

<b>Authorising Committee/ Department:</b>	RANZCP Board
<b>Responsible Committee/ Department:</b>	Education Committee
<b>Document Code:</b>	<b>POL PRC EDT-TRN Part-time Training Policy and Procedure (20.1)</b>

## Contents

### 1. Policy on Part-Time Training

This policy describes part-time training under the RANZCP Fellowship Regulations 2012.

### 2. Policy Statement

All trainees, whether of full-time or part-time status, must fulfil the requirements of the Fellowship Program as set out in the RANZCP Fellowship Regulations 2012. Trainees who train part time for a portion or all of their psychiatry training constitute a significant proportion of the RANZCP trainees. Therefore, the RANZCP Fellowship Regulations 2012 govern part-time training to meet the educational requirements of the Fellowship Program, while maintaining flexibility throughout the different stages of training.

### 3. Purpose

This policy sets out the requirements for trainees undertaking part-time training within the RANZCP Fellowship Program.

### 4. Policy Details and Procedures

#### 4.1 Part-time Training

- Part-time training is measured in direct comparison to its equivalence with full-time training. A trainee's full-time equivalent (FTE) status is determined by their employment contract and is calculated as a full-time week including the on-call/after-hours/weekend roster. Full time is equal to FTE unit; therefore, for example, training at half time would be equal to 0.5 FTE.
- The RANZCP does not have any restrictions against the sharing of an accredited training post's workload between multiple trainees (i.e. job sharing). These arrangements are at the discretion of the employer.

#### 4.2 Elements of Training

- Trainees who undertake training on a part-time basis must fulfil the same Fellowship Program requirements as those who undertake full-time training.
- As per the Stage 1, 2 and 3 Mandatory Requirements Policies (7.1; 9.1; 10.1), trainees must submit an end-of-rotation In-Training Assessment (ITA) via InTrain at the end of each rotation, i.e. every calendar months. If a trainee's training time in that rotation is less than the typical 6 months FTE (whether due to part-time training or other reasons), they must still submit an end of rotation ITA to inform the RANZCP of their progress and to receive credit for any training time.

#### **4.2.1 EPA requirements for a part-time rotation**

- Trainees training at less than full time but who complete more than 2 months of FTE training during a 6-month rotation (calendar time) must achieve a minimum of one rotation-based EPA per 6 calendar months. This will ensure that the competency requirements of the Fellowship Program remain linked with the training time accredited to a trainee's Training Record.
- Trainees who complete 2 months of FTE training or less during a 6-month rotation (calendar time) are not required to have achieved an EPA in order to be eligible to pass the end-of-rotation ITA and corresponding rotation time for the brief period of training. This includes but is not limited to trainees who complete 2 months FTE or less because they trained at 0.33 FTE throughout a 6-month rotation (refer to sections 4.6 – 4.8).
- In order to pass any rotation, the trainee's relevant end-of-rotation ITA must be graded as a 'pass' by the principal supervisor and submitted to the RANZCP via InTrain within the time required.
- All trainees will need to ensure they achieve a minimum of two rotation-based EPAs for each 6 months FTE of accredited training or they will not be eligible to move to the next stage of training or to achieve Fellowship. This will ensure that the competency requirements of the
- Fellowship Program remain linked with the training time accredited to a trainee's Training Record.

#### **4.2.2 OCA requirements for a part-time rotation**

A trainee must complete a minimum of 1 Observed Clinical Activity (OCA) per 6-month FTE rotation. From August 2025, Stage 3 trainees who are intending to apply for the Clinical Competency Portfolio Review (CCPR) from September 2026 will need to complete an Independent Observed Clinical Activity (IOCA) during one of their Stage 3 rotations instead of an OCA.

#### **4.2.3 After-Hours Work**

The standard of training offered to part-time trainees should be equal to that available to full-time trainees. A part-time trainee must undertake all after-hours and emergency duties proportional to their FTE status. 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 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).

#### **4.2.4 Supervision of Part-time Trainees**

- While individual supervision of a minimum of one hour per week is mandatory whether a trainee is full time or part time, other supervision requirements are proportional to the trainee's FTE status.
- A part-time trainee and their supervisor(s) must carefully consider the trainee's responsibilities, the hours for which the trainee is employed and detailed arrangements for hand over, emergencies and after-hours work.

### **4.3 Part-time Training in Stage 1 or Stage 2**

The Committee for Training (CFT) recommends some full-time training as a valuable experience for part-time trainees and recommends that this occurs in Stage 1(adult) psychiatry.

A trainee's attendance at a formal education course (FEC) should be proportional to their FTE status.

#### **4.3.1 Minimum FTE for Stage 1**

In order to be accredited, part-time training for a trainee in Stage 1 must be on at least a half-time

(0.5 FTE) basis. This reflects the time necessary to meet the minimum educational requirements of the training program in Stage 1, including FEC, supervision and any after-hours requirements. Therefore, part-time training may be undertaken at 0.5, 0.6, 0.7, 0.75, 0.8 or 0.9 FTE.

#### **4.3.2 Minimum FTE for Stage 2**

- Part-time training for a trainee in Stage 2 shall typically be on at least a half-time (0.5 FTE) basis. This reflects the typical time necessary to meet the minimum educational requirements of the training program in Stage 2, including FEC, supervision and any after-hours requirements.
- In exceptional circumstances, however, the CFT can approve part-time training at less than 0.5 FTE but no less than 0.3 FTE *for a time-limited period* on a case-by-case basis (see point 4.6).
  - It is expected that training at less than 0.5 FTE will be an uncommon occurrence. Each case will be carefully considered by the CFT with regard to the trainee's progression plan, the maintenance of standards, supervision and an adequate training experience overall specific to the requirements of Stage 2.
- Trainees must carefully consider the implications of approaching the maximum limit on training time of 13 calendar years as per the Failure to Progress Policy (19.1).

#### **4.4 Part-time Training in Stage 3 and/or Certificate Programs**

##### **4.4.1 Minimum FTE for Stage 3 Generalist and Stage 3 Certificate Training**

- Part-time training for a trainee in Stage 3 shall typically be on at least a half-time (0.5 FTE) basis, particularly in a Certificate Program with an FEC requirement.
- In exceptional circumstances, however, the CFT can approve part-time training at less than 0.5 FTE but no less than 0.3 FTE on a case-by-case basis (see point 4.7 or 4.8, whichever is relevant).
  - It is expected that training at less than 0.5 FTE will be an uncommon occurrence. Each case will be carefully considered by the CFT with regard to the trainee's progression plan, the maintenance of standards, supervision and an adequate training experience overall, given the part-time nature of the experience.
- Trainees must carefully consider the implications of approaching the maximum limit on training time of 13 calendar years as per the Failure to Progress Policy (19.1).

##### **4.4.2 Minimum FTE for Fellows Undertaking a Certificate Program**

- Part-time training shall typically be on at least a half-time (0.5 FTE) basis for a Fellow of the RANZCP undertaking a Certificate Program. However, the RANZCP is aware that Fellows occasionally find it difficult to obtain a 0.5 FTE post in their subspecialty as a consultant.
- In exceptional circumstances, the CFT can approve part-time training at less than 0.5 FTE but no less than 0.3 FTE on a case-by-case basis (see point 4.8).
  - It is expected that training at less than 0.5 FTE will be an uncommon occurrence. Each case will be carefully considered by the CFT with regard to the maintenance of standards, supervision and an adequate training experience overall, given the part-time nature of the experience.
- If a Fellow has not completed a Certificate Program in 6 calendar years, they will be required to apply to the relevant Subcommittee for Advanced Training (SAT) for a review of their progress. The SAT will then make a case-by-case recommendation to the CFT regarding the Fellow's status in the Certificate Program.

#### **4.5 Applications for Part-time Training at 0.5 FTE and Above**

- A trainee or Fellow must apply for approval of part-time training using the Part-time Training Form. This form must be signed by the trainee or Fellow's DOT/DOAT, indicating their approval.
- The DOT/DOAT- approved form must also be sent to the BTC/delegated body of the NZTC for local review and approval prior to being sent to the RANZCP Head Office. (See additional steps below in points 4.6 – 4.8 for applications related to training at less than 0.5 FTE).
- The approved Part-time Training Form must be forwarded to the Training Department at the RANZCP Head Office to be recorded on the Training Record and for the reconciliation of training fees.

#### **4.6 Applications for Training at Less than 0.5 FTE as a Stage 2 Trainee**

- A trainee in Stage 2 who is applying for training at less than 0.5 FTE must submit their application to their DOT and BTC/delegated body of the NZTC for approval as above (point 4.5).
- Additionally, and as part of this application, they must submit the following documentation specific to training at less than the standard minimum for part-time training in Stage 2:
  - The trainee must outline their exceptional circumstances.
  - The trainee must specify the expected time-limited period for which they are applying to train at less than 0.5 FTE.
  - The trainee must demonstrate how they will achieve each of the following while training at less than 0.5 FTE for that time-limited period:
    - working in a multidisciplinary team
    - supervision requirements
    - FEC requirements
    - maintenance of clinical competency.
  - The trainee must supply their plan for their continued progression through the Fellowship Program, documenting their expected completion of summative assessments and learning outcomes, including the achievement of entrustable professional activities (EPAs).
- Once the application is approved locally by the trainee's DOT and BTC/delegated body of the NZTC, the trainee must submit their Part-time Training Form and supporting documentation to the CFT for review and approval before a change in status can be recorded on their Training Record.
- If the trainee's change in status to less than 0.5 FTE is approved by the CFT, the supporting documentation and progression plan must be made available to the trainee, their supervisors and DOT.

#### **4.7 Applications for Training at Less than 0.5 FTE as a Stage 3 Generalist Trainee**

- A trainee in Stage 3 generalist psychiatry training who is applying for training at less than 0.5 FTE must submit their application to their DOT and BTC/delegated body of the NZTC for approval as above (point 4.5).
- Additionally, and as part of this application, they must submit their outlined exceptional circumstances and a plan for their progression while training at less than 0.5 FTE.
  - The trainee's plan for their continued progression through the Fellowship Program must document their expected completion of summative assessments and learning outcomes, including the achievement of entrustable professional activities (EPAs).

- Once the application is approved locally by the trainee's DOT and BTC/delegated body of the NZTC, the trainee must submit the Part-time Training Form and supporting documentation to the CFT for review and approval before a change in status can be recorded on their Training Record.
- If the trainee's change in status to less than 0.5 FTE is approved by the CFT, the progression plan must be made available to the trainee, their supervisors and DOT.

#### **4.8 Applications for Training at Less than 0.5 FTE in a Certificate Program**

- A trainee or Fellow in a Certificate of Advanced Training Program who is applying for training at less than 0.5 FTE must submit their application to their DOAT and BTC/delegated body of the NZTC for approval as above (point 4.5).
- Additionally, and as part of this application, they must submit their outlined exceptional circumstances and a plan for their progression while training at less than 0.5 FTE.
  - If the applicant is a Fellowship Program trainee, their plan for their continued progression must document their expected completion of Fellowship Program summative assessments and learning outcomes, including the achievement of entrustable professional activities (EPAs).
- Once the application is approved locally by the trainee's DOT and BTC/delegated body of the NZTC, the trainee must submit the Part-time Training Form and supporting documentation to the relevant SAT for review. The SAT will make a recommendation to the CFT for review and approval before a change in status can be recorded on the trainee or Fellow's Training Record.
- If the trainee's change in status to less than 0.5 FTE is approved by the CFT, the progression plan must be made available to the trainee, their supervisors and DOAT.

#### **4.9 Updates to Change of Training Status**

Should a trainee or Fellow update their training status (for example, going from an ongoing part-time status to full-time status or changing their part-time status prior to the expected end date) a new Part-time Training Form must be submitted for approval as per points 4.5 – 4.8.

#### **4.10 Fees**

Trainees and Fellows undertaking Certificates of Advanced Training are subject to training fees available via the annual Training Fee Schedule.

The submission of an approved Part-time Training Form will be considered when establishing a trainee or Fellows annual training fee category. Trainees and Fellows accruing less than 9 FTE months of training over an entire training year will be provided with a reduced annual training fee as outlined in the Training Fee Schedule.

#### **4.11 Maximum Training Time Implications for Failure to Progress**

Part-time trainees are responsible for being aware of the Failure to Progress Policy and the implications of prolonged training. A RANZCP trainee who is not eligible for Fellowship after 13 calendar years in the Fellowship Program must submit a training review application to the CFT as to why they should be able to continue towards Fellowship. Further detail is available in the Failure to Progress Policy (19.1).

#### **4.12 Review of Decisions**

Any request by trainees for review of a decision in relation to part-time training should follow the formal education review process. Trainees or Specialist International Graduates (SIMGs) unhappy with training

or assessment outcomes must first address their concerns with their supervisor, Director of Training, or relevant personnel. Should the issue remain unresolved, you should raise the matter promptly with the relevant RANZCP Education Committee.

Trainees and SIMGs are referred to the [RANZCP Appeals and complaints](#) webpage which provides guidance for those who aren't satisfied with the outcome of a decision relating to training or assessment, in accordance with the [RANZCP Review, Reconsideration and Appeal Policy and Procedure](#).

## 5. Monitoring, Evaluation and Review

The Education Committee shall oversee the implementation, monitoring and reviewing of this policy. This policy will be reviewed every three years or as necessary and updated as required.

## 6. Associated Documents

### 6.1 Regulations: 20.1 Part-time Training Regulations

- 6.2 Policy:**
- 19.1 Failure to Progress Policy
  - 6.1 Progression through Training Policy
  - 7.1 Stage 1 Mandatory Requirements Policy
  - 9.1 Stage 2 Mandatory Requirements Policy
  - 10.1 Stage 3 Mandatory Requirements Policy

**6.3 Forms:** Part-time Training Form

**6.4 Other:** Fee Schedule

## 7. REVISION RECORD

<b>Document owner:</b>		<b>Education and Training Department</b>	
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<b>Date approved</b>	<b>Version</b>	<b>Approver</b>	<b>Description</b>
18/07/2025	V2.4	Education Committee Executive	Minor Amendment: - Updated to include the Independent Observed Clinical Activity (IOCA)
27/4/2023	V2.3	Committee for Training	Section 4.10 regarding fees updated to reflect changes to the training fee categories introduced from 2023.
03/07/2020	v.2.2	Committee for Training	Addition and alignment of rules to accommodate into policies (CFT)
11/03/2020	v.2.1	RANZCP Board	Change of terminology from Show Cause to Training review (CFT approved 12/12/2019).
18/11/17	v.2.0	RANZCP Board	EPA requirements for shortened rotations changed in relation to less than 2 months FTE during a rotation cycle. Approved as part of Leave & Interruptions to Training Policy, with agreement for alignment in this 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)).
24/03/15	v.1.1		Minor update to reflect form change to Part-time Training Form. Aligned After Hours text to Stage mandatory requirements policies.
04/12/13	v.1.0	RANZCP Board	Approved by EC 17/10/13. Approved by RANZCP Board out of session 04/12/13.
<b>April 2025*</b>		<b>NEXT REVIEW</b>	