Relevant Regulations

Regulation 12.1 of the RANZCP Training and Assessment Regulations states:

Training Programs
Each training program must have the following:
- A Director of Training formally designated by the Committee for Training/Sub-committee for Advanced Training

Role of Director of Training
There shall be an agreement (preferably in writing) between the Director of Training and the heads of the relevant clinical services regarding the aims and goals of training.

The Director of Training shall:
- Be aware of the functioning of the clinical facilities involved in the program and maintain a relationship with them such that modifications can be made if these are deemed necessary for a trainee's training experience
- Ensure that training centres take responsibility for the trainees' development, including the provision of appropriate clinical experience and supervision of the quality of the trainees' work, and opportunities to make formal presentations of their work in clinical meetings
- Approve each of the trainee's rotations/training experiences
- Ensure that consultant responsibility is taken for each trainee (that is, that there are clear lines of clinical responsibility from the trainee to the consultant at all times) and that the required level of supervision is provided
- Be responsible for a process of evaluation of the training program.

Guidelines

Your Director of Training is responsible for ensuring the quality of your training as far as practicable, and making sure that all aspects of the training program run smoothly.

Your Director of Training (or delegate) will meet with you at least every 6 months to review your training experiences and Log Book forms.
In each Branch there must be a funded Director of Training for basic and advanced training, except in cases where there is a separately funded Director of Training for advanced training, for example in child and adolescent psychiatry.

The Director of Training will be available for a sufficient number of hours per week to carry out the duties of that position. The required minimum resourcing formula in this regard relates to all trainees in the program (basic and advanced) and (at August 2008) is as follows:

- 0.5 FTE DOT time per 20 trainees for training, support, teaching, remediation and administration (0.4FTE if there is a separate Masters FEC program)
- 0.4 FTE Administrative assistant staffing per 20 trainees
- A minimum even in small programs of 0.3FTE DOT time and 0.5 FTE Admin time (i.e. this is the minimum administrative staffing needed to run a training base)

NB:
1. “DOT time” refers to all funded DOT or DOAT\(^1\) sessions.
2. This formula for minimum required resourcing takes no account of program geographical size or complexity and more sessions should be allowed for such factors. If the DOT is employed to support Specialist International Medical Graduates, these should be added to the trainee numbers.

There must be appropriate resources and support for the Director of Training to carry out their duties.

Appropriate advertisement and selection processes for the Director of Training position and administrative support position(s) must be in place.

A sample job description for a Director of Training is available below this Link on the College website.

Although there will be interaction with employers, employment issues remain the responsibility of the relevant employer.

Non-funded Directors of Advanced Training will liaise with relevant Directors of Training, BTCs and SATs.

**Approved: Fellowships Board 03/2**

**Amended: Fellowships Board 06/2**

**RELEVANT FORMS**

Links to the following forms can be accessed at [http://www.ranzcp.org/prefellowship/links-and-forms.html](http://www.ranzcp.org/prefellowship/links-and-forms.html) underneath Link 15, Director of Training

- Agreement between the Director of Training and the heads of the relevant clinical services
- Job Description

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\(^1\) Director of Advanced Training