

BETTER COMMUNICATION. BETTER RELATIONSHIPS. BETTER CARE.

Faculty-in-Training Program Agreement

Welcome to the ACH Faculty-in-Training (FIT) Program! The FIT Committee, the Faculty-in-Training, other faculty of the Academy, and the Academy membership welcome you to the exceedingly important process of becoming a certified Faculty of the ACH. Equally important, we know that the knowledge, attitudes, and skills involved in the facilitator training process will extend to your other professional and personal development endeavors.

The Academy commits to you as a new member of the FIT Program, to provide all the faculty development resources of the Academy, in order to facilitate your own development and self-learning. This includes the following:

- a faculty member as your Guide or mentor;
- all written materials which apply to the FIT Program, or serve as resources to it
- as many ACH-sponsored educational programs as possible;
- participation in the group mentoring process of the facilitators in training; and
- inclusion in the e-mail-distribution list of ongoing information about the program.

As a new member of the FIT Program, you make the commitment to the following:

- to keep your Academy membership up-to-date
- to participate in necessary training events;
- to attend to the core domains, EPAs and microskills document
- to assume financial responsibility for annual FIT Program tuition payments, as well as for the costs of other aspects of the training program, including Winter and ENRICH Course tuition and travel.
- to adhere to the policies set forth by ACH as outlined in the Forms, Documents & Policies section of the FIT website. Neglecting to do so may result in dismissal (reference exhibit A below).

By signing this agreement, the FIT Committee will assume that you are in concurrence with this memo, as well as the conditions for a leave of absence or withdrawal from the FIT Program (see <https://www.achonline.org/Programs/Faculty-in-Training-Program/Forms-and-Documents>)

We wish you well as you undertake this wonderful, growth-full adventure!

Please keep a copy of this agreement with your records and return the original to the Academy offices.

FIT: _____

Date: _____

FIT Co-Directors: _____

Exhibit A

Academy of Communication in Healthcare, Inc. Faculty-in-Training Program-Dismissal Policy

Updated 4/30/2019

Academy of Communication in Healthcare (ACH) operates a Faculty-in-Training (FIT) program to teach communication and group facilitation skills for professionals who work in a healthcare environment. Progress of the participants is monitored as each trainee moves through the stages of the program (FIT 1, 2, 3, for those who entered the program prior to Fall 2017, and general competency-based progression for those who entered the program after Fall 2017 when the levels were eliminated.) Care is given to offer feedback and direction during all stages of the program through the work of Guides and the FIT Committee. Should the need arise to terminate the participation of an individual in the program; the policy described below shall apply.

Criteria

Criteria by which dismissal from the program may be considered include the following:

a) Impairment

If at any time the Co-directors have cause to believe that a trainee is impaired due to drug use, alcohol use, mental or physical health, the FIT program co- directors will notify the trainee verbally and in writing of their concerns and determine best course of action, which may include further investigation, trainee remediation, trainee leave of absence or recommendation of dismissal from the program.

b) Performance Deficiencies

If trainee's performance is unsatisfactory, as compared with the guidelines in the Forms, Documents & Policies section of the FIT website, the trainee will be notified verbally and in writing by the FIT program Co-directors. In the event of unsatisfactory performance, FIT program Co-directors have the discretion to

1. Recommend remediation, which will be communicated in writing and verbally, and reviewed regularly by the FIT Guide and Co-directors. Failure to meet goals of remediation may result in dismissal from the program.
2. Recommend a leave of absence (LOA) pending correction of deficiencies. The trainee shall submit a written personal plan for correcting deficiencies, which must be approved by the Co-directors before the LOA. The FIT's Guide will be consulted whenever possible. Readmission to the program shall be conditioned upon meeting the terms of the written plan.
3. Dismiss a trainee from the program who fails to meet personal or professional standards as described in the Forms, Documents & Policies section of the FIT website. This action may be taken whether or not it is preceded by remediation or LOA

c) Misrepresentation of credentials

ACH has invested considerable time and capital to develop, maintain and enhance the Fit program, resulting in a highly respected training and credentialing outcome for professionals who work in the healthcare environment.

To maintain the integrity of FIT, ACH must take action against anyone who wrongfully impugns or disparages the program.

If, for example, a trainee or former trainee makes a false, deceitful or misleading statement or representation regarding training or credentialing through ACH or its FIT program, or regarding a past or present relationship with ACH and/or the FIT

program, ACH will view that statement or representation as a breach of professional ethics and will respond accordingly.

If necessary, to protect ACH's or FIT's reputation and goodwill, ACH, through legal counsel, will take swift and appropriate action, including seeking an injunction against the offender and pursuing damages.

- d) Conduct which threatens the welfare or safety of faculty, staff, or course participants.

Process

The process of dismissal shall be initiated by recommendation of the FIT Co- Directors in consultation with the FIT Committee. The FIT Committee will make the final decision on dismissal and notify the trainee and his/her Guide verbally and in writing. A trainee who has been dismissed from the program may file an appeal of a FIT Committee decision regarding dismissal. Such appeal shall be reviewed by the Board of Directors of ACH on the limited basis of whether the decision was capricious or discriminatory. Following such review, the individual shall be notified of the ACH Board of Directors' final decision.

ACH FIT Program Evaluation and Remediation Policy

Evaluation

- A. The FIT Co-directors and the FIT Committee are responsible for collecting and reviewing evaluations of FIT's. Feedback may come from a variety of sources, including FIT Guides, course participants, surrogate guides, staff, and other ACH stakeholders, or self-evaluations from the trainee him/herself. The FIT program Co-directors and the FIT Committee have the authority to require remediation or dismissal of Faculty in Training should written or verbal evaluations indicate the trainee is failing to meet program guidelines.
- B. FIT feedback and evaluations will be based on the FIT program core domains, EPAs, and microskills
- C. Progress of each FIT shall be reviewed by the Co-directors and the FIT Committee at least once per year. This will be accomplished by the FIT's submission of their FIT portfolio, followed by feedback to the FIT.
- D. Records will be kept by the ACH staff who supports the FIT committee
- E. Continued participation in the FIT program is conditional upon compliance with training requirements as described on the FIT website.

Remediation

When a FIT trainee shows signs of impairment or performance deficiency, as outlined above, the Co-directors, the FIT Guide, and the FIT Committee may initiate a process of remediation. This will be conveyed verbally and in writing to the trainee and the Guide. Specific feedback shall be given as to the nature of the impairment or deficiency, and a written program and timeline to overcome each shall be prepared. The FIT Committee and the Co-directors will monitor progress in addressing the problems identified. At the end of the timeline, or sooner if goals are attained early, a decision about reinstatement to full participation shall be made by the FIT Committee. If goals have not been reached, dismissal or further remediation may be appropriate.