

2012 Fellowship Program Regulations, Policies and Procedures

Transition

RANZCP Fellowship Regulations 2012

Regulations, policies and procedures

Please use the bookmarks panel at left to navigate to specific regulations.

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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Initial Implementation of the RANZCP Fellowship Regulations 2012: Competency-Based Fellowship Program



Approval Date: General Council GC2012/1 – R32 (25 February 2012)

Review Date: July 2014

Regulation Number: **3.1** Interim Number

Initial Implementation of the RANZCP Fellowship Regulations 2012: Competency-Based Fellowship Program

Training in the Competency-Based Fellowship Program, which is the new pathway to Fellowship with the College, will be implemented such that new applicants entering training from December 2012 (New Zealand) and January 2013 (Australia) will be enrolled under the RANZCP Fellowship Regulations 2012.

DOCUMENT CONTROL

Responsible department: Education	Responsible position: Senior Policy Officer	Version: 1.3
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REVISION RECORD

Date	Version	Revision description

Education Training Regulation

Staggered Implementation of the RANZCP Fellowship Regulations 2012: Competency-Based Fellowship Program



Approval Date: General Council GC2012/1 – R32 (25 February 2012)

Review Date: July 2014

Regulation Number: **3.2** Interim Number

Staggered Implementation of the RANZCP Fellowship Regulations 2012: Competency-Based Fellowship Program

Training in the Competency-Based Fellowship Program, which is the new pathway to Fellowship with the College, will follow a staggered implementation process according to the following schedule, as per the RANZCP Fellowship Regulations 2012:

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

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Education Training Regulation

Transition Arrangements for College Trainees Enrolled Prior to the RANZCP Fellowship Regulations 2012



Approval Date: General Council GC2012/1 – R32 (25 February 2012)

Review Date: July 2014

Regulation Number: 4.1 Interim Number

Transition Arrangements for College Trainees Enrolled Prior to the RANZCP Fellowship Regulations 2012

Trainees of the College who enrolled prior to December 2012 (New Zealand) and January 2013 (Australia) will transfer to training under the RANZCP Fellowship Regulations 2012 through the transitional arrangements determined by the Board of Education and detailed in the College Policy on Transition Arrangements for College Trainees.

Transition to the RANZCP Fellowship Regulations 2012 shall minimise any disadvantage to College trainees enrolled under the previous regulations. The policy on transition arrangements will provide a mechanism for reviewing and amending individual transition decisions in which the trainee asserts disadvantage has occurred.

DOCUMENT CONTROL

Responsible department: Education	Responsible position: Senior Policy Officer	Version: 1.3
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Education Training Policy

Transition Arrangements for College Trainees



Authorising Committee/ Department:	RANZCP Board
Responsible Committee/ Department:	Education Committee
Document Code:	POL EDT-TRN Transition Arrangements for College Trainees Policy (4.1)

1. Policy for transition arrangements for College trainees

Transition is the process by which College trainees enrolled under the RANZCP 2003 Training and Assessment Regulations or earlier transfer into training under the RANZCP Fellowship Regulations 2012.

2. Policy statement

This policy describes the transition arrangements to transfer trainees enrolled under the RANZCP 2003 Training and Assessment Regulations, into the training pathway outlined in the RANZCP Fellowship Regulations 2012.

Generally, trainees will have transitioned to training under the RANZCP Fellowship Regulations 2012 by the end of February 2016 (after rotation 2, 2015 is finished across Australia and New Zealand). Once transition is complete, this policy and the regulation on *Transition Arrangements for College Trainees Enrolled Prior to the Competency-Based Fellowship Program* will become redundant.

3. Purpose

This policy sets out the mechanism for the determination of transition arrangements and transition processes for College trainees. It provides a guideline for the transition of trainees already enrolled under the RANZCP 2003 Training and Assessment Regulations to training under the 2012 regulations, policies and procedures. The policy ensures that those trainees affected by the policy are treated fairly, consistently and impartially at all times, and that there is fairness and transparency in transition decisions.

4. Policy details

4.1 Application of Transition Policy

This policy applies to College trainees enrolled under the RANZCP 2003 Training and Assessment Regulations and 2003 Certificate of Advanced Training Regulations, including Fellows in Training.

Once trainees have transitioned to the RANZCP Fellowship Regulations 2012, they will be required to follow the regulations, policies and procedures under the RANZCP Fellowship Regulations 2012.

4.2 Transition timing

Trainees will be able to transition into Stage 2 from December 2013 and Stage 3 from December 2015.

A trainee will not be transitioned while actively training in a rotation which was commenced as a 2003 trainee; rather, they will be transitioned at the end of a rotation. Therefore, 2003 trainees will not transition on exactly the same day across Australia and New Zealand. Generally, all trainees will either have completed under the RANZCP 2003 Training and Assessment Regulations or have transitioned to training under the RANZCP Fellowship Regulations 2012 by the end of December 2015 for trainees in New Zealand, and the end of February 2016 for trainees in Australia.

4.2.1 Advanced trainees almost eligible for admission to Fellowship

Trainees who are actively training in the 2003 Training Program and are on track to complete all 2003 Training Program requirements for eligibility for admission to Fellowship by approximately the end of August 2016 will not be required to transition to the 2012 Fellowship Program. These trainees will generally have no more than one 6-month rotation (calendar time) remaining and will have completed all centrally administered summative assessments. The College will send correspondence to trainees in this circumstance, notifying them that they will not be required to transition if they become eligible for Fellowship within this time period.

Trainees in this circumstance who do not complete the requirements for eligibility for Fellowship by the end of August 2016 for any reason (including an approved break-in-training) will be transitioned to the 2012 Fellowship Program and, therefore, must then complete any remaining requirements under the RANZCP Fellowship Regulations 2012.

4.3 Transition arrangements

The *Transition Matrices* provide the model for the recognition of components of training under the RANZCP 2003 Training and Assessment Regulations against components of training under the RANZCP Fellowship Regulations 2012. Trainees will be transitioned to Stage 1, 2 or 3 of the 2012 Fellowship Program based on their official Training Record. In both the 2003 Training Program and 2012 Fellowship Program, it is the trainee's responsibility to ensure that their Training Record accurately reflects their completed training.

Trainees enrolled under the RANZCP 2003 Training and Assessment Regulations shall receive correspondence that clearly shows the 2012 Fellowship Program components for which they are recognised as having achieved comparable competency, as well as the components yet to be completed.

Training time will be recognised at the same level at which it was completed under the RANZCP 2003 Training and Assessment Regulations.

- I.e. Basic Training time will be recognised as Stage 1 and Stage 2 training time (whichever is relevant).
- I.e. Advanced Training time (including up to a **maximum of 12 months' pre-clinical Generalist Advanced Training**) will be recognised as Stage 3 training time.

4.3.1. Recognition of 2003 training and experiences

In order to be recognised at transition, any completed 2003 Program training and experiences must be accredited to a trainee's record. This requires that all 2003 Training Program forms be submitted to the College head office prior to the time at which a trainee is transitioned, with the exception of forms for training and experiences completed in their current rotation (i.e. the rotation ending immediately prior to transition).

Any components for which forms have not been received and accepted by the College head office will not have been credited to the trainee's 2003 Training Record and, therefore, will not be recognised on the trainee's 2012 Training Record. The implications of this are the following:

- A trainee who has not submitted forms for completed training time or experiences will be transitioned as if the training time or experiences have not been undertaken, i.e. to the stage during which the comparable component or time must be completed in the 2012 Fellowship Program.
 - E.g. A trainee who has not submitted the forms to the College head office for the basic training Addiction Psychiatry requirements will be transitioned to Stage 2, even if they have already completed and submitted forms for 36 months of FTE training time.
 - E.g. A trainee who has not submitted the forms to the College head office for their last 18 months of completed training time will be transitioned as if that time has not been undertaken.

- A trainee will only be able to accrue training time in the 2012 Fellowship Program at the stage to which they have been transitioned, as the program is competency-based with each stage requiring the trainee to be assessed at a different standard of competency.
 - Therefore, training time undertaken in the 2012 Program after transition will not be eligible to be 'backdated' or retrospectively converted to a more advanced stage if outstanding 2003 forms are received after a trainee has transitioned.
 - However, an exception will be made for trainees whose current rotation and experiences (i.e. the rotation ending immediately prior to transition) would alter the stage to which they are transitioned. Trainees in this situation will be able to progress to the next stage as usual if the relevant 2003 forms are submitted prior to the end of their first rotation in the 2012 Fellowship Program.
 - E.g. A trainee in New Zealand, who has undertaken all required basic training experiences, completes a 6-month rotation that would give them 36 months FTE of accrued training time in December 2015, marking the end of basic training. This trainee may be placed in a Stage 3 training post (equivalent to advanced training) even though their 2003 Training Record would not yet have been updated. However, their Stage 3 rotation will not be able to be processed and added to their Training Record until the trainee has submitted their final 2003 end-of-rotation paperwork for processing by the College head office.

4.3.2. Cut-off date for submission of 2003 Training Program forms

As per above, with the exception of forms for their current rotation, all trainees must submit their 2003 Training Program forms prior to the end of their current and final rotation under the 2003 Training and Assessment Regulations in order to receive recognition for all completed components of training and to ensure they are not delayed in their progression (i.e. by December 2015 for trainees in New Zealand and by January/February 2016 for trainees in Australia, depending on the rotation dates for the relevant state or territory).

All training forms for time or experiences completed during the current rotation (ending immediately prior to the time of transition) must be submitted to the College head office prior to the end of the trainee's first rotation in the 2012 Fellowship Program.

The final date that 2003 Training Program forms will be accepted by the College head office is **31 August 2016**. Trainees who are delayed in sending in their 2003 Training Program forms due to exceptional circumstances can apply to the CFT for approval of the outstanding form and training component. Applications must include payment of the relevant administration fee as per

the Fee Schedule. Trainees should provide supervisor and DOT letters of support with their application where relevant. The CFT considers these requests on a case-by-case basis.

4.4 Currency of Training and Transition

Trainees must maintain currency of their completed 2003 Training Program components in order for them to be recognised against components of the 2012 Fellowship Program. Trainees may access the existing (2003) process whereby they can request a currency extension for component(s) on their Training Record from the CFT in exceptional circumstances. The CFT considers these requests on a case-by-case basis.

However, the loss of currency will be suspended to facilitate the transition of trainees to the 2012 Fellowship Program. Therefore, basic training completed after rotation two, 2006 will not be subject to currency requirements and will be recognised in the trainee's transition. Additionally, advanced training completed after rotation two, 2008 will not be subject to currency requirements and will be recognised in the trainee's transition. (Rotation two, 2014 – 8 years currency requirement = rotation two, 2006 for basic training; rotation two, 2014 – 6 years currency requirement = rotation two, 2008 for advanced training). Currency lost prior to this can continue to be refreshed as per Link 19 of the RANZCP 2003 Training and Assessment Regulations until the date of transition (see point 4.4.3).

4.4.1. Progression through training in the 2012 Fellowship Program

Trainees must be aware that upon transition, as part of the requirements of the RANZCP Fellowship Regulations 2012, they will be required to adhere to the deadlines and time maximums set forth in the Progression through Training and Failure to Progress Policies (6.1 and 19.1). The deadline and timing requirements outlined in these policies will be applied to transitioning trainees from the date of transition.

- E.g., breaks-in-training taken prior to transition will not be included in the cumulative 5-calendar-year maximum break before being required to show cause to the Committee for Training (CFT) to remain in the 2012 Fellowship Program.
- E.g., training time accrued prior to transition will not be included in the 13-calendar-year maximum time before being required to show cause to the Committee for Training (CFT) to remain in the 2012 Fellowship Program.
- E.g., training time accrued prior to transition will not be included in the time counting towards centrally administered summative assessment deadlines.
 - For example, as per the Progression through Training Policy (6.1), trainees are expected to pass the Psychotherapy Written Case by the time they have completed 60 months' full-time equivalent (FTE) accredited training time, at which point they are required to undertake mandatory targeted learning if they have not yet passed. There is a further requirement for trainees to show cause to the CFT to remain in the 2012 Fellowship Program if they have not passed the case by the time they have completed 54 months' FTE accredited training time. The 'clock' starts at the date of transition rather than including any training time completed under the RANZCP 2003 Training and Assessment Regulations.

4.4.2. Transitioning with “refreshed” 2003 Program rotations

As detailed in Link 19 of the RANZCP 2003 Training and Assessment Regulations, a mandatory 2003 training rotation (such as the mandatory 6-month FTE Child and Adolescent Psychiatry rotation or Consultation–Liaison Psychiatry rotation) may be refreshed via:

- i. The completion of an additional 3-month FTE rotation in that area of practice; or
- ii. The completion of 10 cases in the relevant area of practice.

As a result, 2003 trainees have been able to maintain currency for Child and Adolescent Psychiatry, Consultation–Liaison Psychiatry or Adult Psychiatry by completing 10 cases while placed in ‘General’ rotations. If a 2003 trainee refreshed a mandatory area of practice rotation by the completion of 10 cases, the trainee maintained currency for that area of practice, even though the time itself was not re-accredited to their 2003 Training Record. A 2003 trainee who has refreshed a ‘rotation’ so that its currency is maintained will receive credit for the mandatory components related to that area of practice when they transition to the 2012 Fellowship Program but will not be credited with the original time lost. A trainee who transitions with at least 36 months of FTE basic training time and credit for the 2012 Fellowship Program mandatory area of practice components on their Training Record can be transitioned into Stage 3 of the 2012 Fellowship Program.

The implication of the 2003 currency process is that it will be possible for a trainee who has lost currency on the mandatory rotations of the 2003 Training Program, and who has refreshed these rotations via the 10-case option, to transition to Stage 3 of the 2012 Fellowship Program with, for example, 36 months FTE of ‘General’ rotation time, provided that they have all mandatory Stage 1 and Stage 2 EPAs on their Training Record.

A trainee who does not have at least 36 months FTE of basic training time on their Training Record will not be transitioned into Stage 3 of the 2012 Fellowship Program. If the trainee has refreshed currency by the completion of 10 cases or a 3-month FTE rotation and, therefore, received credit for that mandatory area of practice component of the 2012 Fellowship Program, they would not need to repeat the mandatory training time specified for that area of practice under the RANZCP Fellowship Regulations 2012 (as this would not have been required by the RANZCP 2003 Training and Assessment Regulations).

4.4.3. Transitioning without refreshing currency lost in the 2003 Training Program

Currency lost under the RANZCP 2003 Training and Assessment Regulations that was not refreshed prior to transition will not be recognised for credit when the trainee transitions to the 2012 Fellowship Program. Currency cannot be refreshed after transitioning to the 2012 Fellowship Program; rather, any mandatory training components for which a trainee did not receive credit in transition will need to be completed as per the RANZCP Fellowship Regulations 2012.

4.5 Transition in relation to previously accrued passes and fails

Passes and fails on a trainee’s 2003 Training Record will be recorded on the trainee’s 2012 Training Record.

4.5.1 Rotations

A trainee who is required to complete a rotational targeted learning program as part of the 2003 Training Program will still be required to complete the rotational targeted learning program once they have transitioned if they have not done so prior to transition.

Under the 2003 Training and Assessment Regulations, a trainee who has failed three rotations (regardless of timing) may be excluded from the College Training Program for failure to meet the required standard of training. Under the RANZCP Fellowship Regulations 2012, a trainee who fails three rotations (regardless of timing) must show cause to the CFT as to why they should be able to continue towards Fellowship.

Therefore, a failed rotation under the 2003 Regulations will be counted toward the allowable number of failed rotations under the 2012 Regulations before the trainee must show cause to the CFT.

- E.g. a trainee who has failed one rotation in the 2003 Training Program will be required to show cause to the CFT if they fail two rotations after transition to the 2012 Fellowship Program (a total of three failed rotations).

4.5.2 Centrally administered summative assessments – two failed attempts

Under the 2003 Training and Assessment Regulations, trainees must complete a targeted learning program for every two failed attempts at the same centrally administered summative assessment. Similarly, under the RANZCP Fellowship Regulations 2012, a trainee must complete a targeted learning program for every two failed attempts at the same centrally administered summative assessment.

A trainee who is required to complete a targeted learning program as part of the 2003 Training Program will still be required to complete the targeted learning program once they have transitioned in order to be eligible to sit the related assessment in the 2012 Fellowship Program.

The centrally administered summative assessments under the 2012 Fellowship Regulations are:

- Written Multiple Choice Question (MCQ) Examination
- Written Essay-Style Examination
- Objective Structured Clinical Examination (OSCE)
- Scholarly Project
- Psychotherapy Written Case.

Therefore, a trainee who has had two consecutive failed attempts at the Written Examination in the 2003 Training Program must have completed a targeted learning program related to those attempts in order to be eligible to sit the Written MCQ Examination or Written Essay-style Examination in the 2012 Fellowship Program.

A trainee who has had two consecutive failed attempts at the OSCE in the 2003 Training Program must have completed a targeted learning program related to those attempts in order to be eligible to sit the OSCE in the 2012 Fellowship Program.

A trainee who has had two consecutive failed submissions of the Psychological Methods Case History in the 2003 Training Program must have completed a targeted learning program related to those submissions in order to be eligible to resubmit the Psychological Methods Case History during 2016 or to submit the Psychotherapy Written Case in the 2012 Fellowship Program.

Note: A trainee who has had one failed attempt/submission at a centrally administered summative assessment in the 2003 Training Program (or one fail since they last completed a related targeted learning program), and, therefore, is not required to complete a targeted learning program under the 2003 Regulations, will be able to attempt/submit the related assessment in the 2012 Fellowship Program twice before targeted learning is required as part of the 2012 Fellowship Program.

- E.g. a trainee who has failed the OSCE once in the 2003 Training Program will be able to attempt the OSCE twice after transition before being required to undertake a targeted learning program as part of the 2012 Fellowship Program (if they have not been successful in passing).

4.5.2 Centrally administered summative assessments – three failed attempts

Under the RANZCP Fellowship Regulations 2012, a trainee who fails the same centrally administered summative assessment three times must show cause to the CFT as to why they

should be able to continue towards Fellowship. However, there was no rule in relation to maximum attempts of a centrally administered summative assessment under the 2003 Training and Assessment Regulations.

No failed attempts accrued while a trainee is in the 2003 Training Program will be counted toward the allowable number of failed attempts under the 2012 Regulations before the trainee must show cause to the CFT.

- E.g. a trainee who has failed the Written Examination twice in the 2003 Training Program would be able to attempt the Written MCQ Examination or Written Essay-Style Examination three times after transition before being required to show cause to the CFT in relation to either assessment (if they have not been successful in passing). However, the trainee would still need to fulfil the relevant targeted learning requirements.

4.5 Entering the 2012 Fellowship Program

Trainees must enter into a signed Training Agreement with the College as part of the requirements of the 2012 Fellowship Program for the ongoing credit of training. The Training Agreement will be forwarded to trainees for completion before their transition.

4.6 Management of transition

The CFT is responsible for managing the process of transition for trainees using the *Transition Matrices* and other relevant documents.

4.7 Reconsiderations and appeals

Applicants who believe they have grounds for reconsideration of a decision made by the CFT may utilise the formal education review process and access the College Reconsideration and Appeal Policy.

5. Monitoring, evaluation and review

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

The policy will be reviewed biennially and updated as required.

6. Definitions and abbreviations:

Assessments	Assessments and examinations required within the College CBFP.
BTCs	Branch Training Committees – For the purposes of this document, this collective term is inclusive of all Branch Training Committees and the New Zealand Training Committee.
CBFP	Competency-Based Fellowship Program
CEQR	Committee for Educational Quality and Reporting
CFE	Committee for Exams

CFT	Committee for Training
Training Record	The record kept by the College head office of a trainee's progress on all required components of the Fellowship Program.
Decision	Any final outcome made by a College committee or representative of the College.
DOT	Director of Training
EC	Education Committee
EPA	Entrustable Professional Activity
OSCE	Objective Structured Clinical Exam
Recognition of Prior Learning (RPL)	The process by which learning and skills acquired outside the training program are evaluated for the purpose of assigning credit.
WBA	Workplace-Based Assessment

7. Associated documents

- Regulations: Transition Education Training Regulation
Recognition of Prior Learning Education Training Regulation
- Forms: CBFP Training Record
Training Agreement
- Documents: Transition Matrices
2003 Training and Assessment Regulations – Link 19 Currency
Fee Schedule

8. References

Nil

Revision Record

Contact:		Senior Policy Officer, Education	
Date	Version	Approver	Description
27/03/12	v.1.6	General Council	New document approved by GC out of session.
19/07/14	v.2.0	RANZCP Board	Updates to clarify correspondence and that components of training must be current as per the 2003 Program requirements. Approved EC 13/6/14. Approved RANZCP Board B2014/4 R14.
12/10/14	v.3.0	RANZCP Board	Major updates to reflect transition specifics: trainees who are nearly eligible for Fellowship won't have to transition, currency, where trainees will enter in relation to Progression through Training deadlines/Failure to Progress, that trainees must complete a Training Agreement as part of the 2012 FP, and to clarify that transition will not occur mid-rotation. Reviewed by TRC. Approved by CFT. Reviewed by CGRC 9/9/14. Approved by EC 19/9/14. Approved by RANZCP Board B2014/6 R6.
22/08/15	v.4.0	RANZCP Board	Update to clarify that 2003 Program forms must be submitted prior to transition in order for those components to be recognised under the 2012 Fellowship Program. Clarification on alignment of rules for targeted learning/fails between the programs. TRC reviewed. CFT approved. EC approved 24/7/15 w/ addition of administrative fee for

22/07/2016	v.4.1	RANZCP Board	<p>applications for 2003 forms after deadline. CGRC reviewed 31/7/15. Approved by RANZCP Board B2015/5 RX.</p>
			<p>Revised to reflect targeted learning/targeted learning plan (formally remediation/remediation plan terminology changes. EC approved 29/04/2016. CGRC reviewed 28/04/2016. RANZCP Board approved B2016/4.</p>
			<p>Revised to reflect updates to Targeted Learning and Show Cause points for five centrally administered assessments – to be effective from 1/1/2017. EC approved 03/06/2016. CGRC reviewed 17/06/2016. RANZCP Board approved B2016/5.</p>

August 2017 **NEXT REVIEW**