

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

Contact:		Senior Policy Officer, Education	
Date	Version	Approver	Description
04/12/13	v.1.0	RANZCP Board	Approved by EC 17/10/13. Approved by RANZCP Board out of session 04/12/13.
24/03/15	v.1.1		Minor update to reflect form change to Part-time Training Form. Aligned After Hours text to Stage mandatory requirements policies.
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. Approved as part of Leave & 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)).
October 2019			NEXT REVIEW