

Education Training Policy

Stage 1 Mandatory Requirements



Authorising Committee/ Department:	RANZCP Board
Responsible Committee/ Department:	Education Committee
Document Code:	POL PRC EDT-TRN Stage 1 Mandatory Requirements Education Training Policy (7.1)

Contents

Requirement to complete Aboriginal and Torres Strait Islander mental health modules and Māori mental health modules (once developed) – effective rotation one, 2018

This policy has been updated to reflect the new requirement for trainees to complete the Māori mental health modules (once developed) and three specified Aboriginal and Torres Strait Islander mental health modules through Learnit on www.ranzcp.org prior to achieving Fellowship.

This requirement is **mandatory for all trainees commencing the RANZCP Fellowship Program from rotation one, 2018** (December 2017 (NZ) and February 2018 (AUS)). It is recommended for all trainees who commenced the RANZCP Fellowship Program before rotation one, 2018.

The specifics of this requirement are set out in section 4.3.2.

Further assistance available

Contact the Training Department at training@ranzcp.org.

This box will become unnecessary in December 2018 (approximately) and will be removed at that point.

1. Policy on Stage 1 Mandatory Requirements

This policy describes the mandatory requirements for College trainees in Stage 1 of the RANZCP Fellowship Program, as governed by the RANZCP Fellowship Regulations 2012.

2. Policy Statement

Stage 1 of the RANZCP Fellowship Program requires the mandatory completion of a minimum of 12 months' full-time equivalent (FTE) accredited training in College-accredited Adult Psychiatry training posts, 6 months of which must be in an acute setting.

The completion of Stage 1 requires trainees to attain and demonstrate competence in psychiatry to a basic standard as defined by the Developmental Trajectory.

3. Purpose

This policy defines the requirements for the successful completion of Stage 1 training within the RANZCP Fellowship Program.

4. Policy Details

4.1 Rotation Requirements

Trainees in Stage 1 must complete a minimum of 12 months of full-time equivalent (FTE) accredited training in College-accredited Adult Psychiatry posts.

4.1.1 Setting and After-Hours Work

Six months FTE of this training must be completed within an acute setting.

A trainee must undertake after-hours and emergency duties required by being in an accredited training post. Where a trainee believes there are exceptional circumstances that would prevent them from undertaking these duties after hours, they should submit an application for exemption from after-hours experience for a specified or temporary time period during a specific rotation to their employer and should notify their Director of Training (DOT) of this application. If approved, this exemption must be communicated to the Branch Training Committee (BTC)/delegated body of the New Zealand Training Committee (NZTC).

4.2 Training Posts in an Adult Psychiatry Area of Practice

Training in Stage 1 Adult Psychiatry posts will focus on the core basic psychiatry skills. It must also involve working with people with a wide range of mental health problems and mental illness.

Training posts in Adult Psychiatry may involve public and private psychiatry experiences.

4.2.1 Inclusive of Youth Mental Health

The Adult Psychiatry Area of Practice requirement for Stage 1 is inclusive of Youth Psychiatry posts that focus on the core basic psychiatry skills.

4.2.2 Exceptions to Adult Psychiatry Training Posts for Stage 1

Occasionally, exceptions may be necessary to the Adult Psychiatry Area of Practice requirement for a Stage 1 Training Post. Any such exception must be carefully structured and utilise an educationally equivalent post.

The use of an educationally equivalent post for Stage 1 must be on an exceptional basis and will be approved and managed by the relevant BTC/delegated body of the NZTC or under that BTC's/delegated body of the NZTC's oversight and delegation as part of the accreditation process.

A post deemed to be educationally equivalent to an Adult Psychiatry post must focus on the core basic psychiatry skills and must successfully undergo the accreditation process for a Stage 1 training post.

4.3 Knowledge Required

Once they have successfully completed 12 months of FTE training within Stage 1, a trainee should have attained the knowledge base defined in the Stage 1 syllabus.

This knowledge base underpins the acquisition of competencies in Stage 1 and is mandatory for trainee progression to Stage 2.

4.3.1 Protected education Time

Trainees must have access to protected education time of 4 hours per week over 40 weeks for full-time trainees. This time must be on a pro-rata basis (minimum) for part-time trainees.

Protected education time includes a trainee's attendance at a Formal Education Course (FEC; where available) or time for self-directed learning.

4.3.2 Formal Education Course

During a trainee's first 3 years of FTE accredited training in the RANZCP Fellowship Program, a trainee must enrol and demonstrate satisfactory participation in a College-accredited formal education course (FEC).

Satisfactory participation includes demonstrated active involvement during each year of the course, including regular attendance or completion of online modules of the program, at a level of around 75 per cent of these components.

4.3.3 Aboriginal and Torres Strait Islander and Māori mental health modules

Trainees must log in to the Learn*it* system on www.ranzcp.org to complete each Māori mental health module (once developed) and the following three Aboriginal and Torres Strait Islander mental health modules as a requirement for Fellowship:

- Module 1: Interviewing an Aboriginal or Torres Strait Islander patient
- Module 2: Developing a mental health management plan for an Aboriginal or Torres Strait Islander patient
- Module 3: Formulation of a case involving an Aboriginal or Torres Strait Islander patient.

Completion of the Māori and the Aboriginal and Torres Strait Islander mental health modules is mandatory for all trainees, irrespective of whether they are located in Australia or New Zealand, or whether they have completed other specific Aboriginal or Torres Strait Islander or Māori training. The online modules are a requirement for Fellowship, and are recommended to be completed as early as possible during training.

The Learn*it* online system will automatically track a trainee's completion of the modules. Trainees must be logged in through Learn*it* for these modules to be tracked on their Training Record. Modules undertaken without logging in to Learn*it* on www.ranzcp.org will not be considered complete since this cannot be tracked or verified. An exception will be made for trainees who are able to undertake the specified modules as part of their College-accredited FEC or as scheduled teaching activities organised by their local training program. Individual modules will be added to a trainee's Training Record if the relevant BTC/delegated body of the NZTC verifies the trainee's attendance and participation in a specific module and reports this information to the College head office.

This requirement is **mandatory for all trainees commencing the RANZCP Fellowship Program from rotation one, 2018** (December 2017 (NZ) and February 2018 (AUS)). It is recommended for all trainees who commenced the Fellowship Program before rotation one, 2018.

4.4 Fellowship Competencies

The College has adopted a set of Fellowship Competencies that map back to the CanMEDS roles underpinning the RANZCP Fellowship Program. Trainee progression through the stages of training is dependent on the attainment of competent performance across the Fellowship Competencies, demonstrated by the successful completion of all assessments.

4.4.1 Developmental Descriptors

The Developmental Descriptors provide guidance on the skill level expected of trainees at the end of each stage of training as per the Developmental Trajectory (basic, proficient and advanced levels). The Developmental Descriptors articulate how each standard level applies for each of the Fellowship Competencies and provide a reference point for defining performance standards.

4.4.2 Learning Outcomes

The Learning Outcomes prescribe the minimum expectations of what trainees will need to attain in their rotations in order to meet the Fellowship Competency requirements across the stages of training.

The Stage 1 Learning Outcomes must be attained by trainees in order for them to progress to Stage 2.

The Learning Outcomes are tracked on the In-Training Assessments (ITAs), described in section 4.13 and 4.14.

4.5 Supervision

4.5.1 General Supervision Time Requirements

As specified in the Policy and Procedure on Supervision (12.1), clinical supervision of trainees must be maintained at a minimum of 4 hours per week over 40 weeks for full-time trainees.

Of these hours, a minimum of 1 hour per week must be individual supervision of a trainee's current clinical work. While this hour is required in full for all trainees, the other 3 hours of supervision per week must be on a pro-rata basis (minimum) for part-time trainees.

4.5.2 Stage 1-specific Supervision Requirements

Additionally, of the 4 supervision hours per week, at least 2 hours per week must be closer supervision outside ward rounds and case review meetings for Stage 1 trainees. This is further detailed in the Policy and Procedure on Supervision (12.1).

4.6 Forms

Trainees must maintain a portfolio of their RANZCP Fellowship Program forms. This includes their Workplace-based Assessment (WBA) forms, Entrustable Professional Activity (EPA) forms, copies of their Observed Clinical Activity (OCA) forms and copies of all mid-rotation and end-of-rotation ITA forms. Trainees are required to provide this portfolio to their next supervisor for review at the start of each new rotation.

4.7 Workplace-based Assessments (WBAs)

WBAs provide a mechanism for structured and effective feedback in the assessment of competence in typical work settings. Detailed information can be found in the Policy and Procedure on Workplace-based Assessments (15.1).

4.7.1 Formative Assessments

As described in the Regulation, Policy and Procedure on Workplace-based Assessments (15.1), the RANZCP Fellowship Program utilises WBAs as formative assessment tools; therefore, there is no particular rating that a trainee must achieve. WBAs assist a supervisor in assessing the overall competence attained by the trainee throughout a rotation, thereby informing the supervisor's best judgement in the assessment of EPAs and ITAs.

WBAs are set and assessed at the standard expected by the end of the designated stage of training, as per the Developmental Trajectory.

4.7.2 Approved WBA Tools

Five WBA tools have been approved for use within the RANZCP Fellowship Program. These are the following:

- Case-based Discussion (CbD)
- Mini-Clinical Evaluation Exercise
- Professional Presentation

- Direct Observation of Procedural Skills (DOPS)
- Observed Clinical Activity (OCA).

4.8 Required number of WBAs

There is no limit to the number of WBAs that may be undertaken by a trainee and their supervisor.

4.8.1 Mandatory OCA per rotation

A trainee must complete a mandatory minimum of one OCA during each 6-month FTE rotation as part of the successful completion of that rotation. The OCA is recorded on the end-of-rotation ITA form for each rotation. All OCA forms must be fully completed and attached to the end-of-rotation ITA form for the relevant rotation and submitted to the Training Department at the College head office for processing within the time required for that rotation.

The other four WBA tools do not have individual mandatory minimum requirements for completion; however, they must be undertaken to contribute to the evidence base necessary for a trainee to be entrusted with an EPA, as below.

4.8.2 WBAs and EPAs

As detailed in the Policies on Workplace-based Assessments (15.1) and Entrustable Professional Activities (8.1), trainees must complete a minimum of three WBAs to contribute to the evidence base for each required EPA. However, the completion of three WBAs does not necessarily result in the achievement of an EPA. A supervisor considers a trainee's performance in the collection of three or more WBAs in addition to other evidence when assessing whether a trainee has achieved an EPA. The supervisor may determine that further WBAs are required before the trainee can be entrusted to complete the activity with distant supervision. Additional WBAs may also be beneficial to trainees who may need or want further feedback.

The WBAs must be assessed at the same standard as any EPAs for which they form the evidence base (i.e. WBAs linked to Stage 1 EPAs must be assessed at a basic standard while WBAs linked to Stage 2 EPAs must be assessed at a proficient standard).

Any of the five WBA tools (including the OCA) can be used to fulfil the evidence base for an EPA.

The WBA tools used to support EPA attainment must be indicated on the end-of-rotation In-Training Assessment (ITA) form. With the exception of the OCA form, which must be forwarded to the College, WBA forms should be retained by the trainee. Further detail is available in the Workplace-based Assessment Policy and Procedure (15.1).

4.9 Entrustable Professional Activities (EPAs)

4.9.1 Summative Assessments

EPAs are summative assessments that trainees are required to achieve in order to progress through the stages of training.

As detailed in the Policy and Procedure on EPAs (8.1), EPAs are set and assessed at the standard expected by the end of the designated stage of training. Trainees must be able to demonstrate competence to a basic standard at the end of Stage 1, as per the Developmental Trajectory.

A trainee's achievement of an EPA is confirmed on the Confirmation of Entrustment (COE) form for that specific EPA. In addition, an entrusted EPA must also be recorded on the trainee's end-of-rotation ITA form (described in point 4.15) in order for its achievement to be entered on the trainee's Training Record.

- EPAs achieved and noted on a previous end-of-rotation ITA form do not need to be re-recorded.

4.10 EPAs and Rotations

Each 6-month FTE rotation in the RANZCP Fellowship Program requires the achievement of two specified mandatory EPAs, as described by the Regulation on Rotations (17.2). The rotation-based EPAs must be achieved for trainees to be eligible to pass an end-of-rotation ITA form and its corresponding rotation.

4.10.1 EPAs for trainees with part-time or shortened rotations

Trainees, whether training full time or part time, who complete less than 6 months of FTE training during a 6-month rotation (calendar time) must refer to the Leave and Interruptions to Training or Part-time Training Policy in relation to the number of Entrustable Professional Activities (EPAs) required to be eligible to pass the rotation, unless the trainee is utilising the first six months FTE rotation exception rule (see section 4.10.3).

Trainees who progress to a different stage of training during a rotation cycle but who still complete more than 2 months of FTE training in total during the 6 calendar months must fulfil the requirement of two rotation-based EPAs per 6-month rotation (if they are training at full time) or a minimum of one rotation-based EPA per 6 calendar months (if they are training at less than full time).

4.10.2 Stage 1 Mandatory EPAs

Trainees are expected to achieve four EPAs within Stage 1, two of which are mandatory.

The mandatory EPAs for Stage 1 are the following:

- a) Use of an antipsychotic medication in a patient with schizophrenia/psychosis (ST1-GEN-EPA5).
- b) Providing psychoeducation to a patient and their family and/or carers about a major mental illness (ST1-GEN-EPA6).

Trainees can only pass their rotations and progress to Stage 2 once they have been entrusted with two EPAs per rotation (unless they have utilised the Stage 1 First 6 Months Exception Rule in their first rotation; see below). The entrusted EPAs must include both Stage 1 EPAs.

Therefore, trainees who do not utilise the Stage 1 First 6 Months Exception Rule must achieve a minimum of four EPAs in Stage 1. Once one or both Stage 1 mandatory EPAs have been achieved, trainees must select Stage 2 EPAs to fulfil this requirement. Section 4.11 describes the EPAs that these trainees are eligible to achieve in Stage 1, which will ease their burden of assessment in Stage 2.

4.10.3 The Stage 1 First 6 Months FTE Rotation Exception Rule

A trainee in the first 6-month FTE rotation of Stage 1 may pass that rotation and its corresponding end-of-rotation ITA Report before being entrusted with any EPAs. This exception will apply only in cases in which:

- the supervisor indicates a 'pass' on the end-of-rotation ITA form
- the trainee has undertaken one mandatory OCA. Trainees may also choose to complete other WBAs.

This exception rule is applicable **only** to trainees in their first 6-month FTE rotation of Stage 1 and cannot be applied in any other Stage or rotation. This rule allows for flexibility during a period of adjustment for trainees entering psychiatry training. However, trainees are reminded to consider and plan for the number of EPAs they must be entrusted with throughout the RANZCP Fellowship Program and should factor this into their progression plans from their commencement of training.

4.10.4 EPAs and Progression

As detailed further in the Entrustable Professional Activities Procedure (8.1), trainees must consider and plan for the number of EPAs that they must achieve in order to progress through the RANZCP Fellowship Program. Trainees should plan to achieve a minimum of three and a maximum of six EPAs per 6 months of FTE accredited training, inclusive of rotation-based and other required EPAs. Trainees who would like to achieve more than six EPAs in a 6-month rotation should discuss this beforehand with their DOT and supervisor.

As per the Progression through Training Policy (6.1), the Stage 1 mandatory EPAs must be achieved by the time a trainee has completed 12 months of FTE accredited training in Stage 1.

4.11 Eligibility to Achieve Stage 2 EPAs during Stage 1

All Stage 1 trainees are eligible to achieve any or all of the Stage 2 General Psychiatry or Psychotherapy EPAs in addition to the mandatory Stage 1 EPAs. These EPAs are also tracked on the Stage 1 end-of-rotation ITA Report.

These Stage 2 General Psychiatry and Psychotherapy EPAs will be assessed at the competence standard expected of Stage 2—a proficient level of competency as per the Developmental Trajectory—regardless of whether they are entrusted to a trainee in Stage 1 or Stage 2.

4.11.1 No Bearing on Stage 1 Mandatory EPAs

The achievement of the Stage 2 General Psychiatry EPAs does not fulfil or replace the requirement for trainees to achieve both mandatory Stage 1 EPAs.

4.11.2 Stage 2 General Psychiatry and Psychotherapy EPAs Eligible for Achievement in Stage 1

The four Stage 2 General Psychiatry EPAs that trainees are eligible to be entrusted with in Stage 1 are the following:

- a) Demonstrating proficiency in all the expected tasks associated with prescription, administration and monitoring of ECT (ST2-EXP-EPA1).
- b) The application and use of the Mental Health Act (ST2-EXP-EPA2).
- c) Assessment and management of risk of harm to self and others (ST2-EXP-EPA3).
- d) Assess and manage adults with cultural and linguistic diversity (ST2-EXP-EPA5).

The Stage 2 Psychotherapy EPAs that trainees are eligible to be entrusted with in Stage 1 are the following:

- a) Psychodynamically informed patient encounters and managing the therapeutic alliance (ST2-PSY-EPA2).
- b) Supportive psychotherapy (ST2-PSY-EPA3).
- c) Cognitive-behavioural therapy (CBT) for management of anxiety (ST2-PSY-EPA4).

4.12 EPA Exceptional Circumstances

In exceptional circumstances, a DOT may determine that a Stage 1 trainee is eligible to be entrusted with specific Stage 2 EPAs other than the General Psychiatry and Psychotherapy EPAs described in the preceding statements. This approval would be granted on a case-by-case basis and must follow the eligibility guidance outlined in the Entrustable Professional Activities Policy and Procedure (8.1).

4.13 In-Training Assessments (ITAs)

Each trainee will be assessed on their progress throughout each rotation on two In-Training Assessments.

Each stage of training will utilise a specific formative mid-rotation ITA form and summative end-of-rotation ITA form. A trainee's mid-rotation ITA forms shall be held by the trainee's DOT, and will be forwarded to the College as required, while their end-of-rotation ITA forms must be sent to the College upon the completion of each rotation (see point 4.15.1). The ITAs will be made available to subsequent supervisors in order to facilitate ongoing support throughout a trainee's progression through training.

4.14 Mid-Rotation ITA form

The mid-rotation ITA form is the mid-rotation formative assessment for each rotation. The mid-rotation ITA form is used to provide feedback to the trainee on their progress in the rotation and to highlight any potential progress concerns and/or identified issues, as well as to document supportive plans required to address these concerns. A successful mid-rotation ITA form does not automatically result in a successfully completed rotation and end-of-rotation ITA form.

4.14.1 Completion of the Mid-Rotation ITA form

At the discretion of the supervisor, the mid-rotation ITA form may be commenced prior to the mid-rotation point if the supervisor has concerns regarding the trainee's competence and/or progress in the rotation. If the mid-rotation ITA form was not fully completed prior to the mid-rotation point, it must be fully completed at the midpoint of the rotation. Additional mid-rotation ITA forms may be completed after the mid-rotation point, at the discretion of the supervisor.

A trainee's mid-rotation ITA forms must be held by the trainee's DOT, and will be forwarded to the College as required.

4.14.2 Supportive Plan to Meet Requirements of Rotation

Should a training issue be identified that causes the supervisor to be concerned that the trainee is not meeting the required standards of the rotation, a supportive plan must be documented on the mid-rotation ITA form and commenced immediately.

The documentation should include the competencies identified which require attention and the action to be undertaken to support the trainee in achieving the standard required prior to the end of the rotation.

As part of a supportive plan, the supervisor must:

- discuss their concerns with the trainee
- discuss their concerns with the DOT or their delegate
- try to identify factors affecting the trainee's performance
- review progress towards the identified goals with the trainee within 3 months or prior to the end of the rotation, whichever comes first.

As part of a supportive plan, the DOT must ensure that timely (for example, within four weeks) and adequate feedback and support is provided to the trainee by the principal supervisor to enable the trainee to identify and correct any perceived difficulties.

4.15 End-of-Rotation ITA form

The end-of-rotation ITA form is the end-of-rotation summative assessment that indicates to the College Training Department what information should be recorded on the trainee's Training Record for each rotation.

The end-of-rotation ITA form indicates whether or not the required EPAs have been entrusted and which WBAs were used to inform them, provides a record of the supervisor's assessment of the trainee's performance for each Stage 1 Learning Outcome, and indicates whether the trainee has passed or failed the overarching summative assessment for that rotation.

4.15.1 Timely Receipt of an end-of-rotation ITA form

The end-of-rotation ITA form for each rotation must be fully completed, signed by the trainee's DOT and received by the College Training Department within 60 days of the completion of a rotation. The trainee is responsible for ensuring that it is signed by the DOT and for ensuring its submission. Trainees must attach the forms for all OCAs completed during a rotation to their end-of-rotation ITA form for submission to the College; therefore, at least one signed and fully completed OCA Form must be attached to the end-of-rotation ITA form for each 6-month FTE rotation. An incomplete end-of-rotation ITA form or end-of-rotation ITA form without the required fully completed OCA form will not be accepted by the College and will be returned to the trainee.

- The non-receipt of a signed, fully completed end-of-rotation ITA form with a minimum of one fully completed and signed OCA form attached within 60 days of the completion of a rotation will result in the delay being noted on the trainee's Training Record. The trainee will be sent correspondence noting the late end-of-rotation ITA form and reminding the trainee that its continued non-receipt by 30 days from the date on which the correspondence is sent will result in a failed end-of-rotation ITA form and rotation unless exceptional circumstances have been accepted by the College on a case-by-case basis. Exceptional circumstances are detailed further in the Progression through Training Policy (6.1).
- Trainees are responsible for knowing the requirements of the RANZCP Fellowship Program and of this policy. Non-receipt of correspondence from the College does not invalidate the trainee's obligation to adhere to the requirements it presents.

4.15.2 Failed end-of-rotation ITA form

A failed end-of-rotation ITA form, which indicates a failed rotation, will require the trainee to complete a targeted learning plan developed by the trainee's DOT in conjunction with the trainee. Further detail can be found in the Policy and Procedure on Targeted Learning Plans (6.2) and in the Policy and Procedure on Progression through Training (6.1).

Time spent in a failed rotation does not count towards a trainee's minimum required 60 months of FTE accredited training time.

- Therefore, time spent in a failed Adult Psychiatry Stage 1 rotation does not count towards a trainee's minimum required 12 months of FTE accredited training in Stage 1.
- Time spent during the successful completion of a rotational targeted learning plan is credited towards a trainee's Training Record and is included in the minimum required 60 months of FTE accredited training time (and 12 months of FTE accredited training in Stage 1 where applicable).

4.16 Successful Completion of Stage 1

Trainees who have completed a minimum of one OCA per 6-month FTE rotation, successfully passed their rotations and end-of-rotation ITA forms and submitted the end-of-rotation ITA forms for 12 months of FTE training in accredited Stage 1 rotations and, who, as part of the requirements for Stage 1, have been entrusted with the mandatory Stage 1 EPAs are eligible to continue to Stage 2 of the RANZCP Fellowship Program.

4.17 Review of Decisions

Any request by a trainee for review of a decision in relation to an unsuccessful rotation or other element of Stage 1 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.

EPA changes effective rotation two, 2014

This policy has been updated to include the new EPA revisions explained below. The RANZCP Fellowship Program EPA requirements prior to rotation two, 2014 have been removed from the body of this document.

As the result of substantial feedback from Directors of Training, supervisors and trainees and as part of its commitment to the continuous quality improvement of the RANZCP Fellowship Program, the College has approved Entrustable Professional Activity (EPA) changes that reduce the number of assessments required. These changes are to be implemented from the rotation two, 2014 start date (actual date varies).

Change A:

Stage 1 EPAs to become obsolete:

- Producing discharge summaries and organising appropriate transfer of care (ST1-GEN-EPA1)
- Active contribution to the multidisciplinary team meeting (ST1-GEN-EPA3)

Change A Implementation:

From rotation two 2014, trainees will no longer be required to achieve ST1-GEN-EPA1 and ST1-GEN-EPA3 for the completion of Stage 1.

Trainees must continue to achieve two EPAs per 6-month full-time equivalent (FTE) rotation (barring the Stage 1 First 6 Months FTE Exception Rule).

Change B:

Two new broad Stage 1 EPAs to be introduced, replacing four of the 'original' Stage 1 and Stage 2 General EPAs:

- Use of an antipsychotic medication in a patient with schizophrenia/psychosis (ST1-GEN-EPA5)
 - Replacing:
 - Initiating an antipsychotic medication in a patient with schizophrenia (ST1-GEN-EPA2)
 - The safe and effective use of clozapine in psychiatry (ST2-EXP-EPA4)
- Providing psychoeducation to a patient and their family and/or carers about a major mental illness (ST1-GEN-EPA6)
 - Replacing:
 - Communicating with a family about a young adult's major mental illness (ST1-GEN-EPA4)

- The provision of psychoeducation in a formal interactive session (ST2-PSY-EPA1)

Change B Implementation:

From rotation two, 2014, trainees **generally** must achieve ST1-GEN-EPA5 and ST1-GEN-EPA6 in Stage 1 rather than each of their two related original EPAs listed in 'Change B'. However:

- trainees will not be required to achieve the new EPA if they have already achieved *both* related original EPAs (e.g. both ST1-GEN-EPA2 *and* ST2-EXP-EPA4; or both ST1-GEN-EPA4 *and* ST2-PSY-EPA1)
- trainees who have already achieved one of the two related original EPAs may choose whether to continue to work towards the other related original EPA or to work towards the relevant new EPA by the time required.

For example:

~~ST1-GEN-EPA2~~ + ~~ST2-EXP-EPA4~~ = Achieve ST1-GEN-EPA5 in Stage 1.

ST1-GEN-EPA2✓ + ST2-EXP-EPA4✓ = Not required to achieve ~~ST1-GEN-EPA5~~.

~~ST1-GEN-EPA2~~ + ST2-EXP-EPA4✓ = Achieve ST1-GEN-EPA5 *or* ST1-GEN-EPA2 in Stage 1.

ST1-GEN-EPA2✓ + ~~ST2-EXP-EPA4~~ = Achieve ST1-GEN-EPA5 *or* ST2-EXP-EPA4 by end of Stage 2.

Further assistance available

- Refer to the visual implementation plan in the appendix of the EPA handbook - Stage 1 and 2 (www.ranzcp.org/EPAs).
- Contact the Training Department at training@ranzcp.org.

OCA changes effective rotation one, 2015

This policy has also been updated to reflect the requirement for trainees to complete a mandatory minimum of one Observed Clinical Activity (OCA) per 6-month FTE rotation.

This requirement is **effective from rotation one, 2015** (actual date varies based on locale).

- Therefore, trainees commencing training from rotation one, 2015 will complete a minimum of two OCAs in Stage 1, four OCAs in Stage 2 and four OCAs in Stage 3.
- Trainees who commenced the RANZCP Fellowship Program prior to rotation one, 2015 will be required to complete one OCA per 6-month FTE rotation from rotation one, 2015. These trainees should note that the OCA form has been revised and that the new form **must** be used and submitted to the College.
- Transition arrangements for trainees who will transition from the 2003 Training Program are detailed in the Transition Matrix.

Further assistance available

Contact the Training Department at training@ranzcp.org.

6. Associated Documents

- 6.1 Regulation:** 7.1 Stage 1 Rotation Requirements Education Training Regulation
6.1 Progression through the Stages of Training Education Training Regulation
8.1 Entrustable Professional Activities Education Training Regulation
12.1 Supervision in Training Posts Education Training Regulation
15.1 Workplace-based Assessments Education Training Regulation
16.1 In-Training Assessment Report Education Training Regulation
- 6.2 Policy:** 8.1 Entrustable Professional Activities Education Training Policy and Procedure
6.1 Progression through Training Education Training Policy
12.1 Supervision in Training Posts Education Training Policy
15.1 Workplace-based Assessments Education Training Policy and Procedure
6.2 Targeted Learning Education Training Policy and Procedure
- 6.3 Forms :** Mid-rotation In-Training Assessment form
End-of-rotation In-Training Assessment form
Workplace-based Assessment (WBA) Forms
Entrustable Professional Activity (EPA) Forms
- 6.4 Other:** Trainee Progress Trajectory
Fellowship Competencies
Developmental Descriptors
Learning Outcomes
EPA Handbook

7. References N/A

REVISION RECORD

Contact:		Project Officer, Education & Training	
Date	Version	Approver	Description
18/11/12	v.0.9	General Council	New document approved by GC.
20/03/13	v.0.9.1	Minor amendment	Removed reference to ITA Policy as none exists.
25/05/13	v.1.0	General Council	Clarifications related to training administrative requirements throughout the Stage and further information added on the mid-rotation ITA Form. CFT approved with minor amendments 11/4/13, BOE approved 10/5/13, GC approved 2013/2 R29.
04/08/13	v.2.0	RANZCP Board	CFT recommendations made to points 4.1.1 and 4.3.1 to add detail to after hours and FEC requirements. (TRC reviewed these statements as part of the Stage 2 Mandatory Requirements Policy). CFT approved 11/7/13, EC approved 19/7/13. RANZCP Board approved with amendments to FEC statements in 4.3.1, B2013/2 R10.
11/09/13	v.2.1	Minor amendment	Removal of reference to Fellowship Competencies Policy

			and Procedure as none exists.
01/12/13	v.2.2	Minor amendment	Aligned Point 4.1.1 Settings and After Hours to same section approved in Stage 2 Mandatory Requirements Policy.
11/05/14	v.3.0	RANZCP Board	Added EPA changes to be implemented from rotation two, 2014 and updates to after-hours exemption approval process and clarification on mid-rotation ITA Form as recommended by CFT. Reviewed by CFT March 2014. Approved EC out of session 08/04/14. Approved by RANZCP Board B2014/3 R7.
30/09/14	v.4.0	RANZCP Board	Amendments to reflect new requirement for trainees to complete a minimum of 1 OCA per rotation, which included adding more WBA info to this document. Content reviewed by TRC, approved by CFT 8/5/14, approved by EC 13/6/14. Revised to reflect further advice regarding mandatory OCA requirements from the CFT/DOTs July 2014 and EC 8/8/14. Approved by CFT 28/8. Reviewed by CGRC 9/9/14. Approved by EC 19/9/14. Approved by RANZCP Board out of session 30/9/14.
03/05/15	v.5.0	RANZCP Board	Updates to reflect CFT recommendations and to clarify (to address confusion) that trainees still must achieve 2 EPAs per rotation in Stage 1 even though there are only 2 mandatory Stage 1 EPAs (unless they utilise the exception rule in Rotation 1). Approved CFT 26/03/15. Approved by EC with minor wording changes 10/4/15. Reviewed by CGRC 16/04/15. Approved by RANZCP Board B2015/3 RX.
30/05/16	v.5.1		Update to amend the paragraph titled 'EPA and Progression' which indicated that trainees were required to complete four Stage 1 EPAs and were able to accrue 18 FTE months doing so. As Stage 1 now requires the completion of two Stage 1 EPAs, this has been amended to 12 FTE months. Terminology change from remediation and remedial plan to targeted learning and targeted learning plan. Approved CFT 09/06/16.
11/02/17	v.5.2	Minor amendment	Minor amendment to update ITA Form to mid-rotation ITA form and ITA Report to end-of-rotation ITA form. Updated to include Direct observation of procedural skills (DOPS) as a formative WBA assessment tool. Approved by CFT 08/01/16. Approved by CGRC 19/01/17, EC 27/01/17, RANZCP Board 11/02/17.
27/02/17	v.5.3	Education Committee	Updated to clarify rules regarding OCA completion when using the Stage 1 exception rule. Approved by CFT 09/02/17, EC 27/02/17
23/09/17	v.6.0	RANZCP Board	Adding new requirement for trainees to complete three specified Aboriginal and Torres Strait Islander modules and Māori mental health modules through Learn <i>it</i> as a pre-requisite for Fellowship. This new requirement was approved in principle at DOT/CFT f2f Feb 2017, EC in March 2017, and Board in May 2017 for implementation for trainees commencing from rotation 1, 2018 only. Wording approved through the Stage 2 Mandatory Requirements Policy by CFT 10/08/17, EC 1/09/17. Reviewed by CGRC 31/08/17. Approved by Board 23/09/17 B2017/6 RX. Approved wording to be added to each of Stage Mandatory Requirements Policies.
11/18/17	v.7.0	RANZCP Board	Reference to Leave & Interruptions to Training Policy or Part-time training Policy for trainees who complete less than 6 months of FTE training during 6 calendar months (these policies state 0 EPAs required if less than 2 months FTE training, but 1 EPA required if between 2-less than 6 months FTE training). Policy changes approved in Stage 2 Mandatory Requirements Policy & aligned per 18/11/17 B2017/7 R27: (changes reviewed by DOT Advisory Group 21/09/17, Approved by CFT 28/9/17, Reviewed by CGRC

26/10/17, Approved by EC 27/10/17, RANZCP Board 18/11/17 B2017/7 R26).

24/11/17	v.7.1	Education Committee	Minor process change to include completion of Aboriginal & Torres Strait Islander and Māori mental health modules (mandatory for trainees who commence in rotation 1, 2018 or later) can be completed as part of the FEC or scheduled teaching activities organised by their local training program if the BTC verifies the trainee's attendance & participation in specific modules & reports this to the College head office. Approved CFT 26/10/17, reviewed by DOT Advisory Group 16/11/17, Approved EC 24/11/17.
24/09/18	v.7.2	Education Committee	Added protected education time for FECs in Stage 1 mandatory requirements. Approved CFT 18/10/18, Approved EC 25/10/18 Updated (competency-based) Fellowship Program to RANZCP Fellowship Program.

November 2019

NEXT REVIEW