

FORM TP4.1 Training Environment Issues Reporting

This form is used by ACSEP Training Program registrars to report issues within the registrar training environment. All issues are handled in accordance with the ACSEP policies including the Privacy Policy (P-004), Records Management Policy (P-012), Grievance Policy and Procedure (P-002) and Bullying, Discrimination and Harassment Policy (P001).

Complete this form and email to registrars@acsep.org.au.

Registrar details

Registrar's Name:				
Year of Training:				
Training Program Year:				
Date:				
Primary Supervisor's Name:				
Issue Details				
Issue Occurrence Date:				
	☐ Ongoing Issue			
Which area(s) does the issue relate to?				
Registrar health, welfare and interests	 □ No structured orientation process □ Inconsistent, unfair, unsafe or inequitable work hours □ Bullying, discrimination or harassment □ Ineffective registrar management between registrars, supervisors and administrative staff □ Inability to participate in clinic governance 			



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Clinic infrastructure and facilities	☐ Inhibited from meeting ACSEP Training Program requirements☐ Substandard physical environment			
Clinical care and experience	 □ Clinical Training Supervisor inaccessible or inappropriate □ Not provided with appropriate clinical experience □ Not provided multidisciplinary service access □ Not provided appropriate equipment 			
Research	☐ Not supported to undertake research			
Other	□ Other (please specify)			
Provide Specific detail on the issue				
Have you attempted to resolve the issue?				
☐ Yes				
□ No				





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If yes, how have you att	empted to resolve it?				
Have details of the issue been shared with anyone else?					
Hawway like to	soo the issue wasslund?				
How would you like to see the issue resolved?					
Registrar's Signature:		Date:			