



Authorising Committee/ Department:	Education Committee
Responsible Committee/ Department:	Education Committee
Document Code:	SUPPORT DOCUMENT EDT-TRN Glossary

Abbreviation/Acronym	Definition
Advanced Standard	The standard as per the Developmental Trajectory that must be attained and demonstrated by the end of Stage 3.
Aggregate Score	Total score for various components within that examination, expressed as a percentage.
Assessments	Assessments required as part of the 2012 Fellowship Program, e.g. Workplace-based Assessments (WBAs), Entrustable Professional Activities (EPAs) and In-Training Assessments (ITAs).
Australian Health Practitioner Regulation Agency (AHPRA)	The agency established by the National Health Practitioner Regulation National Law Act 2009 (Cth) that regulates Australia's health practitioners in partnership with the National Boards (including the Medical Board of Australia [MBA]).
Australian Medical Council (AMC)	The independent national standards body that accredits specialist medical training programs and that conducts the assessment process for international medical graduates (IMGs) on the standard AMC-examination pathway.
Basic Standard	The standard as per the Developmental Trajectory that must be attained and demonstrated by the end of Stage 1.
Biennially	Taking place every other year.
Board of Education (BOE)	The College Board of Education (former name of Education Committee).
Branch Training Committee (BTC)	The committees responsible for the local oversight and implementation of the College Fellowship training program in Australia. – For the purposes of the RANZCP Fellowship Program and Certificate of Advanced Training Programs, the collective term 'Branch Training Committee' or 'BTC' is inclusive of all Branch Training Committees and the New Zealand Training Committee (NZTC).
Break in training	A trainee's College-approved interruption to training.
Candidate	<ol style="list-style-type: none"> Used to refer to a Specialist International Medical Graduate (SIMG) candidate. In the context of a centrally administered summative assessment, a trainee or SIMG candidate who has been granted a place at the relevant examination or who has submitted their Scholarly Project or Psychotherapy Written Case for assessment.

Abbreviation/Acronym	Definition
Case-based discussion (CbD)	A workplace-based assessment (WBA) tool approved for use in the 2012 Fellowship Program. A CbD is a discussion based on case notes and other relevant written correspondence for a current case in the workplace.
Centrally administered summative assessment	A summative assessment administered by the College and assessed separately to training rotations. The five centrally administered summative assessments are the: Multiple Choice Question (MCQ) Exam, Essay-Style Exam, Objective Structured Clinical Examination (OSCE), Psychotherapy Written Case and the Scholarly Project.
Circuit	A series of stations that an examination candidate rotates through during the Objective Structured Clinical Examination (OSCE). The OSCE comprises long and short station circuits that run parallel to each other as part of an examination stream.
College	The Royal Australian and New Zealand College of Psychiatrists (also described as the RANZCP).
College-accredited	Accredited as part of the responsibility delegated to the Branch Training Committees (BTCs) and New Zealand Training Committee (NZTC) or bodies under delegated authority from the NZTC, and undertaken in accordance with the Standards for the Accreditation of Training Programs or the Rotation Accreditation Standards.
Committee for Education Evaluation, Monitoring and Reporting (CEEMR)	The committee that fosters, undertakes and reports quality appraisal and monitoring of training, assessment and other education activities of the Education Committee.
Committee for Education Quality and Reporting (CEQR)	Former name of CEEMR
Committee for Examinations (CFE)	The Committee that prepares, administers and assesses the centrally administered summative assessments.
Committee for Training (CFT)	The Committee responsible for the implementation and review of Fellowship Program Regulations, and that oversees and administers the Fellowship Program and Certificates of Advanced Training.
Computer-based testing	The use of digital tools for assessment-related activity. (From August 2015, the MCQ Examination is offered as a computer-based test rather than a paper-based test. Computer-based testing will be conducted at an examination testing centre.)
Confirmation of Entrustment (COE)	The College form that confirms entrustment of an EPA. This is for College use only.
Critical Analysis Problems (CAPs)	A question type used in the Multiple Choice Questions (MCQ) Examination.
Critical Essay Questions (CEQs)	A question type used in the Essay-Style Examination.
Cut scores	Cut scores are derived from the mean score of all candidate performances that were marked globally as 'marginal' by examiners for each Objective Structure Clinical Examination (OSCE) station in a particular OSCE sitting. Cut scores are aggregated to determine the pass score for the OSCE.

Abbreviation/Acronym	Definition
Deadline	The mandatory completion date for a specific centrally administered summative assessment, as stated in the Progression through Training Policy. A deadline is not a barrier within the Fellowship Program.
Decision	Any written, final outcome made by a College committee or representative of the College.
Developmental Descriptors	Describes the skill level expected of trainees at the end of each stage of training. These can be used by supervisors to help determine if a trainee is performing at the appropriate standard as per the Developmental Trajectory. The Developmental Descriptors are not designed to be an exhaustive list and are not intended to replace a supervisor's best judgement. See Training Program Documents on the College website.
Developmental Trajectory	The Developmental Trajectory illustrates the broad changes expected of trainees' practice as they progress through training through basic, proficient and advanced levels. See Training Program Documents on the College website.
Direct observation of procedural skills (DOPS)	A Workplace-Based Assessment (WBA) tool approved for use in the 2012 Fellowship Program. A DOPS consists of a supervisor observing a trainee conducting a procedural skill and providing feedback to the trainee about their performance.
Director of Training (DOT) or Director of Advanced Training (DOAT)	A Director of Training or Director of Advanced Training ensures that all aspects of the local training program run smoothly and the quality of training through all the stages of the program is maintained.
Education Committee (EC)	The Committee that formulates and develops strategic education policy advice for the Board on all matters relating to Fellowship and the award of Certificates of Advanced Training and oversees all activities of its constituent committees.
End of Stage 3 (in relation to the five centrally administered summative assessments)	In the context of the expected standard of RANZCP centrally administered summative assessments, 'end of Stage 3' is the month in which a trainee becomes a Fellow (and a Junior Consultant). Each of the five centrally administered summative assessments of the Fellowship Program are set to the 'end of Stage 3' standard.
Entrustable Professional Activity (EPA)	A summative measure of competence that cannot be passed or failed, but rather, achieved or not achieved. An EPA cannot be repeated once achieved for the purpose of the Fellowship Program.
Essay-style Examination	One of the five centrally administered summative assessments of the Fellowship Program.
Examination assistant	External volunteers or College staff members who fulfil a number of important administrative roles specific to the running of the Objective Structured Clinical Examination (OSCE). These include directing, supervising and timing candidates, examiners and role players during an examination.
Examination stream	See 'stream'.

Abbreviation/Acronym	Definition
Exceptional/extraordinary and mitigating circumstances	<p>Exceptional or extraordinary circumstances are unusual, atypical or out-of-the-ordinary, which, in relation to RANZCP training, could not have been foreseen or planned for, and which are not as a result of the trainee's own making.</p> <p>Mitigating circumstances justify, qualify, moderate, help to explain or otherwise lessen the gravity of an issue.</p>
Exemption	<ol style="list-style-type: none"> 1. Exemption from the Scholarly Project may be granted as a result of a successful Scholarly Project exemption application process. 2. Exemption from training time requirements and/or various assessments (including potential exemption from the Scholarly Project) can be granted as a result of a successful RPL application submitted to the Committee for Training (CFT) within the first six months of training.
Extended Matching Questions (EMQs)	A form of multiple choice question used in the Multiple Choice Question (MCQ) Examination.
Failure to Progress	The policy that addresses the identification of underperforming and/or non-progressing trainees from the Fellowship Program, and which requires identified trainees to show cause to the Committee for Training to be able to remain in the Fellowship Program (or to the relevant Subcommittee for Advanced Training to remain in a Certificate of Advanced Training).
FEC	Formal education course, which is provided or approved by each Branch Training Committee/BTC or the New Zealand Training Committee (NZTC).
Fellowship Competencies	Fellowship Competencies outline the College's understanding of psychiatry in Australia and New Zealand through the CanMEDS roles, and state the demonstrable endpoint competencies for all trainees engaged the 2012 Fellowship Program.
Full-time equivalent (FTE)	The proportion of time compared to full time, where full time is 1.0. A trainee's FTE status is determined by their employment contract.
General Council (GC)	General Council (former name of the RANZCP Board)
In-Training Assessment (ITA)	<p>Assesses the trainee's performance against each learning outcome for that stage.</p> <ul style="list-style-type: none"> • The mid-rotation ITA is a formative assessment and is used to measure progress in the rotation • The end-of-rotation ITA is a summative assessment that denotes whether a trainee has been marked as passing or failing their training rotation
Learning Outcomes	The minimum expectations of trainees for each Stage of training (which contribute to the attainment of Fellowship Competencies) and will be assessed in the In-Training Assessments. See Associated Documents
Learnit	RANZCP e-learning platform: https://learnit.ranzcp.org/User/ [member log-in required]

Abbreviation/Acronym	Definition
Local Hospital Coordinator	A Fellow or Stage 3 trainee appointed by the CFE to manage an OSCE examination site.
Medical Board of Australia (MBA)	A National Board of the Australian Health Practitioner Regulation Agency (AHPRA) that registers medical practitioners and medical students, develops standards, codes and guidelines for the medical profession, and investigates notifications and complaints about medical practitioners.
Medical Council of New Zealand (MCNZ)	The Council, defined by the Health Practitioners Competence Assurance Act 2003, which registers doctors in New Zealand and carries responsibilities in the areas of standards, conduct and competence.
Mini-Clinical Evaluation Exercise	A Workplace-Based Assessment (WBA) tool approved for use in the 2012 Fellowship Program. A Mini-Clinical Evaluation Exercise consists of a supervisor observing a trainee during a consultation with a real patient and providing feedback to the trainee about their performance.
Mitigating circumstances	See Exceptional/extraordinary and mitigating circumstances.
Modified essay questions (MEQs)	A question type used in the Essay-Style Examination.
Multiple Choice Question (MCQ) Examination	One of the five centrally administered summative assessments of the Fellowship Program.
New Zealand Registration Examination (NZREX) Clinical	New Zealand registration examination required by the Medical Council of New Zealand (MCNZ)
New Zealand Training Committee (NZTC)	The committee responsible for the local oversight and implementation of the College Fellowship training program in New Zealand.
Not in training	A trainee's training status when they have periods of absence from active training, where approval has not been obtained or the College head office has not been informed. Trainees are liable to pay the full training fee as they have not sought and received approval for a break in training.
'No zone' trainee	A trainee who is not part of a local training program. Trainees who are not part of a local training program are managed by the Committee for Training (CFT) and can apply to the CFT for consideration of a break-in-training application.
Objective Structured Clinical Examination (OSCE)	A practical clinical exam. It is a summative assessment of the RANZCP Fellowship Program.
Observed Clinical Activity (OCA)	A WBA tool approved for use in the 2012 Fellowship Program, the use of which is mandatory for each 6-month FTE rotation. An OCA is a formative assessment that requires a trainee to be observed by a supervisor during their initial clinical assessment of a patient, after which the trainee presents their assessment and corresponding treatment plan to the supervisor.

Abbreviation/Acronym	Definition
Observer	<ol style="list-style-type: none"> In the OSCE examination, observers are experienced examiners from Committee for Examinations constituent committees, who contribute to the evaluation and quality assurance of the OSCE stations and of the OSCE examination as a whole. Observers do not mark candidates or discuss candidate performance. In relation to training rotations, an observer may be present in a trainee's supervision session if required.
Pearson VUE	The College written examinations are provided through Pearson VUE and its associates. www.pearsonvue.com
Professional Presentation	A Workplace-Based Assessment (WBA) tool approved for use in the 2012 Fellowship Program. A professional presentation consists of a supervisor observing a trainee giving a presentation to an audience and providing feedback to the trainee about their performance.
Proficient Standard	The standard as per the Developmental Trajectory that must be attained and demonstrated by the end of Stage 2.
Psychotherapy Written Case	A centrally administered summative assessment of the Fellowship Program.
Recognition of Prior Learning (RPL)	The formal recognition of training and experience undertaken prior or externally to training in the RANZCP Fellowship Program.
Scholarly Project	A centrally administered summative assessment of the Fellowship Program.
Selection Panel	The panel, which is set by a local Branch Training Committee or delegated body of the New Zealand Training Committee (NZTC), responsible for assessing applicants to the Fellowship Program.
Show cause	The process by which a trainee must provide a written application for consideration by the CFT to determine if they should be able to continue in the Fellowship Program.
Specialist International Medical Graduate (SIMG) candidate	A Specialist International Medical Graduate (SIMG) has had their overseas training and experience assessed by the RANZCP and has been accepted onto the Specialist Pathway to Fellowship. A SIMG candidate is assessed as being partially or substantially comparable to a psychiatrist who trained in Australia or New Zealand.
Stage	Training in the Fellowship Program is divided into three Stages (Stage 1, Stage 2 and Stage 3), which can be defined as basic, proficient and advanced training as per the Developmental Trajectory.
Standard expected at the end of stage 3	In the context of the expected standard of RANZCP assessments, end of Stage 3 is the month in which a trainee becomes a Fellow (and a Junior Consultant).
Station	The OSCE utilises a number of stations to assess candidates across a range of psychiatric practice tasks. Each station will have its own designated instructions and task(s) on which a candidate will be assessed.

Abbreviation/Acronym	Definition
Stream	Due to the number of candidates at each examination sitting, there is usually a requirement to run multiple identical short station and long station circuits concurrently. Each 'set' of short and long station circuits is referred to as a stream. Candidates will be assigned to a random examination stream prior to the commencement of the examination.
Subcommittee for Advanced Training (SAT)	The body that accredits and oversees a Certificate of Advanced Training in the relevant specialty area and recommends candidates for the award of Certificate of Advanced Training in that area of practice.
Targeted Learning	<p>Formal processes in which trainees who have not successfully completed program requirements are assisted, supported and monitored through the completion of targeted learning plan:</p> <ul style="list-style-type: none"> • Rotation-based targeted learning is required for a failure to successfully complete a training rotation (including non-submission of the end-of-rotation In-Training Assessment [ITA] form) • Progression-based targeted learning is required for a failure to pass a centrally administered summative assessment by the stated deadline as per the Progression through Training Policy • Assessment-based targeted learning is required for two consecutive failures of the same centrally administered summative assessment. • Targeted learning can also be required if a trainee has been found to have made an ethical breach of the RANZCP Fellowship Regulations, College regulations and documentations, or the Code of Ethics or Conduct.
Test administrator	Supervises the examination. Test administrators are support staff and employees of Pearson VUE and its associates, and do not assist candidates during an examination.
Trainee Progress Trajectory	The visual aid document that presents the Fellowship Program deadlines as required by the Progression through Training Policy.
Trainee Representative Committee (TRC)	The Committee that provides formal representation for trainees within the College, reporting to the RANZCP Board.
Training Agreement	The agreement that the trainee must make with the RANZCP in order to be fully enrolled in the Fellowship Program. The Training Agreement is sent by the College head office and is separate to any agreements made in a local training program or to employment agreements.
Training Record	The official record kept at the College head office of a trainee's progress on all required components of the Fellowship Program.
Training Zone	See 'Zone'.
WBA	Workplace-based Assessment – a formative measure of competence. See the Workplace-based Assessment Policy and Procedure.
Zone	Local training program accredited to provide RANZCP psychiatry training.

REVISION RECORD

Contact: Senior Policy Officer, Education

Date	Version	Approver	Description
2012 - 2017	v.1.0	General Council	Initial versions approved at the end of each policy by General Council.
15/12/17	v.2.0	Education Committee	Extraction of glossary from the end of each policy to form one standalone document. Update to definitions, including in context of them being in a separate document. Approved by CFE 22/11/17, CFT 23/11/17, EC 15/12/17.

December 2019 **NEXT REVIEW**