



CONTINUING PROFESSIONAL DEVELOPMENT RETRAINING POLICY

1. Purpose

1.1 This policy relates to Fellows and other CPD Home and CPD Home Essentials participants who have either identified themselves or have been identified by a Medical Board or Medical Council, as requiring retraining. The ACRRM Retraining Program has been developed to support eligible applicants who:

1.1.1 Wish to return to active general practice following a prolonged absence, or

1.1.2 Who wish to modify their current practice direction, or

1.1.3 Have been identified as under-performing in a particular area.

2. Application and Scope

2.1. Eligible applicants requiring retraining in order to return to safe and general practice with the requisite skills for their practice demographics will be required to enrol in the Retraining Program.

2.1.1. They will be required to apply by completing a Self-Assessment Activity form and lodging this with the Continuing Professional Development (CPD) Committee.

2.1.2. The CPD Committee Chair, Censor in Chief and Director of Training will work with the applicant to develop a Retraining Plan which will outline the training and supervision/mentoring requirements that will apply.

2.1.3. The Retraining Plan must be approved by the CPD Committee prior to commencement.

3. Tracking and Assessment

3.1. The ACRRM Retraining Program will be documented and monitored by the College.

3.1.1. At an agreed review date, the applicant's retraining outcomes will be assessed by the CPD Committee. Members who have successfully completed retraining will continue their professional development with ACRRM.

3.1.2. Those who fail to meet retraining requirements may be granted a retraining extension. Fellows who continue to fail to meet the requirements without valid reason will be referred to the Censor in Chief and may have their Fellowship status suspended or withdrawn.

4. Definitions

Word/Term	Definition (with examples if required)
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Retraining Program	The process outlined in this policy document
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5. Related Documentation

CPD Program Remediation Policy

6. Document Control Management

6.1 Policy Information

Policy Contact and Author	S Mutchmor	Approving Body:	Board
Status:	Approved	Review period:	Three years
Policy No and Version:	P2 V1.2/2024	Next review date:	August 2026
Effective Date:	August 2024	Document Location:	ACRRM Policy Register
Responsible Officer:	S Mutchmor, GM Quality and Safety	Policy System Manager:	MJ Streeton

6.2 Document History

Version	Date Approved	Author	Description of revision	Internal Distribution	
				Date	Recipient/s
V1.2	Aug 2024	S Mutchmor	Added explicit reference to CPD Homes and Homes Essentials users. CPDC terminology	Aug 24	Website
V1.1	Aug 2023	S Mutchmor	Updated CPD terminology	Aug 23	Website
Previous system	2019	L Ryan	Reformatted template	2019	Board, PD Cmtee