2012 Fellowship Program
Regulations, Policies and Procedures

Administration
The RANZCP Fellowship Regulations 2012 comprise the regulations, policies and procedures governing the 2012 Fellowship Program. RANZCP trainees are responsible for understanding the requirements of the RANZCP Fellowship Regulations 2012.

The regulations define the broad structure of the program and are approved by the RANZCP Board. The regulations are complemented by policies and procedures, which provide the specific rules and detail of the Fellowship Program requirements. Policies and procedures are approved by the Education Committee and reviewed by the Corporate Governance and Risk Committee. All high-risk policies receive final approval by the RANZCP Board.

A number of policies and procedures are currently in development. Until these are formally approved, certain 2003 Training Program documents should be adhered to in their place. The specific 2003 Training Program documents for use on a temporary basis are noted where relevant.

The document and resolution numbers listed in this document are for internal use only. Document numbers will be finalised once the majority of regulations, policies and procedures have been developed and approved.

Trainees remaining under the 2003 Training Regulations should continue to refer to the Links and Forms page of the RANZCP website.
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TRANSITION ARRANGEMENTS FOR COLLEGE TRAINEES ENROLLED PRIOR TO THE RANZCP FELLOWSHIP REGULATIONS 2012 4.1

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Registration for Entry to the Training Program

In order to enter training under the Royal Australian and New Zealand College of Psychiatrists (RANZCP) Fellowship Regulations 2012, potential applicants must complete the relevant registration and selection processes in accordance with the Policies and Procedures on Registration for Entry to the Training Program.
1. **Policy on Registration for Entry into Training**

1.1. This policy describes the registration requirements for an applicant who wishes to enter training under the RANZCP Fellowship Regulations 2012.

2. **Policy Statement**

2.1. The College training program provides a pathway for trainees to achieve recognition of eligibility for Fellowship of the College. It also provides a pathway for the achievement of a Certificate of Advanced Training in a subspecialty area of psychiatry.

2.2. The commencement of training with the College requires prospective trainees to apply for acceptance into training under the RANZCP Fellowship Regulations 2012 and to complete the relevant selection and registration processes.

2.3. Applicants who are not accepted into training under the RANZCP Fellowship Regulations 2012 may request a review of and appeal the decision.

3. **Purpose**

3.1. This policy sets out the mechanism for registration for entry into training under the RANZCP Fellowship Regulations 2012. This policy ensures that applicants have access to procedural fairness and transparency when entering training through the registration process.

4. **Policy Details**

**4.1. Requirements for Entry into Training**

To enter training under the RANZCP Fellowship Regulations 2012 as a new trainee, the applicant must:

**4.1.1. Registration**

4.1.1.1. Have full, current general or current specialist registration as a medical practitioner in Australia or full, current registration within a general, vocational or provisional general scope of practice in New Zealand, as appropriate to the country where the applicant is to be employed and trained.

- Applicants with any current or previous special conditions, limitations, notations, undertakings, or provisional requirements (excepting registration within a provisional general scope of practice in New Zealand) imposed on their registration are required to provide full disclosure on the nature of these to the Branch Training Committee (BTC) and any relevant training committee under delegated responsibility from the New Zealand Training Committee or BTC (the ‘delegated body’) and, where relevant, the Committee for Training (CFT). In case of any ‘Restricted to practice in Psychiatry’
condition disclosed, the BTC or New Zealand delegated body will determine the applicant’s suitability for training. For all other special conditions, limitations, notations, undertakings, or provisional requirements, the Committee for Training (CFT) will review the information provided for determination of the applicant’s suitability for training on a case-by-case basis.

- Applicants selected as trainees of the College have an ongoing obligation to inform the College of any changes to their medical practitioner registration.

4.1.2. Application

4.1.2.1. Have submitted a completed application form and requisite documentation to College headquarters via the relevant BTC, delegated body or the Director of Advanced Training (DOAT).

4.1.3. Selection

4.1.3.1. Be selected to enter an approved training program.

4.1.4. Appointment

4.1.4.1. Be appointed to an approved training post.

4.1.5. Payment

4.1.5.1. Have paid the prescribed fees.

4.1.6. Training Agreement

4.1.6.1. Have entered into a Training Agreement with the College, which is separate from the application form submitted to the BTC or delegated body. The application form should not be considered or interpreted to be a Training Agreement with the College.

4.2. Trainee Selection for the Commencement of Training

4.2.1. Purpose of Trainee Selection

4.2.1.1. The College conducts the trainee selection process to ensure that all who successfully complete training will be capable of providing psychiatric care to the standard expected by people with mental health problems and mental illness in Australia and New Zealand.

4.2.1.2. All trainees must have the requisite skills, competency and qualifications in general medicine prior to entry to enable the development of core psychiatry skills in the integration of physical and mental health.

4.2.2. Trainee Selection Process

4.2.2.1. The selection of trainees must be based on the published selection criteria, per the selection process outlined in the Registration Procedure. This process adheres to equal opportunity principles and is designed to be impartial and transparent.

4.2.2.2. The selection process is managed locally by the relevant BTC or New Zealand delegated body, who will report back to the CFT.

4.2.2.3. The assessment of an applicant’s suitability for training is within the purview of the College, while an applicant’s suitability to perform a particular job is assessed by the employer.

4.2.3. Selection Panel

4.2.3.1. Within each local BTC or delegated body, the selection of trainees is conducted by a Selection Panel chaired by the BTC Chair or delegate. The composition of the Selection Panel is determined by the BTC or delegated body in conjunction with the employing hospitals/health services and must comply with the requirements of the jurisdiction in which
the Selection Panel operates, in addition to College requirements per the Registration Procedure.

4.2.4. **Selection Components**

4.2.4.1. Applicants for training are assessed on the following selection components:

- written application
- curriculum vitae
- referee reports
- performance at interview.

4.2.5. **Training Posts**

4.2.5.1. It is the applicant’s responsibility to secure a training post. Placements cannot be guaranteed by the College. The relevant employing hospital/health service will handle job vacancy advertisements.

4.2.6. **Deferred commencement of training**

4.2.6.1. Deferment of the commencement of training will be considered and approved on a case-by-case basis by the BTC (or delegated body). Trainees must include the reason(s) for their application, duration of proposed deferment and proposal for commencement of training in their application. Further information can be found in the Leave & Interruptions to Training Policy and Procedure (23.1).

4.3. **Trainee Selection for Entry into a Certificate of Advanced Training Program**

4.3.1. The selection of applicants for a Certificate of Advanced Training Program is the responsibility of the BTC (or delegated body) in conjunction with the local Director of Advanced Training (DOAT) and Subcommittee for Advanced Training for the relevant approved subspecialty of psychiatry. Selection for admittance into a Certificate of Advanced Training Program must align with the regulations for that approved subspecialty, as determined by the relevant Subcommittee for Advanced Training. In addition, acceptance is dependent on the local services’ ability to provide an advanced training position in the relevant subspecialty.

4.4. **Assessment of Recognition of Prior Learning**

4.4.1. If an applicant intends to apply for Recognition of Prior Learning (RPL) for previous competencies obtained outside the College training program, the application for RPL must be lodged in writing to the CFT within 6 months of the date on which their registration as a trainee is confirmed.

4.4.2. An application for RPL can be submitted at the time of application for entry to the training program but RPL will only be granted once formal acceptance to the College training program is confirmed. Further information is available in the RPL Regulation (14.1) and associated policies and procedures.

4.5. **Confidentiality and Documentation**

4.5.1. Documentation relating to trainee selection will be maintained according to the RANZCP Privacy Policy. Disclosures may be made by the College to:

- College Fellows involved in relevant College activities, including supervisors and Directors of Training, College Boards and Committees and related societies and associations;
• entities and institutions who provide services or undertake activities in conjunction with or in association with the College;
• regulatory authorities and bodies, professional or specialist societies and associations, hospitals and health centres and relevant complaints tribunals and government departments and agencies; and
• other third parties as outlined in the RANZCP Privacy Policy.

4.6. Unsuccessful Applicants and Review and Appeals

4.6.1. Unsuccessful Applicants

4.6.1.1. Applicants may be unable to gain entry to the training program for a variety of reasons.

4.6.1.2. There is no limit to the number of attempts an individual may make to enter training under the RANZCP Fellowship Regulations 2012.

4.6.2. Review and Appeals

4.6.2.1. Unsuccessful applicants will be informed of their rights to request reviews of decisions affecting them and to then appeal the decisions.

4.6.2.2. Any request for review and/or any potential appeal in relation to entry to training must occur via the formal RANZCP Appeals Process.

4.6.2.3. Any request by trainees or Fellows for review of a decision in relation to an unsuccessful application to a Certificate of Advanced Training Program should follow the internal education review process.

5. Reporting and Audit

5.1. Each BTC or delegated body shall report to the CFT in relation to the outcomes of the selection process.

5.2. The CFT is responsible for ensuring that the selection processes carried out by BTCs, delegated bodies and Subcommittees for Advanced Training conform to the principles in this document and to the related regulations and procedures.

5.3. Selection processes are to form a routine item in the accreditation site visit reports.

6. Monitoring, Evaluation and Review

6.1. The Education Committee (EC) shall implement, monitor and review this policy and report on anomalies and issues as these arise.

6.2. This policy will be reviewed biennially and updated as required.

7. Associated Documents

7.1. Regulation: 
1.1 Registration for Entry to the Training Program Education Training Regulation
14.1 Recognition of Prior Learning Education Training Regulation

7.2. Policy: 
14.1 Recognition of Prior Learning Education Training Policy
23.1 Leave & Interruptions to Training Policy and Procedure
RANZCP Privacy Policy
RANZCP Reconsiderations and Appeals Policy
7.3. Procedure:  1.1 Registration for Entry into Training Education Training Procedure

14.1 Recognition of Prior Learning Education Training Procedure

7.4. Forms:  
Application to Commence Training
Application to Register RANZCP
Referee Report Pro Forma
Interview Pro Forma
Instructions for Selection Panel Members – Additional Forms and Documents

8. References

Australian Medical Council (www.amc.org.au)
Medical Board of Australia (www.medicalboard.gov.au)
Medical Council of New Zealand (www.mcnz.org.nz)

Revision Record

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<th>Date</th>
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<th>Description</th>
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<td>04/05/12</td>
<td>v.1.12</td>
<td>CFT/BOE, noted by GC</td>
<td>Approved in principle by BOE, noted by GC – sent to CFT for final review, minor changes made and v.1.13.1 approved by CFT 27/07/12.</td>
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<td>17/08/12</td>
<td>v.1.14</td>
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<td>v.2.0</td>
<td>BOE, noted by GC 25/5/13</td>
<td>Changes as required by training and CFT to correct process. CFT approved with minor amendments 11/4/13, approved by BOE 10/5/13. (noted by GC 25/05/13).</td>
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<td>02/10/14</td>
<td>v.2.1</td>
<td></td>
<td>Minor grammatical change to clarify that registration must be current, whether it is general or specialist registration.</td>
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<tr>
<td>13/08/17</td>
<td>v.3.0</td>
<td>RANZCP Board</td>
<td>Review of policy, clarification of BTC review of 'Restricted to practice in Psychiatry' registration condition, and addition of section 4.2.6 Deferred commencement of training. Approved by CFT 11/05/17. Approved by EC 28/07/17 with minor changes re: 'delegated body' in relation to New Zealand Training Committee and v3.0 approved by RANZCP Board 13/08/17 B2017/5 R17.</td>
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August 2019  NEXT REVIEW
Background
This procedure provides operational instructions to manage the processes related to registration for training under the RANZCP Fellowship Regulations 2012, which outline the College training program. The College training program offers a pathway to Fellowship with the College as well as pathways to the achievement of Certificates of Advanced Training in subspecialty areas of psychiatry.

Purpose
This procedure specifies the high-level operational activities underpinned by the Regulation and Policy on Registration for Entry into Training.

Process

1. Opening of Registration

1.1 Advertisement of Openings

1.1.1. The local Branch Training Committee (BTC) or training committee under delegated responsibility from the New Zealand Training Committee or BTC (the ‘delegated body’) ensures that training application and registration periods are advertised.

1.1.2. The local BTC office or delegated body provides a selection and registration pack containing all relevant information to potential applicants.

2. Registration and Training Requirements Prior to Selection

2.1 Evidence of Registration and Application

Applicants must fulfil the following requirements to be considered for training under the RANZCP Fellowship Regulations 2012:

2.1.1 Registration

2.1.1.1. Applicants must submit evidence of current, general or specialist registration as a medical practitioner in Australia or current registration within a general, vocational or provisional general scope of practice in New Zealand, as appropriate to the country where the applicant is to be employed and trained (see 2.2).

2.1.2 Annual Practising Certificate

2.1.2.1 Applicants must submit evidence of their valid and current Annual Practising Certificate, which must be received by the College via the relevant BTC or delegated body.
2.1.3 **General Medical Training**

2.1.3.1 Applicants must submit evidence of the satisfactory completion of at least 1 year’s full-time equivalent general medical training after medical school.

2.1.4 **Application Form**

2.1.4.1 Applicants must complete the application form and requisite documentation and lodge these with the relevant BTC or delegated body by the date specified.

2.1.4.2 Application forms may be modified to suit local needs, but must conform to local equal opportunity and privacy legislation. Application forms must also comply with College requirements related to a trainee’s personal declaration.

2.2 **Applicants Lacking Full Medical Registration**

2.2.1 As per the Policy on Registration, any applicant who has or has had special conditions, limitations, notations, undertakings or provisional requirements (excepting registration within a provisional general scope of practice in New Zealand) imposed on their registration must provide full disclosure of the nature of these to the BTC or delegated body and, where relevant, to the Committee for Training (CFT).

2.2.2 In case of any ‘Restricted to practice in Psychiatry’ condition disclosed, the BTC or New Zealand delegated body will determine the applicant’s suitability for training.

2.2.3 For all other special conditions, limitations, notations, undertakings, or provisional requirements, the CFT will review the information provided to determine the applicant’s suitability for training on a case-by-case basis. The following process should be followed:

(a) The applicant completes the standard selection interview with the local Selection Panel, independent of any consideration of the applicant’s medical registration.

(b) A BTC or delegated training committee representative on the Selection Panel identifies the nature of the applicant’s medical registration conditions, limitations, notations, undertakings or provisional requirements.

(c) If the Selection Panel deems the applicant appropriate for training whilst not holding the required medical registration, the applicant will be asked to give grounds for an exemption from the requirement of full general medical registration.

(d) If the Selection Panel deems the applicant’s grounds as valid, it recommends to the BTC or delegated body (via the BTC or delegated representative) exemption from the selection requirement of full general medical registration for that applicant.

(e) The BTC or delegated body reviews whether the medical registration with special conditions, limitations, notations, undertakings or provisional requirements is due to professional misconduct or impairment, and any implications.

*If the cause is of a medical nature, the BTC or delegated body has discretion to take into account the following: current condition, treatment, opinion of treating medical practitioner and ability of applicant to fulfil clinical and training requirements.*

(f) If the condition is a restriction to practice in psychiatry, the BTC or New Zealand delegated body will make a determination of suitability for training without the need to forward a recommendation to the CFT.

(g) For all other conditions, limitations, notations, undertakings or provisional requirements, the BTC or delegated body makes a recommendation with a background summary to the CFT for the determination of possible exemption from the selection requirement.
(h) The CFT advises the BTC or delegated body of its determination for communication to the applicant.

2.2.4 The BTC or delegated body may recommend that the applicant work in a non-training registrar position for a period of time before a review of an unsuccessful application occurs.

2.2.5 A trainee who has any special conditions, limitations, notations, undertakings or provisional requirements imposed on their Australian registration and who wishes to train in New Zealand is required to successfully complete the New Zealand Registration Examination (NZREX) and qualifying processes and/or to fulfill the Medical Council of New Zealand (MCNZ) requirements for registration within a provisional general scope of practice before training in New Zealand.

2.2.6 Similarly, an applicant who holds overseas medical qualifications that require the applicant to complete the NZREX and/or MCNZ qualifying processes for their registration within a provisional general scope of practice in New Zealand must fulfill these requirements before registering as a College trainee in New Zealand.

2.2.7 A trainee who holds the NZREX qualification or has been granted registration within a provisional general scope of practice by the MCNZ and who wishes to train in Australia, must successfully complete the Australian Medical Council (AMC) examinations and/or fulfil the Medical Board of Australia (MBA) requirements for general registration as a medical practitioner before training in Australia.

2.2.8 Similarly, an applicant who holds overseas medical qualifications that require successful completion of the AMC examinations and/or MBA qualifying processes for their general registration as a medical practitioner in Australia must fulfill these requirements before registering as a College trainee in Australia.

3. The Selection Panel

3.1 Each BTC or delegated body, in conjunction with the relevant employing hospitals/health services, determines the composition of a Selection Panel. The Selection Panel is chaired by the BTC Chair or delegate and undertakes the selection of College trainees.

3.2 The composition of the Selection Panel must comply with the requirements of the jurisdiction in which the Selection Panel operates.

3.3 The following procedures should be followed in the determination of each Selection Panel:

- The Selection Panel should reflect appropriate gender balance.
- The Selection Panel should include at least one member who has expertise in staff selection and interview technique including the principles of equal opportunity.
- The Selection Panel should include at least one member of the BTC or delegated body, together with representatives of the local hospitals/health services in joint college and employer interviews.
- An independent observer should be present at all parts of the selection process.
  - This person is often a trainee representative

3.4 If a member of the Selection Panel is aware of a conflict of interest, that member must declare it immediately. If deemed necessary by the Selection Panel, the member will not participate in the segment of the assessment process affected by the conflict of interest.

3.5 Each member of the Selection Panel must rank the applicants individually based on each applicant’s scores for the selection components. The scores for each selection criteria are then aggregated to give a composite ranking. The Selection Panel then discusses the rankings,
paying particular attention to applicants who receive widely differing rankings. The Selection Panel must agree on a final ranking.

3.6 The Chair of the Selection Panel may automatically exclude an applicant who does not provide the required documentation with their application. Such decisions must be ratified by the full BTC or delegated body.

4 Selection of Trainees for the Commencement of Training

4.1 The Selection Panel will utilise the following criteria in the assessment of the required selection components:

- Academic performance.
- Employment history.
- Competence in general medicine.
- Experience working as a doctor in a psychiatric setting.
- Ability to work in teams.
- Understanding of psychological factors in medicine and psychiatry.
- Interpersonal and communication skills.
- Information and communications technology (ICT) skills.
- Other useful experiences and skills.
- Professional conduct

4.2 The following desirable criteria are rated by assessment of the applicant’s curriculum vitae, referee reports and interview:

- Above average performance in academic record.
- Above average performance in employment history.
- Above average level of competence in general medicine.
- Sound level of understanding of psychological factors in medicine and psychiatry.
- Demonstration of good interpersonal and communication skills.
- Proven ability to work in teams.

4.3 In addition to the above criteria, favourable consideration will be given to those applicants who can document the following experiences:

- Working with disadvantaged groups.
- Working with people from other cultures and Indigenous people.
- Working in rural areas.
- Having skills in other languages

4.4 The Selection Panel will assess a trainee’s work performance from any hospitals and/or training schemes or practices in which an applicant has been employed during the 24 months leading up to the time of application, if applicable. This review may also extend to any earlier relevant employment.
4.5 **Selection Components**

Applicants are assessed on a number of selection components used to formulate a global score for assessment of applicant suitability to enter the RANZCP Fellowship program.

4.5.1 **Written Application**

4.5.1.1 The application should include a full academic record from the university at which an applicant completed their medical degree, including a certified copy of the degree (with a version translated into English if necessary).

4.5.1.2 The application form may include a request for a brief statement from an applicant explaining the rationale for the applicant’s desire to train as a psychiatrist, the aspects of psychiatry in which the applicant is most interested and/or any plans for the applicant’s future career in psychiatry.

4.5.2 **Curriculum Vitae**

4.5.2.1 The curriculum vitae should include all medical experience and details of all past psychiatric posts.

4.5.3 **Referee Reports**

4.5.3.1 Applicants are asked to nominate three referees who are able to provide information about the applicant’s professional capabilities. A confidential pro forma referee report is sent to each referee. The Selection Panel will follow up references by telephone if necessary and appropriate.

4.5.3.2 The referee reports should include information on the following:

- The applicant’s competency in general medicine.
- The applicant’s ability to work within a multidisciplinary team.
- The applicant’s verbal and written communication skills and management of documentation tasks.
- The applicant’s suitability for a career in psychiatry and grasp of psychological factors in medicine.
- The applicant’s professionalism (for example: reliability, responsibility, organisation, initiative and ethical attitudes).
- The applicant’s academic ability and attitudes towards developing their knowledge and skills.
- Applicant’s collegiality with their peers, consultants and others in the workplace.
- Applicant’s suitability to commence training in psychiatry.
- Any other relevant comments.

4.5.3.3 In addition to the nominated referees, applicants are informed that the Selection Panel may contact the Clinical Directors of units in which they have recently worked. Applicants are given the opportunity to identify any previous Director with whom there has been conflict or to explain why a Director’s comments may not represent a fair and unbiased assessment of the applicant’s work performance.

4.5.3.4 **References may contain confidential information, within limitations, and the applicant may not be aware of their content. An applicant with an adverse comment in their application documentation must be given the opportunity to respond to the comment before the formal interview. The College will not give an applicant the identity of a person who made an adverse comment; however, the applicant may be able to apply for access to references under the relevant Freedom of Information Laws.**
4.5.4 **Interview**

4.5.4.1 The interview must be objective and free from bias. The goal of the interview is to provide an opportunity for the applicant to demonstrate his or her suitability for training.

4.5.4.2 If an applicant is unable to attend the interview, the Selection Panel may, at its discretion, hold a telephone interview.

4.5.4.3 An objective and transparent process of shortlisting may be used to reduce the number of interviews to approximately double the number of places. Applicants must be given timely notice of whether or not they have been shortlisted.

4.5.4.4 Members of the Selection Panel involved in the interview are to be introduced and their position/affiliation made known. It is preferable that the size of the interview panel be no more than six; if this is not possible, the interviewers must consider delegating the questions to two or three members.

4.5.4.5 The questions must be set prior to the round of interviews and the same set of lead-in questions must be asked of all applicants. Questions must relate to the selection criteria or matters raised in the curriculum vitae or referee reports. Examples are available in the Selection Interview Pro Forma. The Selection Panel must determine in advance the relative weighting of questions.

4.6 **Determination of training posts**

4.6.1 There is no formal quota on training posts. The number of posts available in any 1 year is determined by the number of vacant posts for which there is adequate consultant supervision and for which there are sufficient subspecialty posts available for the mandatory rotations. This number is reviewed annually by the local BTC or delegated body as part of the accreditation process.

4.6.2 Effort will be made by each BTC or delegated body to facilitate placement of trainees as required to meet the training requirements within the minimum timeframe. However, training posts cannot be guaranteed by the College. Applicants are ultimately responsible for securing their own accredited training posts.

4.6.3 Training in some jurisdictions may involve financial costs.

4.6.4 If insufficient suitable applicants apply, not all available posts need to be filled. In such situations, the BTC delegated body is strongly advised to invite a second round of applications at the end of the year.

5 **Selection for Certificate of Advanced Training Programs**

5.1 An applicant for a Certificate of Advanced Training Program must apply to the BTC or delegated body, which will determine trainee selection in conjunction with the relevant local Director of Advanced Training (DOAT) and Subcommittee for Advanced Training. The curriculum vitae provided with the application should include all medical experience. If training was undertaken through the College, a copy of the training record should be included.

5.2 Acceptance is dependent on the local services’ ability to provide an advanced training position in the relevant subspecialty.

6 **Registration in Training**

6.1 The following criteria are requirements for entry into training under the RANZCP Fellowship Regulations 2012:

- selection to enter an accredited training program
• appointment to an accredited training post
• submission of the signed Application to Register to the College head office
• submission of the signed Training Agreement to the College head office
• payment of the prescribed fees by the specified due dates.

6.2 An applicant who has not paid their initial registration fee and submitted a signed Training Agreement 6 months after the date on which they would have commenced training in the 2012 Fellowship Program (i.e. the day they would have started accruing accredited training time or started a break-in-training) will not be established as a RANZCP trainee and will need to reapply to the Fellowship Program.

6.3 If an applicant is in this situation, any time spent in training after selection to the RANZCP Fellowship Program but without payment of the initial registration fee and submission of the Training Agreement will not be considered accredited training time and will not be eligible for recognition of prior learning (RPL), as it does not fit the requirements for RPL for training undertaken in Australia or New Zealand.

6.4 Trainees must at all times be a registered medical practitioner and must note their ongoing obligation to inform the College of any changes to their medical practitioner registration.

6.5 Trainee Portfolio

6.5.1 Upon payment of the prescribed fees, a successful applicant will receive a portfolio with directions for accessing documentation from the College website. This documentation should be completed to track the trainee’s progression through training.

7 Unsuccessful Applicants

7.1 Feedback and Application Attempts

7.1.1 Applicants may be unable to gain entry to the training program for a variety of reasons, including but not limited to the following:
• Applicant is judged to be suitable for training but is unable to secure employment in an accredited training post at this time.
• Applicant is judged to be unsuitable at the current time, but may be suitable after gaining more experience.

7.1.2 Feedback will be offered to unsuccessful applicants, usually in the form of an interview with the Chair of the Selection Panel or a delegate

7.1.3 There is no limit to the number of attempts an individual may make to enter the training program.

7.2 Review and Appeals

7.2.1 Where entry to the training program is unsuccessful, an applicant may request to appeal the decision via the formal RANZCP Appeals Process available on the College website. In this case, the applicant must write to the Chief Executive Officer of the College within 3 months of receiving notification of the unsuccessful application, requesting that the RANZCP Appeals Committee reconsider the decision.

7.2.2 Where a trainee or Fellow’s application to enter a Certificate of Advanced Training Program is unsuccessful, the applicant may submit a written request for a review of the decision to the Chair of the BTC or delegated body and/or Director of Advanced Training (DOAT) as per the internal
education review process. Where an applicant to a Certificate of Advanced Training Program has been adversely affected by a decision related to their application and/or registration, the applicant also has the opportunity to appeal to the RANZCP Appeals Committee via the formal RANZCP Appeals Process.

**Associated Documents**

1. **Regulation:** 1.1 Registration for Entry to the Training Program Education Training Regulation

2. **Policy:** 1.1 Registration for Entry into Training Education Training Policy
   - RANZCP Reconsiderations and Appeals Policy

3. **Forms:** Application to Commence Training
   - Application to Register
   - Referee Report Pro Forma
   - Interview Pro Forma
   - Instructions for Selection Panel Members – Additional Forms and Documents

4. **References:**
   - Advanced Certificate Program Information
     ([http://www.ranzcp.org/pre-fellowship/certificates-of-advanced-training](http://www.ranzcp.org/pre-fellowship/certificates-of-advanced-training))
   - RANZCP Appeals Process

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<td>v.3.0</td>
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<td>Specification that a trainee who does not pay their initial registration fee w/in 6 months and submit the signed Training Agreement has not been established as an RANZCP trainee and will need to reapply. The time will not be eligible for RPL as it does not fit the RPL requirements for training in Australia or New Zealand. Approved by CFT 22/01/15. Approved by EC 27/02/15. Approved by Board 21/03/15 RXX.</td>
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Recognition of Prior Learning

Trainees accepted into training under the RANZCP Fellowship Regulations 2012 may apply for recognition of prior learning (RPL) for relevant training outside of the College training program.

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The 2012 Fellowship Program will follow a staggered implementation process according to the following schedule:

- Stage 1 to commence December 2012.
- Stage 2 to commence December 2013.
- Stage 3 to commence December 2015.

Should the Committee for Training (CFT) determine that RPL would place a trainee ahead of the implementation schedule, the CFT will grant the corresponding 2003 Training Program credits to the trainee. This will be determined on a case-by-case basis.

1. Definition of recognition of prior learning

Recognition of prior learning (RPL) is the process by which learning, skills, competence and work experiences acquired outside the Fellowship Program are evaluated for the purpose of accrediting them in lieu of elements of training required under the RANZCP Fellowship Regulations 2012.

A successful RPL application therefore results in a trainee being granted exemption from training time requirements and/or various 2012 Fellowship Program assessments. These assessments may include mandatory competency requirements, such as Entrustable Professional Activities (EPAs) and formative Observed Clinical Activities (OCAs), as well as certain centrally administered summative assessments (i.e. Scholarly Project, Psychotherapy Written Case).

2. Policy statement

This policy and procedure document describes how trainees may apply for and be granted RPL for relevant training or work experiences gained prior to their commencement of training under the RANZCP Fellowship Regulations 2012. It also describes the process for RPL for trainees planning a period of extended leave overseas.
3. Purpose
This policy and procedure sets out the mechanism for RPL under the RANZCP Fellowship Regulations 2012, ensuring that trainees are treated fairly, consistently and impartially in the review of their RPL applications and that there is fairness and transparency in all RPL decisions.

4. Policy details
In order to be eligible for RPL, training must have been completed in a formal training context with appropriate validation, supervision, feedback and assessment.

Each RPL application will be assessed by the Committee for Training (CFT) on a case-by-case basis to determine whether the evidence of training, assessment and/or work experience submitted is considered substantially equivalent to the nominated elements of the Fellowship Program (i.e. equivalent in its structure, content, supervision requirements and environment). For example, if a trainee has completed a comparable 6-month term in child and adolescent psychiatry, RPL may be approved and exemption may be granted for time in the child and adolescent rotation and the OCA and mandatory EPAs corresponding to that rotation.

4.1 Prior learning time limitation
The CFT will consider, among other factors, the time passed since any substantially equivalent training was undertaken and whether the applicant has engaged in relevant practice to maintain their competence since that time.

- In order to be eligible for RPL, training, assessment (other than the Scholarly Project) and/or work experience must have been completed within the past 8 years.
- With regard to the Scholarly Project, RPL applications must be based on projects undertaken in a field relevant to psychiatry or mental health, which have been completed or accepted for publication in a peer-reviewed journal within the past 10 years.

5. RPL categories
Two types of RPL may be granted to trainees:

- RPL after enrolment in the Fellowship Program and/or Certificate Programs (points 5.1)
- RPL for overseas training during a break-in-training (point 5.2)

5.1 RPL upon entering the Fellowship Program
Applicants who have undertaken training that is substantially equivalent to Stage 1 and Stage 2 Fellowship Program training may be granted exemption from up to 36 months full-time equivalent (FTE) of Stage 1 and Stage 2 training time and all or a number of the requested Stage 1 and 2 EPAs. Applicants who have undertaken training that is substantially equivalent to Stage 3 Fellowship Program training may be granted exemption from up to 12 months FTE of Stage 3 training time and particular Stage 3 EPAs on a case-by-case basis. (Where an application is also related to a subspecialty Certificate of Advanced Training, the relevant Subcommittee for Advanced Training [SAT] will review and consider the application in addition to CFT as per point 6.5).

5.1.1 Caveat for training undertaken within Australia or New Zealand:
Doctors pursuing psychiatry training in Australia or New Zealand should be enrolled in the RANZCP Fellowship Program. Therefore, training completed within Australia or New Zealand...
that occurred prior to the individual being formally selected into and enrolled in RANZCP training will not be considered eligible for RPL unless it aligns with one of the following two exceptions.

There are two exceptions where an application may be considered for training completed in Australia or New Zealand prior to the individual being formally selected into and enrolling in the RANZCP Fellowship Program. In both exceptions, the training must have been completed in an accredited training post with an accredited supervisor and the trainee must have been undertaking a College-accredited Formal Education Course. The two exceptions are the following:

i. Applications will be considered in situations where training occurred in a RANZCP-accredited psychiatry training post while fulfilling Medical Board of Australia (MBA) and Australian Medical Council (AMC) or Medical Council of New Zealand (MCNZ) registration requirements that are necessary for entry into the RANZCP Fellowship Program. Generally, a trainee may be granted exemption from up to a maximum of 12 months FTE of training time undertaken in Australia or New Zealand as a result of an RPL application in this case. In exceptional circumstances, where an applicant experienced further delays in relation to gaining general registration that were outside of their control, exemption from a further 6 months FTE may be considered by the CFT on a case-by-case basis (i.e. 18 months FTE maximum). An inability to pass the AMC examination is not considered a delay outside of the applicant’s control.

All training time accrued after the date of general registration is not eligible for consideration. This rule also applies to all training experiences signed off and EPAs entrusted after this date. A trainee is eligible to accrue training time again after the trainee has applied for, been interviewed, advised of a successful outcome and has commenced training as an RANZCP trainee.

ii. Applications may also be considered where the trainee undertook training in an RANZCP-accredited psychiatry training post while undertaking another specialist training program (for example, General Practice training) and has since applied and enrolled in the RANZCP Fellowship Program. Generally, a trainee may be granted up to a maximum of 12 months FTE of training time undertaken in Australia or New Zealand as a result of an RPL application in this case.

5.2 RPL for overseas training during a break-in-training

Periods of overseas training can be a valuable experience. Where RPL is sought by a registered College trainee for training to be undertaken during a break-in-training, such training must be pre-approved in principle by the CFT.

Although some experiences undertaken during a break-in-training may be suitable for RPL, trainees may not necessarily be eligible for RPL for the entire duration of their break-in-training. Supervision requirements aligning to the related element(s) of the College training program should be met to increase the likelihood of receiving RPL for experiences undertaken during a break-in-training.

A trainee undertaking overseas training while on a break-in-training must liaise with their DOT regularly. RPL will not be granted for experience gained in short-term locum posts (i.e. generally less than 3 months FTE in duration).

In general, the majority of a trainee’s Fellowship training should be undertaken in Australia or New Zealand; therefore, the maximum time for which exemption may be granted for overseas training is generally 50 per cent of the minimum Fellowship Program time requirements, as follows:

- **Stages 1 and 2:** a trainee may be exempted from a maximum of 18 months FTE as the result of an RPL application for prospectively approved training completed in an overseas post during a substantial break-in-training.
5.3 RPL for training while completing provisional registration requirements

Trainees who elect to move zones between New Zealand and Australia while training may be subject to restrictions in practice due to requirements to obtain medical registration in the new country. Trainees may be required to undergo supervised placement as part of their requirements to attain medical registration with either the MBA or MCNZ.

Trainees moving between New Zealand and Australia once their training has begun must apply to the CFT for recognition of training time while in supervised psychiatry practice in a College accredited post as part of the medical registration requirements. Only supervised psychiatry practice in a College accredited post will be recognised as part of this process. This only applies to trainees who have been granted general registration with either AHPRA or MCNZ and are applying for general registration in the opposite jurisdiction.

As per section 5.1.1, a trainee may be granted an exemption of up to a maximum of 12 months FTE while completing supervised practice requirements for medical registration with the MBA or MCNZ. Applications for RPL will only be applied retrospectively.

6.0 Requests for RPL

RPL can only be considered and granted once the applicant has submitted a signed Training Agreement and paid all fees (including training, initial registration, RPL application and, where relevant, break-in-training fees) and the trainee’s registration and enrolment have been confirmed by the College.

6.1 Deadline for submission

RPL applications must be submitted to the relevant BTC or relevant training committees under delegated responsibility from a Branch Training Committee or the New Zealand Training Committee (delegated body) no more than 6 months after the date on which a trainee commences training in the 2012 Fellowship Program, i.e. the day they start accruing accredited training time or start a break-in-training (except for applications related to prospectively approved overseas training during a break-in-training). Any extension to this deadline must be approved by the CFT.

6.2 Submission process

An applicant must first communicate with their DOT about their anticipated RPL application and request a letter in relation to it, which must be submitted with their application. This letter should indicate the DOT’s support where applicable.

Applications for RPL must be made in writing and submitted to the BTC (or delegated body). The BTC (or delegated body) will then make a recommendation on the RPL request and submit the application with their recommendation to the CFT via the College Head Office for approval. The BTC (or delegated body) will keep trainees informed about the progress of their applications.

6.2.1 Trainees who were previously assessed by CSIMGE

All applicants for RPL must follow the process set out in this policy and procedure. Therefore, RPL applicants who have applied for and enrolled in training as part of the Fellowship Program after assessment by the Committee for Specialist International Medical Graduate Education (CSIMGE) must complete each step and supply all required documentation with their application.
6.3 The application

An applicant is required to demonstrate how the training time and work experiences previously undertaken map to the relevant time and competencies (i.e. EPAs and centrally administered summative assessments) under the RANZCP Fellowship Regulations 2012.

It is the responsibility of the applicant to lodge the application on the appropriate form and to provide all relevant supporting documentation for their RPL assessment. Applications sent to the BTC (or delegated body) and then on to the College Head Office without the necessary supporting documentation may be returned to the applicant as incomplete and may not be submitted to the CFT for consideration.

Applications for RPL must include the following supporting documentation:

- the RPL application form
- a cover letter summarising the application and describing how the trainee has achieved the equivalent to the time, learning outcomes, competencies (for example EPAs) or any centrally administered summative assessment requirements of the RANZCP Fellowship Program for which the trainee is requesting RPL
- a letter from the trainee’s Director of Training indicating whether they support the application
- all certificates of completion or transcripts showing the dates of each training component and the supervisor verification of each experience where relevant
- verification of hours of supervision during any training time for which RPL is requested (e.g. supervisor(s) reports)
- verification of participation in the locally approved formal educational program where relevant
- verification of employment during the training time for which RPL is requested
- a copy of the abstract of any doctoral thesis, research Masters or Honours thesis in a field relevant to psychiatry or mental health or published article relevant to psychiatry or mental health where relevant
- evidence supporting the reason for delayed enrolment in the RANZCP Fellowship Program while training in Australia or New Zealand where relevant.

6.4 Fee

Once the RPL application has been forwarded to the College Head Office, the Training Department will contact the applicant regarding payment of the RPL application fee. An applicant should then submit their completed Fee Payment Form to the Training Department.

The payable RPL application fee will be as per the current Training Administration Fee Schedule at the time of the request for RPL.

As stated in point 6.0, an application for RPL will not be considered or granted by the CFT until all fees have been paid.

6.5 RPL applications for Certificates of Advanced Training

Applicants who have undertaken training that is substantially equivalent to Certificate training may generally be granted exemption from a maximum of 12 months FTE of Certificate training time and particular EPAs or other elements of the Certificate of Advanced Training on a case-by-case basis.
In the case of a Fellowship Program trainee applying for RPL for Certificate training, this application must be made in writing and submitted to the BTC (or delegated body) as part of their Fellowship Program RPL application, (no more than 6 months after the date on which they commence training in the 2012 Fellowship Program, i.e. the day they start accruing accredited training time or start a break-in-training) as per point 6.1. Any extension to this deadline must be approved by the CFT.

In the case of a Fellow applying for RPL for Certificate training, this application must be made in writing and submitted to the BTC (or delegated body) no more than 6 months after the date on which they commence training towards the Certificate of Advanced Training or start a break-in-training.

The BTC (or delegated body) will then make a recommendation on the RPL request and submit the application with their recommendation to the relevant SAT via the College Head Office for review.

The SAT will review the application and make a decision whether to approve the RPL request. RPL requests that are for more than 12 months FTE of Certificate training will be forwarded to the CFT for consideration and approval. Approval for more than 12 months FTE of Certificate training will only be granted in exceptional circumstances and on a case-by-case basis.

An application for RPL against a Certificate of Advanced Training must demonstrate the achievement of all relevant competencies and must be endorsed with a SAT recommendation in order to be approved.

6.6 Prospective applications for overseas training while on a break-in-training

Trainees planning to undertake training overseas during a substantial break-in-training must apply prospectively to the BTC (or delegated body) and then CFT (as in point 5.2) for in-principle approval to undertake experiences and learning outside the College training program. In order to be eligible for RPL, this application for in-principle approval must be submitted prior to undertaking the overseas training.

Prospective applications for RPL for training completed overseas during a break-in-training must include the following:

- a letter from the relevant College of Psychiatrists or comparable organisation confirming that the training post is approved as part of their overall training program
- a letter from the relevant employing authority certifying that the position has been offered
- full details of the intended length of stay, institution and type of training
- letters from overseas supervisors detailing the supervision arrangements.

Payment is not required with the prospective application; fees will be payable upon the trainee’s return and subsequent application for RPL.

6.6.1 Subsequent application for RPL on return

An approved prospective application must be followed by subsequent application for RPL with the full RPL fee payable upon returning from the break-in-training (following the process outlined in points 5.2 – 5.4).

Prospective, in-principle approval of a non-RANZCP training plan does not guarantee that RPL will be granted. Applicants will need to provide evidence that training undertaken overseas was substantially equivalent to the required elements of the Fellowship Program.

6.7 Demonstration of competency and RPL

Where necessary, an applicant for RPL may be required to undertake a Workplace-based Assessment (WBA) to demonstrate the achievement and maintenance of the relevant competencies prior to their RPL being confirmed.
Should either the BTC (or delegated body) or the CFT determine that a WBA is required; the trainee is responsible for the organisation and demonstration of this competency assessment within the time period indicated by the BTC (or delegated body) or CFT.

6.8 RPL for summative assessments

RPL may be approved for centrally administered summative assessments where it is confirmed that there is substantial equivalency between the assessment to be recognised as part of RPL and the corresponding Fellowship Program assessment. Where RPL is requested for summative assessments, the CFT will consult with the Committee for Examinations (CFE) prior to making a decision whether to grant exemption from the relevant assessments.

RPL will not be granted for the Multiple Choice Question (MCQ) Examination, Essay-style Examination or Objective Structured Clinical Examination (OSCE).

For the purposes of RPL for the Scholarly Project, a research project must fulfil the requirements detailed in the Scholarly Project Policy and Procedure (13.1) – Exemption section (Procedure point 15) in order to be considered substantially equivalent for the granting of RPL.

Comparability in the following assessment attributes may be required to demonstrate equivalency:

- Quality control: accuracy and validity of marking, external review of assessment standards, and comparability
- Standard: the level to which the assessment is set (i.e. the standard expected at the end of Stage 3)
- Content: the curriculum coverage
- Duration and number of assessments
- Type of assessment undergone: for example, a case study submission, a research project.

7.0 The RPL decision-making process

The CFT shall approve RPL applications on a case-by-case basis and after engagement with the CFE where relevant.

The following shall be determined:

- whether or not to allow RPL for specific components of training or assessment
- whether or not to request a WBA be undertaken to confirm competency
- whether to offer in-principle approval of overseas training to be undertaken while on a break-in-training

Trainees will be notified in writing of the outcome of their RPL application once the determination has been made by the CFT.

A summary of the CFT RPL decisions shall be noted by the Education Committee (EC).

7.1 Appointment in training posts
The appointment of trainees to accredited training posts is at the discretion of the BTC (or delegated body) and is contingent on post availability. Once RPL is granted, the BTC (or delegated body) may not be able to accommodate changes to post allocations immediately and the trainee may be required to continue in their current training post.

8.0 Relation to the Trainee Progress Trajectory

A trainee’s progress along the Trainee Progress Trajectory (as per the Progression through Training Policy [6.1]) will be adjusted to reflect the exemption from any training time granted as a result of a successful RPL application. For example, a trainee who is granted exemption from 12 months FTE of Stage 1 adult psychiatry including 6 months FTE in an acute setting with corresponding OCAs and EPAs (i.e. all Stage 1 training) will be considered to have completed 12 months FTE in relation to the Progression through Training Policy deadlines. They will also be considered to have undertaken 12 calendar months training in relation to the Failure to Progress Policy maximum training time requirements.

Refer to the Trainee Progress Trajectory, available on the College website, for a visual representation of deadlines aligned to training time.

9.0 Reviews of decisions

Any request by trainees for review of a decision in relation to an application for RPL should follow the education review process (X.X).

10.0 Monitoring, evaluation and review

The EC shall implement, monitor and review this policy and report on anomalies and issues as these arise. The Committee for Educational Quality and Reporting (CEQR) will provide advice to the EC as to the ongoing implementation and effectiveness of this policy.

This policy and procedure document will be reviewed biennially and updated as required.

11.0 Associated documents

10.1 Regulation: 14.1 Recognition of Prior Learning Education Training Regulation

10.2 Policy: 8.1 Entrustable Professional Activity Policy

15.1 Workplace-based Assessment Policy

11.1 Psychotherapy Written Case Policy

13.1 Scholarly Project Policy

10.3 Procedure: 8.1 Entrustable Professional Activity Procedure

15.1 Workplace-based Assessment Procedure

11.1 Psychotherapy Written Case Procedure

13.1 Scholarly Project Procedure
10.4 Forms: Recognition of prior learning form – Stage 1 and 2
Fee payment form

10.5 Other: RANZCP training and administration fee schedule

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<td>Edits to clarify the date on which the ‘6-month clock’ during which a trainee can apply for RPL starts ticking to ensure it can be tracked by the Training Department, that applications won’t be assessed w/o payment, that RPL will generally not be granted for exams, that items for consideration must have been done in the past 8 years (except SP), to clarify that the granting of training time will move a trainee along the Training Progress Trajectory, to clarify the maximum time possible for RPL and the submission of Certificate RPL applications. Approved by CFT 28/8/14. Reviewed by CGRC 9/9/14. Approved by EC 19/9/14. Approved by RANZCP Board out of session 30/9/14.</td>
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JUNE 2019 NEXT REVIEW
1 EXPERIENCE IN OTHER MEDICAL SPECIALTIES

1.1 Training in other medical specialties may be approved by the Committee for Training (CFT) on a case by case basis.

1.2 Applications must be made prospectively to the CFT and should include the following supporting documentation:

- A cover letter summarising the application and detailing the relationship of the position to psychiatry training.
- A letter from the trainee’s Director of Training indicating whether they support the application.
- A letter from the relevant employing authority certifying that the position has been offered.
- Confirmation of the supervision arrangement and amount of supervision being provided.

1.3 In situations where a trainee has been approved by the Committee for Training to be eligible for accredited training time while training in a different medical specialty, the supervision of the trainee in that specialty may be conducted by a non-psychiatrist.

1.4 Experience in other medical specialties will generally only be approved in elective Stage 2 and 3 rotations. A maximum of 12 months FTE can be approved for training in other medical specialities.

1.5 Examples of other medical specialties which may be suitable to be accredited includes but is not limited to:

- Neurologically oriented brain injury unit
- Alcohol treatment gastrointestinal unit
- Paediatric developmental disability unit
- Palliative care
- Geriatric medicine
- Rehabilitation
- Pain clinic

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May 2021 NEXT REVIEW
Approved Break in Training

With the approval of the College, a trainee may interrupt their training at any time, but must notify the College of any break in training and pay the required break-in-training fee to maintain their training record.

A break in training that significantly interferes with the trainee’s progression towards Fellowship may result in the trainee entering a failure to progress pathway, per the Regulation and Policy on Failure to Progress.
1. Policy and Procedure on Leave and Interruptions to Training

This policy describes the requirements for leave and interrupted training under the RANZCP Fellowship Regulations 2012.

2. Policy Statement

All trainees must fulfil the requirements of the Fellowship Program as set out in the RANZCP Fellowship Regulations 2012. Once a trainee enrols in the 2012 Fellowship Program, time will be tracked on their Training Record as to whether they are actively training or have interrupted their training, either on an approved break in training or as time spent not in training (i.e. where approval has not been obtained).¹

3. Purpose

This policy sets out the leave and interrupted training allowances and provisions of the RANZCP Fellowship Program. The provisions for leave and interrupted training have been developed to maintain flexibility while ensuring trainees are able to meet the educational and clinical standards of the Fellowship Program.

4. Details

4.1 Training Leave

Trainees are entitled to take leave from the Fellowship Program during each training rotation without notifying the College head office. Trainees who take leave from their rotations within the restrictions set out in this section are considered to be actively training.

Training leave entitlements are separate and unrelated to any leave requirements designated by a trainee’s employment contract.

4.1.1 Types of training leave

The College does not specify limitations for particular types of training leave; therefore, leave can be taken for any purpose, for example: annual leave, conference leave, study leave, personal leave, etc.

¹ As ‘not in training’ is a new concept, it will be implemented from the first date of Board approval of this policy. No time spent not in training prior to this date will be counted toward the 12-month (cumulative) maximum for not-in-training time. Limitations on not-in-training time will be effective from the date of Board approval.
4.1.2 Leave restrictions per rotation

The College restricts the amount of training leave that can be taken in order to maintain educational and clinical standards. Trainees are entitled to take up to 4 weeks of leave per 6-month full-time equivalent (FTE) rotation. Leave entitlements are calculated pro rata.

The College does not require trainees to seek approval from their Director of Training (DOTs) or Branch Training Committee (BTCs)/delegated body of the New Zealand Training Committee (NZTC) for up to 4 weeks of training leave. Trainees should adhere to their local approval process.

In exceptional circumstances, a trainee may apply for approval of up to 2 weeks of additional training leave in a 6-month FTE rotation. This application must be submitted to the trainee’s DOT or BTC/delegated body of the NZTC, depending on the local approval delegation. Leave totalling up to 6 weeks per 6-month FTE rotation will be granted on a case-by-case basis.

Should the trainee require more time away from training than their training leave entitlement (4 weeks FTE or up to 6 weeks FTE with approval from the DOT/BTC/delegated body of the NZTC), the trainee will be interrupting their training and must apply for approval of a break in training as per point 4.4. Interrupted training will not be credited as active training time on a Training Record.

4.1.3 Unused training leave

A trainee who has not taken their full training leave entitlement cannot hold it over to be taken in a later rotation. Further, a trainee who does not take their full training leave entitlement cannot have the excess time credited as additional accrued training time on their Training Record.

4.1.4 Handover

A trainee and their supervisor(s) must carefully consider the trainee’s responsibilities and prepare detailed arrangements for hand over prior to the trainee going on leave or interrupting their training.

4.1.5 Standard work hours missed due to after-hours or on-call duties

As per the Stage 1 and 2 Mandatory Requirements Policies (6.1; 9.1), a trainee must undertake all after-hours and emergency duties required in their training post (unless approval otherwise has been granted by their employer in exceptional circumstances).

Employers may provide for trainee absence from ‘standard work hours’ to compensate for scheduled or unscheduled after-hours or on-call duties as part of occupational health and safety legislative requirements. A trainee’s absence from ‘standard work hours’ to compensate for after-hours or on-call duties as allowed by their training post, is not considered to be leave from the Fellowship Program.

- Note: As per the RANZCP accreditation standards, an accredited training post must be structured to provide a trainee the opportunity to fulfil the educational and supervision requirements of the Fellowship Program for the relevant stage and area of practice.

4.2 Interruption to training

A 2012 Fellowship Program trainee who is not actively training has interrupted their training.

Trainees may interrupt their training at any time. Interruptions to training are separate to a trainee’s leave entitlements and do not count towards a trainee’s accrued accredited training time. Interruptions to training are calculated in calendar time, regardless of the trainee’s FTE status before or after a period of interrupted training.

There are two categories of interruptions to training:
• Break in training: A break in training is an approved period of interrupted training about which the College head office has been informed, as per point 4.3.
• Not in training: Not in training occurs when a trainee is absent from active training but where approval of the absence has not been sought and obtained, as per point 4.11.

4.3 Break in training overview (approved interruption to training)
A break in training is a period of interrupted training that has been approved by the relevant BTC/delegated body of the NZTC or the Committee for Training (CFT).
Trainees must be aware that should they not be eligible for Fellowship after 13 years (calendar time) in the Fellowship Program, including any interrupted training (e.g. breaks and deferred training) and part-time training they will be required to show cause to the CFT to remain in the Fellowship Program.
Trainees are responsible for being aware of the Failure to Progress Policy and the implications of prolonged training. Further detail is available in the Failure to Progress Policy (19.1).

4.3.1 Time limitations
Breaks in training can only be applied for and approved for 1 year at a time. A trainee will need to apply for another break in training if they wish to extend their break in training beyond 1 year.
Trainees can accumulate a total of 5 years of breaks in training on their Training Record before being required to show cause to the CFT to remain in the Fellowship Program. The 5 years are cumulative and calculated in calendar time, regardless of the trainee’s FTE status before or after a break in training. Further detail can be found in the Failure to Progress Policy (19.1).
A trainee will not be considered to be on a break in training if they have not received approval for that interruption to training and submitted the approved Break-in-training Form to the College head office for recording. In this case, they would be considered to be ‘not in training’, which is limited to a maximum of 12 calendar months (cumulative) in total as per the Failure to Progress Policy (19.1). For further information, see point 4.11 ‘not in training’.

4.3.2 Deferred commencement of training
An approved deferment of the commencement of training is a type of break in training. Deferment will be considered and approved on a case-by-case basis by the BTC/delegated body of the NZTC. Trainees must include the reason(s) for their application, duration of proposed deferment and proposal for commencement of training in their application.
Deferment can only be approved for a period of 1 year at a time. An approved period of deferment will count towards a trainee’s maximum of 5 years' cumulative break-in-training time and a maximum of 13 years calendar time in the 2012 Fellowship Program as above.

4.3.3 Prior to the end of a rotation
An end-of-rotation In-Training Assessment (ITA) Report must be submitted to the College head office for any portion of a training rotation undertaken so that any accredited training time can be tracked on the trainee’s Training Record. Further detail, including the competency requirements in order to be eligible to pass a portion of a rotation, can be found in point 4.12.

4.4 Applications for Breaks in training
A trainee may apply for a break in training by submitting the Break-in-training Form to their DOT.
Applications should be submitted at least 1 month prior to the break in training and must include relevant details of the intended break in training, including its duration and the trainee’s plans for resumption of training.
If the application is supported by the trainee’s DOT, the form must include the DOT’s signature indicating this. All forms (both supported and unsupported) must be sent to the BTC/delegated body of the NZTC for review and consideration of approval prior to being sent to the College head office. All approved Break-in-training Forms must be forwarded to the Training Department at the College head office to be recorded on the trainee’s Training Record and for the reconciliation of training fees. Trainees are responsible for ensuring their approved Break-in-training Form reaches the College head office.

A trainee whose break in training is not approved must be provided with reasons for the lack of approval on the Break-in-training Form by the BTC/delegated body of the NZTC.

A trainee who is not in a local training program (i.e. ‘no zone’) must submit their Break-in-training Form directly to the CFT for approval as per point 4.5.1 below.

In circumstances where the final determination must be made by the CFT (for breaks totalling more than 2 years [consecutive] or more than 5 years [cumulative]), the BTC/delegated body of the NZTC must make a recommendation whether they support or do not support the application as per points 4.5.2 and 4.5.3 below.

In circumstances where a trainee is not part of a local training program, they must submit their application directly to the CFT as per point 4.5.1.

4.4.1 Items relevant to decision whether to approve a break in training

In determining whether to approve a break in training, the BTC/delegated body of the NZTC or the CFT will take into account the following:

- the length of completed training
  - breaks in training during a trainee’s first FTE year of training will only be approved in exceptional circumstances
- the length of the proposed break in training
- previous breaks in training
- any proposed activities during the break that are relevant to training in psychiatry
- the likely overall effect on the general progress of training
- any exceptional circumstances relevant to the proposed break in training
- DOT support or lack thereof
- BTC/delegated body of the NZTC recommendation (where relevant).

4.5 Approval Delegation

Trainees are required to apply to their BTC/delegated body of the NZTC via their DOT for approval of a break in training. However, the BTC/delegated body of the NZTC is not able to approve an application in three circumstances; therefore, the application will need to be reviewed by the CFT. The BTC/delegated body of the NZTC must indicate their recommendation on the Break-in-training Form and submit this to the CFT for final decision.

- BTCs/delegated body of the NZTC cannot approve breaks in training for a trainee who is not part of a local training program in the jurisdiction of the BTC/delegated body of the NZTC.
- BTCs/delegated body of the NZTC cannot approve breaks in training where the total consecutive time of a trainee’s break would be longer than 2 years.
- BTCs/delegated body of the NZTC cannot approve breaks in training where the total cumulative time of a trainee’s break would exceed 5 years. As per the Failure to Progress Policy, trainees are required to show cause to remain in the training program if they have taken breaks in training of more than 5 years (cumulative).
4.5.1 Break in training applications for trainees who are not part of a local training program
Trainees who are not part of a local training program (i.e. who are ‘no zone’) must submit an application for a break in training directly to the CFT for review and approval. As part of this application, they must include the following:

- reason(s) as to why they are no longer part of a local training program
- an indication of their intended return to a local training program in order to continue active training upon their return from a break in training (if approved).

The trainee will be notified of the outcome and, if approved, the trainee’s Training Record will be updated.

4.5.2 Applications for a break in training for more than 2 consecutive years
As part of an application for a break exceeding 2 years (consecutive), the trainee must submit the following documentation to support a further break in training:

- an outline of their exceptional circumstances
- a demonstration of how they will maintain their clinical competency while on the break in training.

The trainee and DOT will be notified of the outcome and, if approved, the trainee’s Training Record will be updated.

4.5.3 Applications for a break in training for more than 5 cumulative years
As part of an application for a break exceeding 5 years (cumulative), the trainee must submit the following documentation to support a further break in training:

- The trainee must outline their exceptional circumstances.
- The trainee must demonstrate why they should continue in the Fellowship Program as they intend to exceed the maximum total break-in-training time.

The CFT will review the documentation provided and will determine whether to make a case-by-case exception for the trainee for a specified period of time, in consideration of the trainee’s overall training status and the cause shown by the trainee. A successful outcome would be approval of the break with a clear view as to the point at which the trainee would be required to show cause for any further breaks in training.

The trainee and DOT will be notified of the outcome and, if approved, the trainee’s Training Record will be updated.

4.6 Break in training while training overseas
As per the Recognition of Prior Learning (RPL) Policy (14.1), the College enables trainees to apply for RPL for training undertaken overseas while on a break in training. Trainees should submit their Break-in-training Form for approval of a break in training through the standard process outlined in points 4.4 and 4.5. Where RPL will be sought upon return, such training must be pre-approved in principle by the CFT and an application for RPL must be submitted upon the trainee’s return to the RANZCP Fellowship Program.

Further information on the requirements for overseas training to be eligible for credit via RPL is detailed in the RPL Policy (14.1).

Any training time granted to a trainee as the result of a successful RPL application for overseas training undertaken while on a break in training will not be counted towards the 2-year or 5-year limitations on maximum break-in-training time.
4.7 Completion of Fellowship Program components while on a break in training

Trainees are eligible to undertake particular aspects of the Fellowship Program while on a break in training, as specified below.

4.7.1 Centrally administered summative assessments

Trainees are able to undertake certain aspects of centrally administered summative assessments while on a break in training:

- Written Examinations (both MCQ and Essay-Style Examination)
- Objective Structured Clinical Examination (OSCE)
- Scholarly Project (the proposal, research, write up and submission)
  - with appropriate research supervision
- Psychotherapy Written Case (the write up and submission)
  - the psychotherapy itself cannot be undertaken while on a break in training due to the clinical supervision required.

4.7.2 Formal Education Course

Trainees may undertake their Formal Education Course while on a break in training depending on their arrangements with their course provider and with the employing health service, where relevant.

4.8 Targeted learning and breaks in training

4.8.1 Rotation-based targeted learning

As per the Targeted Learning Plans Policy and Procedure (6.2), rotation-based targeted learning cannot be commenced, or completed, while the trainee is on a break in training or has otherwise interrupted their training, due to the supervision required.

Therefore, a targeted learning program cannot be undertaken while a trainee is on a break in training. If targeted learning is required, the trainee must commence the targeted learning program and submit their fully completed Commencement of a Targeted Learning Form within 60 days of returning to active training.

4.8.2 Progression or assessment-based targeted learning

Subject to DOT agreement to the development of a targeted learning plan, a trainee is able to commence and undertake progression or assessment-based targeted learning while on an approved break in training. Trainees must note that DOTs are not obliged to meet with them or agree to the development of a targeted learning plan during an approved break. Trainees also must note that by choosing to undertake targeted learning while on an approved break in training, the trainee acknowledges the DOT does not have overarching responsibility for the supervision of targeted learning during the approved break. Trainees must consider the implications of undertaking targeted learning while on a break in training and the benefits or limitations in relation to the relevant assessment. See the Targeted Learning Policy and related appendix for further information.

4.9 Updates to Change in Training Status

A trainee returning from a break in training as indicated by their approved Break-in-training Form does not need to submit documentation to the College head office to signal their return to active training.

However, a trainee varying the training status indicated on the form (for example, returning to training prior to the expected end date of their break in training and/or returning at a different FTE status)
must submit a new Break-in-training Form for approval as per point 4.4 and the Part-time Training Policy (20.1).

As stated in point 4.3.1, trainees may only be approved for breaks of 1 year at a time and will need to apply for a further break in training if required.

A trainee who has not returned from a break in training at its expected end date and who has not been approved for a new break in training, will be considered to be not in training as per point 4.11 below.

4.10 Contact details
Trainees must advise their DOT, local BTC/delegated body of the NZTC and the College head office of any change of address, phone number and/or email address.

4.11 Not in training (not approved interruption to training)
A trainee who interrupts their training but does not seek and gain approval for a break in training will be considered to be not in training. Similarly, a trainee who has not returned from a break in training at its expected end date, and has not been approved for a new break in training, will be considered to be not in training.

As per the Failure to Progress Policy (19.1), a trainee may accrue a total of 12 months of not-in-training time (cumulative) before they will be required to show cause to the CFT to remain in the Fellowship Program. The 12 months are calculated in calendar time, regardless of the trainee’s FTE status before or after an absence from training.

A DOT must advise the College that a trainee is no longer actively training nor on an approved break in training so that the absence can be tracked on the trainee’s Training Record. The College will issue relevant correspondence to the trainee, copying in the DOT, reminding the trainee that they may accumulate a total of 12 months of not-in-training time on their Training Record before being required to show cause. However, trainees are responsible for knowing the requirements of the Fellowship Program. Therefore, the non-receipt of communication from the College does not invalidate a trainee’s obligation to adhere to the Fellowship Program requirements.

4.11.1 Trainees who are not part of a local training program (‘no zone’)
A trainee who is not actively training because they are no longer part of a local training program (i.e. they are ‘no zone’) and who has not sought and received approval for a break in training from the CFT, will be considered to be not in training. If a BTC/delegated body of the NZTC advises the College that a trainee is no longer in their local training program(s) and the CFT has not received a break-in-training application for the trainee, the trainee’s not-in-training time will be tracked on their Training Record.

- Note: This does not apply to a trainee who has transferred to a new local training program and has submitted a signed Notice of Transfer Form to the College head office, as this trainee would be part of the new local training program.

4.11.2 No completion of Fellowship Program components while on a not in training
Trainees are not eligible to undertake and/or complete any aspects of the Fellowship Program while not in training.

4.12 Interrupted training prior to the end of a rotation
If a trainee interrupts their training prior to the completion of a rotation, they still must submit an end-of-rotation ITA Report to inform the College head office of their progress during the time spent in the rotation and whether any accredited training time has been accrued. The end-of-rotation ITA Report will indicate whether the trainee has passed or failed the portion of the rotation undertaken.
If a trainee is not contactable or will not sign their end-of-rotation ITA Report, the trainee’s supervisor and DOT must sign the form and submit it to the College without the trainee’s signature.

Prior to its submission to the College head office without the relevant trainee’s signature, there must be attempted contact with the trainee to discuss the assessment and its submission to the College. The form must be submitted immediately or no later than 60 days after the expected end date of the rotation.

If no ITA Report is submitted within the time required, the rotation will be marked as a failed rotation on the trainee’s Training Record, as per the Progression through Training Policy (6.1).

4.12.1 EPA requirements for an interrupted rotation

Trainees who complete less than 6 but more than 2 months of FTE training during a 6-month rotation (calendar time) must have achieved a minimum of one rotation-based EPA in order to be eligible to receive credit for the period of training time undertaken.

In exceptional circumstances, a trainee may apply to the CFT with the supervisor and DOT’s support for approval of the training time undertaken without any achieved EPAs for that time.

Trainees who complete 2 months of FTE training or less during a 6-month rotation (calendar time) are not required to have achieved an EPA in order to be eligible to pass the end-of-rotation ITA form and corresponding rotation time for the brief period of training. This includes but is not limited to trainees who complete 2 months FTE or less because they:

- are required to leave a rotation early due to personal or other reasons
- will be receiving approval for Fellowship after less than 2 months of training in a rotation; or
- trained at 0.33 FTE throughout a 6-month rotation (refer to the Part-time Training Policy in relation to approval of this FTE status).

In order to pass any rotation, the trainee’s relevant end-of-rotation ITA form must be graded as a ‘pass’ by the principal supervisor and submitted to the College within the time required.

All trainees will need to ensure they achieve a minimum of two rotation-based EPAs for each 6 months FTE of accredited training or they will not be eligible to move to the next stage of training or to achieve Fellowship. This will ensure that the competency requirements of the Fellowship Program remain linked with the training time accredited to a trainee’s Training Record.

4.12.2 OCA requirements for an interrupted rotation

A trainee must complete a minimum of 1 Observed Clinical Activity (OCA) per 6-month FTE rotation. Therefore, a trainee who interrupts their training in a rotation prior to the end of the full 6 months of FTE training time must achieve a minimum of one OCA by the time they submit an end-of-rotation ITA Report for the completion of the 6 months FTE.

4.13 Return to active training

Trainees are responsible for confirming their proposed return to active training with their DOT at least 1 month before their proposed return.

4.13.1 Training post availability

BTCs/delegated body of the NZTC reserve the right to fill training posts vacated by trainees for periods of 6 months or longer, including posts vacated due to the approved deferment of commencement of training.

All BTCs/delegated bodies of the NZTC should endeavour to support trainees in their efforts to find a training post upon their return. Where trainees have adhered to the College policies and have confirmed their return to active training, BTCs/delegated bodies of the NZTC that are
involved with service appointments should give preference to the returning trainee over new applicants to the Fellowship Program.

However, a BTC/delegated body of the NZTC is not obliged to reappoint a trainee to the local training program at the time of their return, and the availability of training posts cannot be guaranteed by the College. Therefore, a trainee who has not been appointed to a training post may not be able to return to active training at the time at which they intended. Trainees should be aware that this may have implications for approaching the maximum limits for total break-in-training time or time enrolled in the Fellowship Program as per the Failure to Progress Policy (19.1).

Effort will be made by each BTC/delegated body of the NZTC to facilitate placement of trainees as required to meet the training requirements within the minimum timeframe. However, training posts cannot be guaranteed by the College. Applicants are ultimately responsible for securing their own accredited training posts.

Training posts in some jurisdictions may involve financial costs.

4.13.2 Transferring to a new zone

Trainees who intend to move to a new training zone must apply to transfer to a new zone and be accepted for entry into that zone as per the Notice of Transfer Form and local acceptance requirements.

4.14 Fees

Training fees vary depending on the length of a trainee’s break in training.

Trainees on an (approved) break in training for the entire training year must pay the annual break-in-training fee for that year.

Trainees on an (approved) break in training for 6 months or more in a training year, but less than the full training year, must pay the annual part-time training fee for that year.

Trainees on a break in training for less than 6 months during a training year must pay the annual full-time fee for that year. However, if their time spent in training for the remainder of that training year is equivalent to less than 6 months of FTE training, they are eligible to pay the part-time training fee.

A trainee who is considered to be not in training because they have not sought and been approved for a break in training and submitted an approved Break-in-training Form to the College will continue to be charged the annual full-time training fee or annual part-time training fee, whichever is relevant as per their previous fee liability.

In addition to allowing for the maintenance of the trainee’s Training Record, the payment of fees maintains a trainee’s access to the members’ section of the College website and receipt of College publications, including newsletters, Psych-e, Australasian Psychiatry and the Australian and New Zealand Journal of Psychiatry.

4.15 Applying for Fellowship

Trainees may apply for fellowship while on a break in training, provided the trainee has met all other requirements to be eligible to apply for Fellowship.

4.16 Review of Decisions

Any request by trainees for review of a decision in relation to leave and/or interrupted training should follow the formal education review process (X.X).
5. Monitoring, Evaluation and Review

The Education Committee shall implement, monitor and review this policy and report on anomalies and issues as these arise.

This policy will be reviewed biennially and updated as required.

6. Associated Documents

6.1 Regulation: 23.1 Break in training Education Training Regulation

6.2 Policy: 19.1 Failure to Progress Education Training Policy

6.1 Progression through Training Education Training Policy

6.2 Targeted Learning Plans Policy and Procedure

6.3 Forms: Break-in-training/Not-in-training Form

Notice of Transfer Form

In-Training Assessment Report

6.4 Other: Fee Schedule

REVISION RECORD

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| 18/11/17 | v.2.0   | RANZCP Board | EPA requirements for shortened rotations changed in relation to less than 2 months FTE during a rotation cycle. DOT reviewed 21/09/17, Approved by CFT 28/9/17, Reviewed by CGRC 26/10/17, Approved by EC 27/10/17, RANZCP Board 18/11/17 B2017/7 R26. Aligned with targeted learning policy changes that only rotation-based targeted learning is prohibited from being completed during a break in training (reviewed DOT Advisory Group & TRC, approved CFT 13/7/17, CGRC 21/7/17, EC 28/7/17, Board 13/8/17 B2017/5 R16) and to align with registration training post not guaranteed section approved as part of the Registration Procedure (approved CFT 11/5/17, EC 28/7/17, Board 13/8/17 B2017/5 R18). Updated to include delegated body of the New Zealand Training Committee as appropriate (approved for all policies at
Revised to include trainees are eligible to apply for Fellowship during a break in training if all other requirements have been completed. Approved CFT 12/04/18, EC 20/04/18, RANZCP Board approved 2018/4 R16.
Part-time Training

Training may be undertaken on a part-time basis. Typically, part-time training must amount to a minimum of 0.5 full-time equivalent (FTE) training in order to be accredited under the RANZCP Fellowship Regulations 2012.

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Education Training Policy
Part-time Training

Authorising Committee/ Department: RANZCP Board
Responsible Committee/ Department: Education Committee
Document Code: POL PRC EDT-TRN Part-time Training Policy (20.1)

Contents

1. Policy on Part-Time Training
This policy describes part-time training under the RANZCP Fellowship Regulations 2012.

2. Policy Statement
All trainees, whether of full-time or part-time status, must fulfil the requirements of the Fellowship Program as set out in the RANZCP Fellowship Regulations 2012. Trainees who train part time for a portion or all of their psychiatry training constitute a significant proportion of College trainees. Therefore, the RANZCP Fellowship Regulations 2012 govern part-time training to meet the educational requirements of the Fellowship Program, while maintaining flexibility throughout the different stages of training.

3. Purpose
This policy sets out the requirements for trainees undertaking part-time training within the RANZCP Fellowship Program.

4. Policy Details

4.1 Part-time Training
Part-time training is measured in direct comparison to its equivalence with full-time training. A trainee’s full-time equivalent (FTE) status is determined by their employment contract and is calculated as a full-time week including the on-call/after-hours/weekend roster. Full time is equal to 1.0 FTE unit; therefore, for example, training at half time would be equal to 0.5 FTE.

The College does not have any restrictions against the sharing of an accredited training post’s workload between multiple trainees (i.e. job sharing). These arrangements are at the discretion of the employer.

4.2 Elements of Training
Trainees who undertake training on a part-time basis must fulfil the same Fellowship Program requirements as those who undertake full-time training.

As per the Stage 1, 2 and 3 Mandatory Requirements Policies (7.1; 9.1; 10.1), trainees must submit an end-of-rotation In-Training Assessment (ITA) Form at the end of each rotation, i.e. every 6 calendar months. If a trainee’s training time in that rotation is less than the typical 6 months FTE (whether due to part-time training or other reasons), they must still submit an ITA Report to inform the College of their progress and to receive credit for any training time.
4.2.1 EPA requirements for a part-time rotation

Trainees training at less than full time but who complete more than 2 months of FTE training during a 6-month rotation (calendar time) must achieve a minimum of one rotation-based EPA per 6 calendar months. This will ensure that the competency requirements of the Fellowship Program remain linked with the training time accredited to a trainee’s Training Record.

Trainees who complete 2 months of FTE training or less during a 6-month rotation (calendar time) are not required to have achieved an EPA in order to be eligible to pass the end-of-rotation ITA form and corresponding rotation time for the brief period of training. This includes but is not limited to trainees who complete 2 months FTE or less because they trained at 0.33 FTE throughout a 6-month rotation (refer to sections 4.6 – 4.8).

In order to pass any rotation, the trainee’s relevant end-of-rotation ITA form must be graded as a ‘pass’ by the principal supervisor and submitted to the College within the time required.

All trainees will need to ensure they achieve a minimum of two rotation-based EPAs for each 6 months FTE of accredited training or they will not be eligible to move to the next stage of training or to achieve Fellowship. This will ensure that the competency requirements of the Fellowship Program remain linked with the training time accredited to a trainee’s Training Record.

4.2.2 OCA requirements for a part-time rotation

A trainee must complete a minimum of 1 Observed Clinical Activity (OCA) per 6-month FTE rotation.

4.2.3 After-Hours Work

The standard of training offered to part-time trainees should be equal to that available to full-time trainees. A part-time trainee must undertake all after-hours and emergency duties proportional to their FTE status. Where a trainee believes there are exceptional circumstances that would prevent them from undertaking these duties after hours, they should submit an application for exemption from after-hours experience during a specific rotation to their employer and should notify their Director of Training (DOT) of this application. If approved, this exemption must be communicated to the Branch Training Committee (BTC)/delegated body of the New Zealand Training Committee (NZTC).

4.2.4 Supervision of Part-time Trainees

While individual supervision of a minimum of one hour per week is mandatory whether a trainee is full time or part time, other supervision requirements are proportional to the trainee’s FTE status.

A part-time trainee and their supervisor(s) must carefully consider the trainee’s responsibilities, the hours for which the trainee is employed and detailed arrangements for hand over, emergencies and after-hours work.

4.3 Part-time Training in Stage 1 or Stage 2

The Committee for Training (CFT) recommends some full-time training as a valuable experience for part-time trainees and recommends that this occur in Stage 1 (adult) psychiatry.

A trainee’s attendance at a formal education course (FEC) should be proportional to their FTE status.

4.3.1 Minimum FTE for Stage 1

In order to be accredited, part-time training for a trainee in Stage 1 must be on at least a half-time (0.5 FTE) basis. This reflects the time necessary to meet the minimum educational requirements of the training program in Stage 1, including FEC, supervision and any after-hours requirements.

Therefore, part-time training may be undertaken at 0.5, 0.6, 0.7, 0.75, 0.8 or 0.9 FTE.
4.3.2 Minimum FTE for Stage 2

Part-time training for a trainee in Stage 2 shall typically be on at least a half-time (0.5 FTE) basis. This reflects the typical time necessary to meet the minimum educational requirements of the training program in Stage 2, including FEC, supervision and any after-hours requirements.

In exceptional circumstances, however, the CFT can approve part-time training at less than 0.5 FTE but no less than 0.3 FTE for a time-limited period on a case-by-case basis (see point 4.6).

- It is expected that training at less than 0.5 FTE will be an uncommon occurrence. Each case will be carefully considered by the CFT with regard to the trainee’s progression plan, the maintenance of standards, supervision and an adequate training experience overall specific to the requirements of Stage 2.

Trainees must carefully consider the implications of approaching the maximum limit on training time of 13 calendar years as per the Failure to Progress Policy (19.1).

4.4 Part-time Training in Stage 3 and/or Certificate Programs

4.4.1 Minimum FTE for Stage 3 Generalist and Stage 3 Certificate Training

Part-time training for a trainee in Stage 3 shall typically be on at least a half-time (0.5 FTE) basis, particularly in a Certificate Program with an FEC requirement.

In exceptional circumstances, however, the CFT can approve part-time training at less than 0.5 FTE but no less than 0.3 FTE on a case-by-case basis (see point 4.7 or 4.8, whichever is relevant).

- It is expected that training at less than 0.5 FTE will be an uncommon occurrence. Each case will be carefully considered by the CFT with regard to the trainee’s progression plan, the maintenance of standards, supervision and an adequate training experience overall, given the part-time nature of the experience.

Trainees must carefully consider the implications of approaching the maximum limit on training time of 13 calendar years as per the Failure to Progress Policy (19.1).

4.4.2 Minimum FTE for Fellows Undertaking a Certificate Program

Part-time training shall typically be on at least a half-time (0.5 FTE) basis for a Fellow of the College undertaking a Certificate Program. However, the College is aware that Fellows occasionally find it difficult to obtain a 0.5 FTE post in their subspecialty as a consultant.

In exceptional circumstances, the CFT can approve part-time training at less than 0.5 FTE but no less than 0.3 FTE on a case-by-case basis (see point 4.8).

- It is expected that training at less than 0.5 FTE will be an uncommon occurrence. Each case will be carefully considered by the CFT with regard to the maintenance of standards, supervision and an adequate training experience overall, given the part-time nature of the experience.

If a Fellow has not completed a Certificate Program in 6 calendar years, they will be required to apply to the relevant Subcommittee for Advanced Training (SAT) for a review of their progress. The SAT will then make a case-by-case recommendation to the CFT regarding the Fellow’s status in the Certificate Program.

4.5 Applications for Part-time Training at 0.5 FTE and Above

A trainee or Fellow must apply for approval of part-time training using the Part-time Training Form. This form must be signed by the trainee or Fellow’s DOT/DOAT, indicating their approval.
The DOT/DOAT-approved form must also be sent to the BTC/delegated body of the NZTC for local review and approval prior to being sent to the College Head Office. (See additional steps below in points 4.6 – 4.8 for applications related to training at less than 0.5 FTE).

The approved Part-time Training Form must be forwarded to the Training Department at the College Head Office to be recorded on the Training Record and for the reconciliation of training fees.

4.6 Applications for Training at Less than 0.5 FTE as a Stage 2 Trainee

A trainee in Stage 2 who is applying for training at less than 0.5 FTE must submit their application to their DOT and BTC/delegated body of the NZTC for approval as above (point 4.5).

Additionally and as part of this application, they must submit the following documentation specific to training at less than the standard minimum for part-time training in Stage 2:

- The trainee must outline their exceptional circumstances.
- The trainee must specify the expected time-limited period for which they are applying to train at less than 0.5 FTE.
- The trainee must demonstrate how they will achieve each of the following while training at less than 0.5 FTE for that time-limited period:
  - working in a multidisciplinary team
  - supervision requirements
  - FEC requirements
  - maintenance of clinical competency.
- The trainee must supply their plan for their continued progression through the Fellowship Program, documenting their expected completion of summative assessments and learning outcomes, including the achievement of entrustable professional activities (EPAs).

Once the application is approved locally by the trainee’s DOT and BTC/delegated body of the NZTC, the trainee must submit their Part-time Training Form and supporting documentation to the CFT for review and approval before a change in status can be recorded on their Training Record.

If the trainee’s change in status to less than 0.5 FTE is approved by the CFT, the supporting documentation and progression plan must be made available to the trainee, their supervisors and DOT.

4.7 Applications for Training at Less than 0.5 FTE as a Stage 3 Generalist Trainee

A trainee in Stage 3 generalist psychiatry training who is applying for training at less than 0.5 FTE must submit their application to their DOT and BTC/delegated body of the NZTC for approval as above (point 4.5).

Additionally and as part of this application, they must submit their outlined exceptional circumstances and a plan for their progression while training at less than 0.5 FTE.

- The trainee’s plan for their continued progression through the Fellowship Program must document their expected completion of summative assessments and learning outcomes, including the achievement of entrustable professional activities (EPAs).

Once the application is approved locally by the trainee’s DOT and BTC/delegated body of the NZTC, the trainee must submit the Part-time Training Form and supporting documentation to the CFT for review and approval before a change in status can be recorded on their Training Record.

If the trainee’s change in status to less than 0.5 FTE is approved by the CFT, the progression plan must be made available to the trainee, their supervisors and DOT.
4.8 Applications for Training at Less than 0.5 FTE in a Certificate Program

A trainee or Fellow in a Certificate of Advanced Training Program who is applying for training at less than 0.5 FTE must submit their application to their DOAT and BTC/delegated body of the NZTC for approval as above (point 4.5).

Additionally and as part of this application, they must submit their outlined exceptional circumstances and a plan for their progression while training at less than 0.5 FTE.

- If the applicant is a Fellowship Program trainee, their plan for their continued progression must document their expected completion of Fellowship Program summative assessments and learning outcomes, including the achievement of entrustable professional activities (EPAs).

Once the application is approved locally by the trainee’s DOT and BTC/delegated body of the NZTC, the trainee must submit the Part-time Training Form and supporting documentation to the relevant SAT for review. The SAT will make a recommendation to the CFT for review and approval before a change in status can be recorded on the trainee or Fellow's Training Record.

If the trainee’s change in status to less than 0.5 FTE is approved by the CFT, the progression plan must be made available to the trainee, their supervisors and DOAT.

4.9 Updates to Change of Training Status

Should a trainee or Fellow update their training status (for example, going from an ongoing part-time status to full-time status or changing their part-time status prior to the expected end date) a new Part-time Training Form must be submitted for approval as per points 4.5 – 4.8.

4.10 Fees

As per the current Training Administration Fee Schedule, half-time fees apply when training is undertaken at 0.5 FTE or less over the entire training year. Half-time fees also apply when only one rotation (or no more than 6 calendar months' training) is undertaken in a training year, regardless of FTE status (e.g. if a trainee trains for half of the year and takes a break-in-training for the other half).

Full-time fees apply when training is undertaken over an entire training year and is undertaken at 0.6 FTE or greater during part or all of that training year.

4.11 Maximum Training Time Implications for Failure to Progress

Part-time trainees are responsible for being aware of the Failure to Progress Policy and the implications of prolonged training. A College trainee who is not eligible for Fellowship after 13 years (calendar time) in the Fellowship Program must show cause in writing to the CFT as to why they should be able to continue towards Fellowship. Further detail is available in the Failure to Progress Policy (19.1).

4.12 Review of Decisions

Any request by trainees for review of a decision in relation to part-time training should follow the formal education review process (X.X).

5. Monitoring, Evaluation and Review

The Education Committee shall implement, monitor and review this policy and report on anomalies and issues as these arise.
This policy will be reviewed biennially and updated as required.

6. Associated Documents

6.1 Regulation: 20.1 Part-time Training Education Training Regulation

6.2 Policy: 19.1 Failure to Progress Education Training Policy
6.1 Progression through Training Education Training Policy
7.1 Stage 1 Mandatory Requirements Education Training Policy
9.1 Stage 2 Mandatory Requirements Education Training Policy
10.1 Stage 3 Mandatory Requirements Education Training Policy

6.3 Forms: Part-time Training Form

6.4 Other: Fee Schedule

7. REVISION RECORD

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<td>RANZCP Board</td>
<td>Approved by EC 17/10/13. Approved by RANZCP Board out of session 04/12/13.</td>
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<td>24/03/15</td>
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<td>Minor update to reflect form change to Part-time Training Form. Aligned After Hours text to Stage mandatory requirements policies.</td>
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<td>EPA requirements for shortened rotations changed in relation to less than 2 months FTE during a rotation cycle. Approved as part of Leave &amp; Interruptions to Training Policy, with agreement for alignment in this policy. (Aligned per 18/11/17 B2017/7 R27; (changes reviewed by DOT Advisory Group 21/09/17, Approved by CFT 28/9/17, Reviewed by CGRC 26/10/17, Approved by EC 27/10/17, RANZCP Board 18/11/17 B2017/7 R26)).</td>
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October 2019 NEXT REVIEW
Credit for Training

Trainees must satisfy all training and assessment requirements, must pay all relevant training administration and assessment fees and must have entered into a Training Agreement with the College in order to be awarded credit for each element of the College training program.

The Regulation, Policy and Procedure on Recognition of Prior Learning outline the process of accreditation for any training undertaken outside of the College training program.

REVISION RECORD

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April 2016 NEXT REVIEW
Admission to Fellowship

Trainees who successfully complete all training and assessment requirements under the RANZCP Fellowship Regulations 2012 will be eligible for nomination to the Education Committee and RANZCP Board for admission to Fellowship with the College.
This policy is currently in development.

In the interim, please refer to the 2003 Fellowship Program Link 81 documents.

www.ranzcp.org Pre-Fellowship > 2003 Fellowship Program > Links and Forms
1 POLICY STATEMENT

1.1 Trainees who commence the Fellowship Program and/or a Certificate of Advanced Training may exit training prior to completing all required aspects by voluntarily withdrawing or by being involuntarily excluded by the RANZCP Board (the Board).

1.2 Depending on the circumstances, trainees may be eligible for selection to re-enter the Fellowship Program.

1.3 Trainee welfare is an important consideration by all committees throughout any process related to exclusion from training.

2 PURPOSE

2.1 This policy sets out the requirements and processes for the voluntary withdrawal and/or involuntary exclusion of trainees from the Fellowship Program, and the available grounds for exclusion.

2.2 It also sets out the requirements and processes for permitted applications for re-entry to training.

2.3 In addition to this policy, trainees must be familiar with the requirements of all other Fellowship Program policies, including the Progression through Training Policy, the Failure to Progress Policy, and the Examination Incident Report and Breach Review Policy, as well as the College Code of Ethics, the RANZCP Privacy Policy and the Zero Tolerance Policy on Proven Sexual Boundary Violations.

3 APPLICATION

3.1 This policy applies to all trainees undertaking the Fellowship Program and any former trainees pursuing re-entry to training with the College.

3.2 This policy does not apply to a Fellow in training exiting a Certificate of Advanced Training or a trainee exiting a Certificate of Advanced Training but remaining in the Fellowship Program. Trainees or Fellows in Training should refer to the Certificate Regulations for further information.

4 EXITING TRAINING

4.1 A trainee can exit the Fellowship Program and/or a Certificate of Advanced Training by voluntary or involuntary means (withdrawal or exclusion).

4.2 A trainee who exits the Fellowship Program:

- will not have access to the ‘members only’ content on the RANZCP website; and
- ceases to be an Associate Member of the College; and
- is no longer a College trainee (i.e. is no longer in the Fellowship Program and is no longer in a Certificate of Advanced Training where applicable).
30.1 Exit and Re-entry Policy & Procedure v1.0  Page 2 of 8

RANZCP Fellowship Program 2012 - v0.30 - ADMINISTRATION

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4.3 Note: Leaving or being removed from a local training program (i.e. ‘no zone’) is not exiting the Fellowship Program. Refer to the Leave and Interruptions to Training Policy for further information and requirements for trainees who are not part of a local training program.

4.4 A trainee’s training record will be archived once they exit the Fellowship Program in accordance with legal requirements and the RANZCP Privacy Policy.

4.5 Withdrawal

4.5.1 Withdrawal from training is a voluntary exit from the Fellowship Program and Certificate of Advanced Training if a trainee is enrolled in both.

- Note: A trainee can withdraw from a Certificate of Advanced Training without exiting the Fellowship Program. For requirements, refer to the Certificate Regulations.

4.5.2 A trainee’s withdrawal from the Fellowship Program must be provided from the trainee to the College head office either in writing or by submitting the Withdrawal Form. Notice of a trainee’s withdrawal from any other party will not be accepted except in exceptional circumstances where the trainee is unable to do so due to incapacity or similar.

4.5.3 Withdrawal will be effective from the date written notice is provided to the College head office. No further training will be credited to the trainee’s training record from this date.

4.5.4 A trainee who has withdrawn may apply to re-enter the Fellowship Program at a later date.

4.5.5 Eligibility for selection and re-entry into the Fellowship Program will be determined in consideration of the circumstances of the withdrawal, which may require the fulfilment of any requirements or conditions as determined by the RANZCP Board or its constituent committees. (See section X for further detail.)

4.6 Exclusion

4.6.1 Exclusion from the Fellowship Program is an involuntary exit from all training which is ratified by the RANZCP Board at the recommendation of its committees.

4.6.2 Exclusion from the Fellowship Program automatically results in the trainee’s exclusion from any Certificate of Advanced Training the trainee was undertaking concurrently with Fellowship training.

4.6.3 Where the Board excludes a trainee from the Fellowship Program, they will also cease that trainee’s Associate Membership with the College.

4.6.4 Grounds for exclusion

A trainee may be excluded from the Fellowship Program on the following grounds:

1) a recommendation by the Committee for Training (CFT) that a trainee has insufficiently shown cause to remain in the Fellowship Program;

2) non-payment of training fees following a period of 9 calendar months from the invoice due date

- note: If a trainee’s grounds for exclusion only relate to unpaid fees and the trainee pays prior to their exclusion by the RANZCP Board, their exclusion will be discontinued.

- A trainee who has already been excluded for non-payment will need to make payment of outstanding arrears and also secure an accredited training position in order to re-commence training.
3) removal from the medical register or a lack of medical registration, or changes to a trainee’s medical registration due to misconduct, unsatisfactory performance or ethical breaches.

4) ethics or conduct grounds, including a breach of the College Constitution, Code of Ethics, Fellowship Regulations or other RANZCP policies or guidelines or professional conduct breaches potentially resulting in dismissal from employment or changes to medical registration.

4.7 Exclusion process

4.7.1 The principles of procedural fairness will govern the exclusion process.

4.7.2 A decision to exclude a trainee will be ratified by the Board, at the recommendation of its committees. The relevant processes in the following sections will be followed prior to a determination of the Board.

- The Education Committee (EC) will report to the Board in relation to educational and progression issues, including the following:
  - failure to progress
  - non-payment of fees
  - medical registration matters unrelated to potential ethics or conduct issues.
- The Membership Conduct Committee (MCC) will report to the Board, with a notification to the EC, on any ethical or conduct issues including the following:
  - Ethical or professional conduct matters related to training or assessments
  - medical registration investigations or findings of ‘unprofessional conduct’ or ‘unsatisfactory professional performance’ or equivalent.

Review by the EC

4.7.3 Failure to progress – show cause

The CFT will consider the cause shown by a trainee under the Failure to Progress Policy (19.1) as per the process set out that policy.

4.7.4 Non-payment of fees

4.7.5 Trainees have the opportunity to set up a payment plan with the College. Trainees who are having difficulty paying fees should contact the Training Manager.

4.7.6 Medical registration changes for reasons unrelated to ethics or professional conduct

4.7.7 If a trainee has any conditions, limitations, notations, undertakings or provisional requirements placed on their registration for reasons unrelated to ethics or professional conduct, the CFT will consider changes to the trainee’s medical registration as per below. Trainees are obligated to advise the RANZCP if their medical registration changes.

4.7.8 CFT and EC consideration and review

4.7.9 The trainee will be informed that they must provide any relevant information for CFT consideration by the date set out in the notification to the trainee.
4.7.10 For medical registration changes, this information should include the reasons for any change to the trainee’s medical registration, any mitigating or exceptional circumstances and information from the trainee’s Director of Training and/or their Branch Training Committee (BTC)/New Zealand Training Committee (NZTC) or supervisors where relevant.

4.7.11 Process for review by the CFT and EC

4.7.12 If the CFT determines that the trainee should not be recommended for exclusion, the CFT may consider whether any action should be taken.

4.7.13 The CFT may determine that the trainee must complete specified requirements or fulfil other conditions, which will be communicated to the trainee, their Director of Training (DOT) and the relevant BTC/NZTC.

4.7.14 If the CFT recommends the trainee be excluded, the CFT will forward this recommendation to the EC for consideration.

4.7.15 The CFT will send correspondence to the trainee, notifying the trainee in writing of the reasons for their recommendation and the date on which the recommendation is to be considered by the EC.

4.7.16 The correspondence will provide a date by which the trainee can provide any further information to the EC for their consideration that was not already provided to the CFT.

4.7.17 The EC will consider the CFT recommendation and any further documentation provided by the trainee.

4.7.18 If the EC supports the recommendation for the trainee’s exclusion, they will forward this recommendation directly to the Board for a determination.

4.7.19 The trainee will receive a letter informing them of this but will not have the opportunity to provide further information to the Board for consideration.

4.7.20 If the EC does not uphold the CFT recommendation that the trainee be excluded, the EC will provide reasoning for its decision and a direction for implementation to the trainee and the CFT.

4.7.21 This direction will include notification of any conditions for the trainee to complete if relevant as per point X.

4.7.22 The trainee’s Director of Training will be notified of the outcome.

4.7.23 Review by the MCC – Ethical or professional conduct-related matters

4.7.24 In accordance with its Regulations, the MCC considers matters specifically related to:

- Unethical, Unprofessional or unbecoming conduct;
- Conduct which is inconsistent with the College’s Code of Ethics and Code of Conduct;
- Conduct which is prejudicial, adverse or damaging to the interests of the College.

4.7.25 Any ethical or professional conduct matter relating to a trainee, including ethical matters related to a change in the trainee’s medical registration, will be considered by the MCC as per the Referral of matters to the MCC Process.

4.7.26 The trainee will have the opportunity to make a submission to the MCC as per this process.
4.7.27 Any recommendation of the MCC will be provided to the Board directly without further opportunity for the trainee to provide information on the matter, as per this process.

4.7.28 Removal of medical registration

4.7.29 A trainee whose name is removed from the register of any medical or professional authority recognised by the Board (i.e. removed from the Australian Health Practitioner Regulation Agency or Medical Council of New Zealand register) will be automatically excluded from the Fellowship Program and/or Certificate of Advanced Training by the Board, as their Associate Membership or Fellowship with the College will be automatically ceased as per the RANZCP Constitution. Trainees are obligated to inform the RANZCP within 14 days of removal from the register of any medical or professional authority recognised by the Board.

4.7.30 Any exclusion of a trainee due to the loss of medical registration will be noted by the CFT and EC.

4.8 Board decision

4.8.1 The Board refers to the advice of its constituent committees when considering the potential exclusion of a trainee.

4.8.2 Once the Board has made a decision about exclusion, the trainee will be notified of the outcome in writing.

4.8.3 The Board may decide that no action is necessary.

4.8.4 The Board may decide not to exclude the trainee, but to counsel, censure or suspend the trainee, and/or to require conditions to be met as below.

4.8.5 If the Board decides to exclude the trainee, the trainee will be informed of the date the exclusion is effective.

4.8.6 The outcome will also be communicated to the Education Committee, and Committee for Training, relevant Director of Training and any other relevant committees or parties in accordance with the RANZCP Privacy Policy.

4.9 Completion of conditions

4.9.1 If the CFT, EC, MCC or Board determine that the trainee should not be excluded from the Fellowship Program, they may require conditions to be met and time limits for their completion.

4.9.2 The trainee would be notified of this and of the detail or dates by which any condition needs to be met.

4.9.3 An example of a condition may be an ethical targeted learning program or the completion of a course.

4.9.4 Any conditions will be monitored by the DOT and BTC/delegated body of the NZTC.

4.9.5 On completion of any conditions, or on their time limits for completion, the trainee will be required to advise and provide evidence to the relevant committee that the requirements have or have not been completed.

4.9.6 The non-completion of any conditions may result in further consideration and possible referral for exclusion.
5 **RE-ENTRY**

5.1 Any application for re-entry to the College Fellowship Program will be subject to completion of conditions of the former trainee's exit and to the entry rules at the time of re-entry.

5.2 **Application and eligibility**

5.2.1 A former trainee who desires to re-enter training with the College must submit a formal application to the relevant local training program to be considered.

5.2.2 Any applicant to the Fellowship Program who was previously a trainee must declare this on their application.

5.2.3 If an applicant has declared that they were a previous RANZCP trainee, the BTC/NZTC or delegated body must communicate with the Trajectory Coordinator at the College head office to determine whether approval of the applicant's eligibility to re-enter training is required.

5.2.4 The BTC/NZTC, delegated committees must not select an applicant for re-entry to College training without confirmation from the Trajectory Coordinator or their delegate and approval from the College Board or other relevant committee where applicable.

5.2.5 An applicant who was previously excluded is not eligible to re-enter training in the Fellowship Program without approval from the RANZCP Board.

5.2.6 In the circumstance of a former trainee having a proven boundary violation, the former trainee will be ineligible for re-entry in accordance with the RANZCP Zero Tolerance Policy on Proven Boundary Violations.

5.2.7 An applicant who withdrew from the Fellowship Program when there were grounds for their potential exclusion, including the requirement to show cause, must undergo the finalisation of the process that was being or would have been undertaken prior to their withdrawal as part of the consideration of their eligibility to re-enter training.

5.2.8 For example, if a trainee withdraws while they are subject to a process that could lead to exclusion, such as failure to progress or a review of a potential ethical breach, their eligibility for selection and re-entry can only be approved following the finalisation of show cause or ethical breach review process and approved by the appropriate committee.

5.2.9 A trainee should provide the following information during this process:

- Circumstances of the previous training,
- the reason for exclusion or withdrawal and information about why this reason no longer applies to the trainee,
- any mitigating or exceptional circumstances.
- Information from the trainee’s former DOT and/or supervisors if relevant, and support letters including from the trainee’s potential DOT and previous or potential BTC, and
- other documentation as requested by the RANZCP.

5.2.10 In determining whether an applicant is eligible to re-enter the Fellowship Program, the Board or committee considering the process that would have been undertaken prior to the former trainee’s withdrawal:

- may make enquiries, require further information, supporting documents or explanation, consult with other bodies or persons; and
5.2.11 A trainee who was excluded for non-payment of fees will not be eligible for selection until all outstanding fees and any applicable late fees are confirmed paid by the College head office.

5.2.12 There will be correspondence from the Board or other relevant committee to the trainee that they are or are not eligible to be considered by a local training program for re-entry to training. A copy of this correspondence will be sent to the BTC, delegated committee or SAT to which the application to re-enter training was submitted.

5.2.13 An applicant for re-entry who is deemed eligible by the RANZCP is then eligible to go through a local BTC/NZTC selection process for a local training program as per the Registration Policy and Procedure.

5.3 Re-entering the Fellowship Program

5.3.1 An applicant selected for re-entry must sign and submit a new Training Agreement to the College head office.

5.3.2 An applicant selected for re-entry must pay all applicable fees, including the re-entry fee.

5.3.3 An applicant who has not paid their re-entry fee and submitted a signed Training Agreement 6 months after the date on which they would have re-commenced training in the Fellowship (i.e. the day they would have started accruing accredited training time or started a break-in-training) will not be re-established as a RANZCP trainee and will need to reapply to the Fellowship Program.

5.3.4 If an applicant is in this situation, any time spent in training after selection to the Fellowship but without payment of any outstanding fees in arrears and applicable late fees, the initial registration fee and submission of the Training Agreement will not be considered accredited training time and will not be eligible for recognition of prior learning (RPL), as it does not fit the requirements for RPL for training undertaken in Australia or New Zealand.

5.3.5 If an applicant is approved to re-enter the Fellowship Program following payment of fees as specified in section 5.16 of this policy, the trainee may apply for recognition of training time during the period when fees were in arrears. The trainee must present all required documentation to the CFT for deliberation within six (6) months of re-entering the Fellowship Program. The CFT can approve or deny recognition of training time, and must provide their decision in writing to the trainee. Trainees can only apply for recognition of training time if the period of fee arrears is no more than six (6) months.

5.4 Previously completed training

5.4.1 Previously completed training with appropriate forms and documentation (as credited to the training record at the time of withdrawal) will be automatically re-instated if the training was completed within 8 calendar years (or for Scholarly Project or a Certificate Research Project within 10 calendar years).

5.4.2 For trainees who withdrew under the 2003 Regulations, training will be re-instated as per the Transition Matrix if the training was completed within 8 calendar years of the date of re-entry.

5.4.3 Any partially completed training or training that was not credited to a trainee’s Training Record before their exit from training will not be credited upon their re-entry to training unless an application is made to the CFT for consideration and approval, and the CFT approves that application.
5.4.4 The application should demonstrate mitigating or exceptional circumstances and should include supporting documents.

5.4.5 Payment of the Recognition of Prior Learning fee is not required for consideration or re-instatement of previously completed RANZCP training under this policy.

5.5 Targeted learning and show cause deadlines

5.5.1 The targeted learning and show cause deadlines as specified in the Progression through Training policy and any required targeted learning plans will resume upon re-entry for all training requirements. E.g. If a trainee re-entered training with 24 months FTE on their record, they will have a further 12 months FTE to pass the MCQ Exam before targeted learning is required (deadline: 36 months FTE).

5.5.2 For trainees who withdrew under the 2003 Regulations, time will accrue towards targeted learning and show cause deadlines from re-entry for all training requirements. E.g. If a trainee re-entered training and was credited with 24 months FTE as per the Transition Matrix, they will have a further 36 months FTE to pass the MCQ Exam before targeted learning is required.

6 REVIEW OF DECISIONS

6.1 Any request by a trainee or former trainee for review of a decision in relation to their withdrawal, exclusion, potential exclusion or re-entry to training should follow the formal education review process (X.X) and may utilise the RANZCP Reconsideration and Appeal Policy.

6.2 The trainee concerned shall have the right to appeal the decision, within 3 months of notice of such decision, in accordance with the RANZCP Reconsideration and Appeal Policy.

DOCUMENT CONTROL

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<th>Senior Policy Officer, Education</th>
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<tbody>
<tr>
<td>Date</td>
<td>Version</td>
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<tr>
<td>07/02/18</td>
<td>V 1.0</td>
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April 2020 NEXT REVIEW
Review and Appeals

Applicants and trainees may request a review of a decision affecting them in relation to training and assessment. The Board of Education (BOE) and/or relevant Committee will consider such requests.

This regulation is inclusive of applicants not accepted into training under the RANZCP Fellowship Regulations 2012, who may request a review of the decision.

Applicants and trainees who are dissatisfied with the outcome of a review have the right to then appeal the decision, as consistent with the RANZCP Appeals Policy and Appeals Committee Regulations.
This policy is currently in development.

In the interim, please refer to the 2003 Fellowship Program Procedure for Reconsideration of BOE Committee Decisions document.

www.ranzcp.org Pre-Fellowship > 2003 Fellowship Program > Complaints Resolution
Indemnity

The College will indemnify its training representatives and committees including Branch Training Committees (BTCs), the New Zealand Training Committee and its delegated committees, Subcommittees for Advanced Training (SATs), Directors of Training (DOTs), College-accredited supervisors and trainees undertaking processes as part of Fellowship Program requirements, provided they are acting in accordance with the approved RANZCP Committee regulations and governance structure and are complying with the RANZCP Fellowship Regulations 2012.

REVISION RECORD

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Senior Policy Officer, Education Approver</th>
<th>Description</th>
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<tbody>
<tr>
<td>13/08/17</td>
<td>1.0</td>
<td>RANZCP Board</td>
<td>First version of regulation based on text currently published in Targeted Learning Policy and Procedure with edits as recommended by Legal Manager and DOT Advisory Group. Approved by CFT 13/07/17. Approved by EC with additional reference to NZ National Training Committee and delegated committees 28/07/17. RANZCP Board approved 13/08/17 B2017/S R19.</td>
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August 2019 NEXT REVIEW
1 PRIVACY AND CONFIDENTIALITY

1.1 The College and its committees, delegates and participants within training must fully comply with the requirements of Australian and New Zealand privacy legislation (whichever is applicable) and the RANZCP Privacy Policy.

1.2 This includes information pertaining to trainees, Specialist International Medical Graduate (SIMG) candidates, supervisors, DOTs and DOATs in relation to College training and assessments.

1.3 Relevant information regarding training and assessments includes but is not limited to:
   - discussions relating to trainee performance within training, such as mid-rotation feedback, targeted learning and show cause applications;
   - a trainee’s College Training Record;
   - a SIMG candidate’s College Progress Report;
   - assessment and examination results and feedback;
   - discussions and feedback relating to College supervision; and
   - discussions and feedback relating to the training roles undertaken by DOTs or DOATs for the purposes of College training.

1.4 Any training or assessment documentation (and not, for example, employment or medical registration documentation) remains the property of the College and must not be used for employment purposes.

1.5 A trainee, SIMG candidate, supervisor, DOT or DOAT may elect to share their own training, assessment or supervision information with another, including an employer. However, that person or entity must not share the information with any external stakeholder without explicit consent obtained from the participants in this process.

1.6 Any breach of privacy or confidentiality of training or supervision information in any circumstance must be reported to the College head office immediately. For example, the loss of an electronic device that contains or has access to a trainee’s personal information may be considered a data breach under privacy laws, and must be reported to the College head office immediately.
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<tr>
<td>13/05/18</td>
<td>2.0</td>
<td>RANZCP Board</td>
<td>Updated to include: privacy and confidentiality of all participants related to training (not just trainees) and to clarify that the obligations apply to trainees as well, clarification that training documentation must not be used for employment purposes and explicit consent is needed before disclosure of personal information, requirements to report any breach to the College to align with Australian privacy law changes coming into effect February 2018 (mandatory reporting). Approved by CFT 22/03/2018. Approved by EC 20/04/2018 Approved by RANZCP Board 13/05/18 B2018/3 R12.</td>
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August 2019    NEXT REVIEW