessions of the virtual workshop
c) Attend all sessions on all days of the face-to-face workshop

Semester C

Complete the multiple-choice quiz (10 questions) at the end of each online module (5 quizzes in total)

Semester D

Complete the multiple-choice quiz (10 questions) at the end of each online module (5 quizzes in total)

3.4 Virtual Workshop

a) Attendance at all sessions on all days of the virtual workshop is required.
b) If the time absent from the workshop exceeds 4 hours total, then the participant will not meet the workshop requirements.
c) Where a registrar is unable to attend up to four hours of a virtual workshop, and, they or their training team have notified a nominated staff member of the ACRRM workshop (via the address education@acrrm.org.au) either prior to or at the time of the session, then consideration may be given by the Director of Education (DOE) to alternative ways to meet the requirements of the session(s). This may be achieved by the participant viewing the missed session(s) recording(s) and describing 5 learning points that they have taken from this session(s). These points are then submitted to the DOE and deemed to be sufficient or insufficient to meet the requirements.
d) Attendance will be monitored throughout each workshop by observation from ACRRM staff and workshop facilitators of registrar engagement in each session. Registrars who are not observed to engage (e.g., Have their camera off and/or are muted for entire sessions) may be sent a message and asked to explain why they cannot engage (e.g., technical issues). If concerns are raised by ACRRM staff or workshop facilitators that a registrar is not engaging in a session, they will be referred to the DOE for review.
e) If there are concerns raised during the workshop about a registrar's knowledge or behaviour, it will be referred to both the Director of Training (DOT) and the DOE for appropriate action.
f) All participants are expected to abide by the ACRRM Academic Code of Conduct Policy.

3.5 Face to face workshops

a) Attendance at all sessions on all days of the face-to-face workshop is required.
b) Attendance will be monitored throughout each workshop by observation from ACRRM staff and workshop facilitators of registrar engagement in each session.
c) If there are any concerns raised during the workshop about any registrar's attitude, knowledge, or behaviour, it will be referred to both the Regional Director of Training and the Director of Education for appropriate action.
d) All participants are expected to abide by the ACRRM Academic Code of Conduct Policy.

3.6 Non-completion of requirements

- If a registrar does not complete a requirement (i.e., the online program, virtual and/or face to face workshop), they are only required to re-enroll in that requirement. They do not need to repeat all requirements of that semester.

- For example - A registrar may complete the 2023A Online program and the 2023A Virtual Workshop but is unable to attend the Face-to-Face Workshop. In 2024A (or another suitable year) they would only need to complete the Semester A F2F Workshop and would not be required to repeat the Online program or Virtual workshop.

3.7 Requests

Any requests for consideration outside of this policy must be coordinated via the relevant TNC before being forwarded to the Education team. Requests will only be accepted from TNCs.

4. Responsibilities

Registrars are responsible for:

a) Enrolling in the AFEP at the required time
b) Their performance and progression against the AFEP requirements
c) Complying with obligations related to the AFEP

The College is responsible for:

a) Identifying education dates for registrars
b) Inviting registrars to enrol in the AFEP
c) Monitoring and supporting registrar progression through the AFEP
d) Recording completions of education requirements against their Curriculum Application in Aptify

5. Related Documentation

- ACRRM Training Program requirements Policy
- ACRRM Academic Code of Conduct
- ACRRM Rural Generalist Curriculum

6. Definitions

Word/term	Definition (with examples if required)
ACRRM Fellowship Education Program (AFEP)	The formal program of educational activities, including Semester A, B, C and D, that supplements the work-based training and education provided by supervisors in the training post. The program is mapped to the ACRRM Rural Generalist Curriculum to ensure all key learning areas are covered.
ACRRM Fellowship Training Program	The program of training, education, and assessment for qualification for award of ACRRM Fellowship

7. Document Control Information

7.1 Policy Information

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Responsible Officer:	S Mutchmor, GM Quality and Safety	**Policy System Manager:**	MJ Streeton

7.2 Document History

Version	Date Approved	Author	Description of revision	Internal Distribution	
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V1.0	August 2024	L Lucas	New policy to replace guidelines	Dec 24	ELT/CEO/ED