
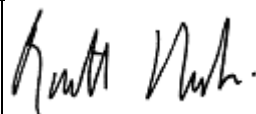
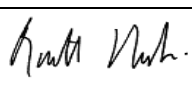
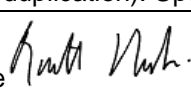
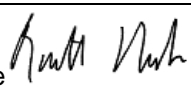


Education and Training Wellbeing Policy

Description		
Domain:	Educational	
Policy Number:	EDU005	
TRIM Folder Number:	10/723	
Responsible Area/Dept:	Director of Medical and Cultural Education DMCE	
Author:	Dr Tamsin Cockayne, DMCE	
Date Originally Adopted:	24/02/2008	
Distribute to:	Program Participants ✓	Staff ✓
Via	Information Bulletin ✓	Email ✓
This Policy includes:	Procedure	✓
	Instrument(s) or Delegation(s)	x
	Attachment(s)	✓
Approval Process:		
DMCE Approved to Progress	Yes	Signature:  Date approved: 01 / 05 / 2015
Board Committee approved to progress:	Not applicable	
Final authorisation	CEO	
Date originally adopted:	24/02/2008	
Review cycle:	Annually and as required	
Signature:		01 / 05 / 2015
Title	Dr Brett Dale, CEO	Date

Year Reviewed		
2012	Comment	
	Signature: 	09 / 11 / 2012
	Name & Title: Dr Brett Dale, CEO	Date
2014	Comment Deleted Clause 3 & 4 in Procedure and merged into Clause 5, 6, 7 in Policy (i.e. removed duplication). Updated Clause 2.2 in Procedure. Attachments updated	
	Signature 	09 / 01 / 2014
	Name & Title: Dr Brett Dale, CEO	Date
2015	Comment Annual review and updated format	
	Signature 	01 / 05 / 2015
	Name & Title: Dr Brett Dale, CEO	Date

Policy

1.0 Purpose

Northern Territory General Practice Education (NTGPE) is committed to providing an environment of wellbeing for program participants. NTGPE considers program participants' wellbeing to be crucially important to their training and development. It is also reflected in their educational achievements and enjoyment during training in NTGPE's programs.

2.0 Scope

2.1 Application

This policy applies to personal and professional issues and concerns that may impact on the program participant's ability to meet their training requirements, including clinical placements at urban, rural or remote locations.

3.0 Definitions

3.1 Wellbeing

The state of being comfortable, healthy, or happy. Educational wellbeing is ensured when there is a learning environment where program participants feel engaged, safe and supported.

4.0 Responsibilities

4.1 Responsibilities of NTGPE

- 4.1.1 Introduce wellbeing concepts and strategies and provide ongoing support and advice during the training program to assist program participants to recognise and/or prevent potential personal or professional issues.
- 4.1.2 Identify, monitor and analyse personal and professional issues and concerns of program participants to ensure strategies are developed to prevent and/or improve future management.
- 4.1.3 Provide systems and processes, including access to professional external agencies, to respond to and resolve issues and concerns reported in a confidential, timely and appropriate manner.
- 4.1.4 Provide appropriate training to NTGPE staff in the provision of workplace safety and recognition and promotion of wellbeing, including cultural wellbeing and safety.
- 4.1.5 Promote learning and teaching environments, including accommodation facilities that foster feelings of engagement, safety, connectedness with their peers, supervisor and NTGPE.

4.2 Responsibilities of Program Participants

- 4.2.1 Ensure that they have identified their own personal GP.
- 4.2.2 Take personal responsibility to learn and initiate strategies to optimise achievements and enjoyment during training by focusing on educational, social, cultural and spiritual needs.
- 4.2.3 Discuss personal and professional issues or concerns with relevant people (own GP, educators, supervisors, mentors, friends and families) to gain appropriate and timely support.
- 4.2.4 Contact NTGPE for support when they are feeling unsupported or concerned about their own or another program participant's wellbeing.

4.3 Responsibilities of Training Posts and General Practice Supervisors

- 4.3.1 Provide an engaging, safe and supportive working and learning environment.
- 4.3.2 Encourage and facilitate communication of personal and professional concerns in learners during clinical placements.
- 4.3.3 Provide mentorship in all aspects of being a learner and a doctor.
- 4.3.4 Report to NTGPE concerns about a program participant's wellbeing.

5.0 Inclusions to this Policy

- 5.1 Procedure
- 5.2 Education and Training Incident Report Register (Template)

6.0 Attachments

Attachment 1 – [Critical Incidents Guidelines and Form for Program Participants](#)

7.0 Related Policies and Documents

NTGPE

- 7.1 [EDU003 Education and Training Complaints and Appeals Policy](#)
- 7.2 [COR002 Managing Severe Weather Events Policy](#) for Employees and Program Participants
- 7.3 [Critical Incidents Guidelines and Form for Program Participants](#)

Other Policies and Legislation

- 7.4 Australian Health Practitioner Regulation Agency (AHPRA) Policy
- 7.5 [RACGP Keeping the Doctor Alive](#) – A Self-care Guidebook for Medical Practitioners
- 7.6 Bush Crisis Line Documents
 - Surviving Traumatic Stress: A guide for Multidisciplinary Remote and Rural Health Practitioners and their Families
 - Avoid Burning Out in Remote Areas – Surviving the Day to Day Hassles: A Guide for Remote Health Professionals

Procedure

1.0 Orientation and Training About Wellbeing

1.1 All program participants will receive an introductory lecture on wellbeing at their NTGPE Orientation to:

- define the concepts of wellbeing;
- provide resources and information on strategies to maintain wellbeing;
- provide contact details of free professional services and 24 hour emergency services available such as an Employee Assistance Service and Bush Crisis Line;
- introduce program participants to ongoing support processes provided throughout the training program; and
- encourage them to contact their Supervisor, Training Advisor (TA), Program Assistant or other person who they feel comfortable talking with as early as possible should they experience distress they are not comfortable managing.

1.2 Further discussions about wellbeing will be conducted during regular teaching sessions provided by NTGPE.

1.3 Remote program participants will receive additional contact from education staff to ensure their wellbeing.

2.0 Identification and Management of Program Participants

2.1 Any NTGPE staff member, fellow program participant or GP supervisor may be the first person to identify distress and should respond in an appropriate manner to take immediate care of the individual.

2.2 When NTGPE is involved, the concern will be dealt with in the first instance by the Program Manager. They will assess the ability of the program participant to stay in the current location, the need for additional resources and the involvement of the medical educator, GP supervisor, Registrar Liaison Officer (RLO) or Supervisor Liaison Officer (SLO) if necessary.

2.3 If the issue is unable to be resolved the matter is referred to the DMCE who after consideration and discussion may initiate the following:

- referral to an external professional counselling agency;
- referral to performance monitoring;
- period of leave from training;
- relocation to Darwin/Alice; or
- discussion with primary training site – University/Feeder Hospital.

2.4 Serious concerns requiring action by the DMCE are documented on an Incident Report form for Program Participants indicating whether the issue relates to:

- safety - e.g. safety issues relating to self, patients or community;
- personal - e.g. personal issues at home; or
- professional - e.g. ethical, lack of professional support, clinical knowledge and or lack of confidentiality.

2.5 The Incident Report is stored in the program participant's personal file in TRIM and is recorded on the secure electronic Education and Training Incident Report Register.

2.6 Where there are serious concerns about the safety of patients or the program participant, the DMCE will notify the:

- CEO;
- Program Participant next of kin;
- Primary training group e.g. University or Hospital; and
- AHPRA (if concerns are about patient safety or impaired practitioner).

QA Education & Training Incident Report Register

Report No.	Date Received	Type of Incident	Complaint Summary	Reported to Whom	Corrective Action		Incident Satisfactorily Resolved	
					Type & Who	Date Completed	Date	By Whom
This is a quality controlled document which may not be current once printed and must not be altered without the approval of the Authority.								
Developed By: Director Medical & Cultural Education				Date developed: 3 January 2010				
Approved By: CEO NTGPE Board				Review Date: 9 November 2012				
TRIM document number:								

Attachment 1 – Critical Incidents Guidelines and Form for Program Participants

As indicated in the Critical Incidents Guidelines – contact the Program Manager in first instance. The form can be found by clicking on the following link:

[GUIDE07 Critical Incidents Guidelines and Form](#)