

<b>Authorising Committee/ Department:</b>	RANZCP Board
<b>Responsible Committee/ Department:</b>	Education Committee
<b>Document Code:</b>	<b>POL PRC EDT-TRN Registration for Entry into Training (1.0)</b>

### 1. Policy on Registration for Entry into Training

This policy and procedural document 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 document 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

- 4.1.1 Applicants must satisfy the requirements to enter the RANZCP Fellowship Regulations 2012 training program to achieve recognition of eligibility for Fellowship.

#### 4.2 Registration

- 4.2.1 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 must submit evidence of their valid and current Annual Practising Certificate, which must be received by the College via relevant BTC or delegated body.
- Applicants selected as trainees of the College have an ongoing obligation to inform the College of any changes to their medical practitioner registration.

#### 4.3 **General Medical Training**

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

#### 4.4 **Application Form**

4.4.1 Applicants must submit a completed application form and requisite documentation and lodge these with the relevant BTC or delegated body by the date specified.

4.4.2 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.

#### 4.5 **Applicants Lacking Full Medical Registration**

4.5.1 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).

4.5.2 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.

4.5.3 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:

- The applicant completes the standard selection interview with the local Selection Panel, independent of any consideration of the applicant's medical registration.
- 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.
- 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.
- 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.
- 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.*

- 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.
  - 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.
  - The CFT advises the BTC or delegated body of its determination for communication to the applicant.
- 4.5.4 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.
- 4.5.5 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 fulfil the Medical Council of New Zealand (MCNZ) requirements for registration within a provisional general scope of practice before training in New Zealand.
- 4.5.6 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 fulfil these requirements before registering as a College trainee in New Zealand.
- 4.5.7 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.
- 4.5.8 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 fulfil these requirements before registering as a College trainee in Australia.
- 4.6 Trainee Selection for the Commencement of Training**
- 4.6.1 Purpose of Trainee selection**
- 4.6.1.1 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.
- 4.6.1.2 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.
- 4.6.2 Selection process**
- 4.6.2.1 The selection of trainees must be based on the published selection criteria, per the selection process outlined in section 4.8.6. This process adheres to equal opportunity principles and is designed to be impartial and transparent.
- 4.6.2.2 The selection process is managed locally by the relevant BTC or New Zealand delegated body, who will report back to the CFT.
- 4.7 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.

- 4.7.1 The local 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.
- 4.7.2 The local BTC office or delegated body provides a selection and registration pack containing all relevant information to potential applicants.
- 4.8 **Selection Panel**
- 4.8.1 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.
- 4.8.2 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*
- 4.8.3 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.
- 4.8.4 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.
- 4.8.5 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.
- 4.8.6 **Assessment criteria of the Selection Panel**
- 4.8.6.1 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

4.8.6.2 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.

4.8.6.3 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

4.8.6.4 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.

## 4.9 Selection Components

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

- Written application
- Curriculum vitae
- Referee reports
- Performance at interview.

### 4.9.2 Written Application

4.9.2.1 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).

4.9.2.2 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.

### 4.9.3 Curriculum Vitae

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

### 4.9.4 Referee Reports

4.9.4.1 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.

4.9.4.2 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.

4.9.4.3 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

4.9.4.4 *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.*

#### 4.9.5 **Performance at Interview**

4.9.5.1 The interview must be objective and free from bias. The goal of the interview is to provide an opportunity for the applicant to demonstrate their suitability for training.

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

4.9.5.3 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.

4.9.5.4 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.

4.9.5.5 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.

#### 4.10 **Determination of Training Posts**

- 4.10.1 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.
- 4.10.2 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.
- 4.10.3 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.
- 4.10.4 Training in some jurisdictions may involve financial costs.
- 4.10.5 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.

#### 4.11 **Deferred commencement of training**

- 4.11.1 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).

#### 4.12 **Trainee Selection for Entry into a Certificate of Advanced Training Program**

- 4.12.1 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.
- 4.12.2 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.
- 4.12.3 Acceptance is dependent on the local services' ability to provide an advanced training position in the relevant subspecialty.

## **5. Registration in Training**

- 5.1 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.
- 5.2 The applicant must 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.
- 5.3 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.
- 5.4 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.
- 5.5 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. Trainee Portfolio**

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. Feedback and Application Attempts**

- 7.1 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.
- 7.2 Feedback will be offered to unsuccessful applicants, usually in the form of an interview with the Chair of the Selection Panel or a delegate
- 7.3 There is no limit to the number of attempts an individual may make to enter the training program

## **8. Assessment of Recognition of Prior Learning**

- 8.1. 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.
- 8.2. 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.

## **9. Confidentiality and Documentation**

- 9.1. 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.

## **10. Unsuccessful Applicants and Review and Appeals**

### **10.1. Reviews and Appeals**

- 10.1.1. 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.
- 10.1.2. 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.
- 10.1.3. Unsuccessful applicants will be informed of their rights to request reviews of decisions affecting them and to then appeal the decisions.
- 10.1.4. Any request for review and/or any potential appeal in relation to entry to training must occur via the formal RANZCP Appeals Process.
- 10.1.5. 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.

## 10 Reporting and Audit

- 10.1 Each BTC or delegated body shall report to the CFT in relation to the outcomes of the selection process.
- 10.2 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.
- 10.3 Selection processes are to form a routine item in the accreditation site visit reports.

## 11 Monitoring, Evaluation and Review

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

## 12 Associated Documents

- 12.1 **Regulation:** 1.1 Registration for Entry to the Training Program Education Training Regulation  
14.1 Recognition of Prior Learning Education Training Regulation
- 12.2 **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
- 12.3 **Procedure:** 14.1 Recognition of Prior Learning Education Training Procedure
- 12.4 **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

## 13 References

- Australian Medical Council ([www.amc.org.au](http://www.amc.org.au))  
Medical Board of Australia ([www.medicalboard.gov.au](http://www.medicalboard.gov.au))  
Medical Council of New Zealand ([www.mcnz.org.nz](http://www.mcnz.org.nz))  
Advanced Certificate Program Information  
(<http://www.ranzcp.org/pre-fellowship/certificates-of-advanced-training>)  
RANZCP Appeals Process  
(<https://www.ranzcp.org/About-us/Governance/Regulations-policies-procedures.aspx>)

## Revision Record

<b>Contact:</b>	Project Officer, Education and Training		
Date	Version	Approver	Description
04/05/12	v.1.12	CFT/BOE, noted by GC	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.
17/08/12	v.1.14		Minor CFT changes noted by BOE.
10/05/13	v.2.0	BOE, noted by GC 25/5/13	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).
02/10/14	v.2.1		Minor grammatical change to clarify that registration must be current, whether it is general or specialist registration.
13/08/17	v.3.0	RANZCP Board	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.
15/05/18	v.3.1		Removal of definitions and abbreviations.
11/10/18	v 4.0	CFT	Combined policy and procedure document.
<b>August 2019</b>			<b>NEXT REVIEW</b>