

Education Training Policy & Procedure

Leave & Interruptions to Training



Authorising Committee/ Department:	RANZCP Board
Responsible Committee/ Department:	Education Committee
Document Code:	POL PRC EDT-TRN Leave & Interruptions to Training Policy (23.1)

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 RANZCP Fellowship Program as set out in the RANZCP Fellowship Regulations 2012. Once a trainee enrolls in the RANZCP 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 RANZCP Fellowship Program.

4. Details

4.1 Training Leave

Trainees are entitled to take leave from the RANZCP 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.

4.1.2 Leave restrictions per rotation

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.

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 RANZCP 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 RANZCP Fellowship Program for the relevant stage and area of practice.

4.2 Interruption to training

A RANZCP 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 RANZCP Fellowship Program, including any interrupted training (e.g. breaks and deferred training) and part-time training they will be required to submit a training review application to the CFT to remain in the RANZCP 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 submit a training review application to the CFT to remain in the RANZCP 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 RANZCP 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 in to 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 submit a training review application 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 RANZCP 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 submit a training review application 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 RANZCP Fellowship Program components while on a break in training

Trainees are eligible to undertake particular aspects of the RANZCP 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 submit a training review application to the CFT to remain in the RANZCP 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 submit a training review application. However, trainees are responsible for knowing the requirements of the RANZCP Fellowship Program. Therefore, the non-receipt of communication from the College does not invalidate a trainee's obligation to adhere to the RANZCP 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 RANZCP Fellowship Program components while on a not in training

Trainees are not eligible to undertake and/or complete any aspects of the RANZCP 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 RANZCP 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 RANZCP 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 RANZCP 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 Form

6.4 Other: Fee Schedule

REVISION RECORD

Contact:		Project Officer, Education & Training	
Date	Version	Approver	Description
14/02/15	v.1.0	RANZCP Board	New document for the 2012 FP. Reviewed by College Legal Officer, DOTs, TRC. Approved by CFT 27/11/14. Reviewed by TRC 15/12/14. Reviewed by CGRC out of session 18/12/14. Approved by EC 16/01/15. Approved by Board 2015/1 R16.
21/07/16	v.1.1	RANZCP Board	Revised to reflect targeted learning/targeted learning plan (formally remediation/remediation plan) and standard expected at End of stage 3 (formally junior consultant standard) terminology changes. EC approved 29/04/2016. CGRC reviewed 28/04/2016. RANZCP Board approved B2016/4.
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 F2F EC 28/7/17).

16/06/18 v.2.1 RANZCP Board

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 B2018/4. R16

11/03/2020 v.2.2 RANZCP Board

Change of terminology from Show Cause to Training review (need CFT, BOARD numbers).

November 2020 **NEXT REVIEW**