

Education Training Policy and Procedure

Exit and Re-entry



Authorising committee/department:	Education Committee
Responsible committee/department:	Education Committee
Document code:	POL PRC EDT-TRN Exit and Re-entry Policy and Procedure (30.1)

1 Policy Statement

- 1.1 Trainees who commence the Fellowship Program and/or a Certificate of Advanced Training may exit training prior to completing all required aspects by voluntarily withdrawing or by being involuntarily excluded by the RANZCP Board (the Board).
- 1.2 Depending on the circumstances, trainees may be eligible for selection to re-enter the Fellowship Program.
- 1.3 Trainee welfare is an important consideration by all committees throughout any process related to exclusion from training.

2 Purpose

- 2.1 This policy sets out the requirements and processes for the voluntary withdrawal and/or involuntary exclusion of trainees from the Fellowship Program, and the available grounds for exclusion.
- 2.2 It also sets out the requirements and processes for permitted applications for re-entry to training.
- 2.3 In addition to this policy, trainees must be familiar with the requirements of all other Fellowship Program policies, including the Progression through Training Policy, the Failure to Progress Policy, and the Examination Incident Report and Breach Review Policy, as well as the RANZCP Code of Ethics, the RANZCP Privacy Policy and the Zero Tolerance Policy on Proven Sexual Boundary Violations.

3 Application

- 3.1 This policy applies to all trainees undertaking the Fellowship Program and any former trainees pursuing re-entry to training with the RANZCP.
- 3.2 This policy does not apply to a Fellow in training exiting a Certificate of Advanced Training or a trainee exiting a Certificate of Advanced Training but remaining in the Fellowship Program. Trainees or Fellows in Training should refer to the Certificate Regulations for further information.

4 Exiting Training

- 4.1 A trainee can exit the Fellowship Program and/or a Certificate of Advanced Training by voluntary or involuntary means (withdrawal or exclusion).
- 4.2 A trainee who exits the Fellowship Program:
 - will not have access to the 'members only' content on the RANZCP website; and
 - ceases to be an Associate Member of the RANZCP; and

- is no longer a RANZCP trainee (i.e. is no longer in the Fellowship Program and is no longer in a Certificate of Advanced Training where applicable).

- 4.3 Note: Leaving or being removed from a local training program (i.e. 'no zone') is not exiting the Fellowship Program. Refer to the Leave and Interruptions to Training Policy for further information and requirements for trainees who are not part of a local training program.
- 4.4 A trainee's training record will be archived once they exit the Fellowship Program in accordance with legal requirements and the RANZCP Privacy Policy.

4.5 Withdrawal

- 4.5.1 Withdrawal from training is a voluntary exit from the Fellowship Program and Certificate of Advanced Training if a trainee is enrolled in both.

Note: A trainee can withdraw from a Certificate of Advanced Training without exiting the Fellowship Program. For requirements, refer to the Certificate Regulations.

- 4.5.2 A trainee's withdrawal from the Fellowship Program must be provided from the trainee to the RANZCP head office either by submitting the Withdrawal Form via email to training@ranzcp.org. Notice of a trainee's withdrawal from any other party will not be accepted except in exceptional circumstances where the trainee is unable to do so due to incapacity or similar.
- 4.5.3 Withdrawal will be effective from the date written notice is provided to the RANZCP head office. No further training will be credited to the trainee's training record from this date.
- 4.5.4 A trainee who has withdrawn may apply to re-enter the Fellowship Program at a later date.
- 4.5.5 Eligibility for selection and re-entry into the Fellowship Program will be determined in consideration of the circumstances of the withdrawal, which may require the fulfilment of any requirements or conditions as determined by the RANZCP Board or its constituent committees. (See section 5 for further detail.)

4.6 Exclusion

- 4.6.1 Exclusion from the Fellowship Program is an involuntary exit from all training which is ratified by the RANZCP Board at the recommendation of its committees.
- 4.6.2 Exclusion from the Fellowship Program automatically results in the trainee's exclusion from any Certificate of Advanced Training the trainee was undertaking concurrently with Fellowship training.
- 4.6.3 Where the Board excludes a trainee from the Fellowship Program, they will also cease that trainee's Associate Membership with the RANZCP.

4.6.4 Grounds for exclusion

- 4.6.4.1 A trainee may be excluded from the Fellowship Program on the following grounds:

- 1) a recommendation by the Committee for Training (CFT) that a trainee has insufficiently shown cause to remain in the Fellowship Program;
 - non-payment of training fees following a period of 9 calendar months from the invoice due date.
 - Note: If a trainee's grounds for exclusion only relate to unpaid fees and the trainee pays prior to their exclusion by the RANZCP Board, their exclusion will be discontinued.

- A trainee who has already been excluded for non-payment will need to make payment of outstanding arrears and also secure an accredited training position in order to re-commence training.
- 2) removal from the medical register or a lack of medical registration, or changes to a trainee's medical registration due to misconduct, unsatisfactory performance or ethical breaches.
 - New Zealand trainees maintaining a valid practising or non-practising license and is on the medical register will not be excluded.
 - 3) ethics or conduct grounds, including a breach of the RANZCP Constitution, Code of Ethics, Fellowship Regulations or other RANZCP policies or guidelines or professional conduct breaches potentially resulting in dismissal from employment or changes to medical registration.

4.7 Exclusion process

4.7.1 The principles of procedural fairness will govern the exclusion process.

4.7.2 A decision to exclude a trainee will be ratified by the Board, at the recommendation of its committees. The relevant processes in the following sections will be followed prior to a determination of the Board.

- The Education Committee (EC) will report to the Board in relation to educational and progression issues, including the following:
 - failure to progress
 - non-payment of fees
 - medical registration matters unrelated to potential ethics or conduct issues.
- The Membership Conduct Committee (MCC) will report to the Board, with a notification to the EC, on any ethical or conduct issues including the following:
 - Ethical or professional conduct matters related to training or assessments
 - medical registration investigations or findings of 'unprofessional conduct' or 'unsatisfactory professional performance' or equivalent.

4.7.3 Failure to progress – training review

- The CFT will consider the training review shown by a trainee under the Failure to Progress Policy (19.1) as per the process set out that policy.

4.7.4 Non-payment of fees

4.7.4.1 Trainees have the opportunity to set up a payment plan with the RANZCP. Trainees who are having difficulty paying fees should contact the Training Manager.

4.7.5 Medical registration changes for reasons unrelated to ethics or professional conduct

4.7.5.1 If a trainee has any conditions, limitations, notations, undertakings or provisional requirements placed on their registration for reasons unrelated to ethics or professional conduct, the CFT will consider changes to the trainee's medical registration as per below. Trainees are obligated to advise the RANZCP if their medical registration changes.

4.7.6 CFT and EC consideration and review

4.7.6.1 The trainee will be informed that they must provide any relevant information for CFT consideration by the date set out in the notification to the trainee.

4.7.6.2 For medical registration changes, this information should include the reasons for any change to the trainee's medical registration, any mitigating or exceptional circumstances and information from the trainee's Director of Training and/or their Branch Training Committee (BTC)/New Zealand Training Committee (NZTC) or supervisors where relevant.

4.7.7 **Process for review by the CFT and EC**

4.7.7.1 If the CFT determines that the trainee should not be recommended for exclusion, the CFT may consider whether any action should be taken.

4.7.7.2 The CFT may determine that the trainee must complete specified requirements or fulfil other conditions, which will be communicated to the trainee, their Director of Training (DOT) and the relevant BTC/NZTC.

4.7.7.3 If the CFT recommends the trainee be excluded, the CFT will forward this recommendation to the EC for consideration.

4.7.7.4 The CFT will send correspondence to the trainee, notifying the trainee in writing of the reasons for their recommendation and the date on which the recommendation is to be considered by the EC.

4.7.7.5 The correspondence will provide a date by which the trainee can provide any further information to the EC for their consideration that was not already provided to the CFT.

4.7.7.6 The EC will consider the CFT recommendation and any further documentation provided by the trainee.

4.7.7.7 If the EC supports the recommendation for the trainee's exclusion, they will forward this recommendation directly to the Board for a determination.

4.7.7.8 The trainee will receive a letter informing them of this but will not have the opportunity to provide further information to the Board for consideration.

4.7.7.9 If the EC does not uphold the CFT recommendation that the trainee be excluded, the EC will provide reasoning for its decision and a direction for implementation to the trainee and the CFT.

4.7.7.10 This direction will include notification of any conditions for the trainee to complete if relevant as per point 4.7.7.2.

4.7.7.11 The trainee's Director of Training will be notified of the outcome.

4.7.8 **Review by the MCC – Ethical or professional conduct-related matters**

4.7.8.1 In accordance with its Regulations, the MCC considers matters specifically related to:

- Unethical, Unprofessional or unbecoming conduct;
- Conduct which is inconsistent with the RANZCP's Code of Ethics and Code of Conduct;
- Conduct which is prejudicial, adverse or damaging to the interests of the RANZCP.

4.7.8.2 Any ethical or professional conduct matter relating to a trainee, including ethical matters related to a change in the trainee's medical registration, will be considered by the MCC as per the Referral of matters to the MCC Process.

4.7.8.3 The trainee will have the opportunity to make a submission to the MCC as per this process.

4.7.8.4 Any recommendation of the MCC will be provided to the Board directly without further opportunity for the trainee to provide information on the matter, as per this process.

4.7.9 Removal of medical registration

- 4.7.9.1 A trainee whose name is removed from the register of any medical or professional authority recognised by the Board (i.e. removed from the Australian Health Practitioner Regulation Agency or Medical Council of New Zealand register) will be automatically excluded from the Fellowship Program and/or Certificate of Advanced Training by the Board, as their Associate Membership or Fellowship with the RANZCP will be automatically ceased as per the RANZCP Constitution. Trainees are obligated to inform the RANZCP within 14 days of removal from the register of any medical or professional authority recognised by the Board.
- 4.7.9.2 Any exclusion of a trainee due to the loss of medical registration will be noted by the CFT and EC.

4.8 Board decision

- 4.8.1 The Board refers to the advice of its constituent committees when considering the potential exclusion of a trainee.
- 4.8.2 Once the Board has made a decision about exclusion, the trainee will be notified of the outcome in writing.
- 4.8.3 The Board may decide that no action is necessary.
- 4.8.4 The Board may decide not to exclude the trainee, but to counsel, censure or suspend the trainee, and/or to require conditions to be met as below.
- 4.8.5 If the Board decides to exclude the trainee, the trainee will be informed of the date the exclusion is effective.
- 4.8.6 The outcome will also be communicated to the Education Committee, and Committee for Training, relevant Director of Training and any other relevant committees or parties in accordance with the RANZCP Privacy Policy.

4.9 Completion of conditions

- 4.9.1 If the CFT, EC, MCC or Board determine that the trainee should not be excluded from the Fellowship Program, they may require conditions to be met and time limits for their completion.
- 4.9.2 The trainee would be notified of this and of the detail or dates by which any condition needs to be met.
- 4.9.3 An example of a condition may be an ethical targeted learning program or the completion of a course.
- 4.9.4 Any conditions will be monitored by the DOT and BTC/delegated body of the NZTC.
- 4.9.5 On completion of any conditions, or on their time limits for completion, the trainee will be required to advise and provide evidence to the relevant committee that the requirements have or have not been completed.
- 4.9.6 The non-completion of any conditions may result in further consideration and possible referral for exclusion.

5 RE-ENTRY

- 5.1 Any application for re-entry to the RANZCP Fellowship Program will be subject to completion of conditions of the former trainee's exit and to the entry rules at the time of re-entry.

5.2 Application and eligibility

- 5.2.1 A former trainee who desires to re-enter training with the RANZCP must submit a formal application to the relevant local training program to be considered.
- 5.2.2 Any applicant to the Fellowship Program who was previously a trainee must declare this on their application.
- 5.2.3 If an applicant has declared that they were a previous RANZCP trainee, the BTC/NZTC or delegated body must communicate with the Trajectory Coordinator at the RANZCP head office to determine whether approval of the applicant's eligibility to re-enter training is required.
- 5.2.4 The BTC/NZTC, delegated committees must not select an applicant for re-entry to the RANZCP training without confirmation from the Trajectory Coordinator or their delegate and approval from the RANZCP Board or other relevant committee where applicable.
- 5.2.5 An applicant who was previously excluded is not eligible to re-enter training in the Fellowship Program without approval from the RANZCP Board.
- 5.2.6 In the circumstance of a former trainee having a proven boundary violation, the former trainee will be ineligible for re-entry in accordance with the RANZCP Zero Tolerance Policy on Proven Boundary Violations.
- 5.2.7 An applicant who withdrew from the Fellowship Program when there were grounds for their potential exclusion, including the requirement of training review, must undergo the finalisation of the process that was being or would have been undertaken prior to their withdrawal as part of the consideration of their eligibility to re-enter training.
- 5.2.8 For example, if a trainee withdraws while they are subject to a process that could lead to exclusion, such as failure to progress or a review of a potential ethical breach, their eligibility for selection and re-entry can only be approved following the finalisation of training review or ethical breach review process and approved by the appropriate committee.
- 5.2.9 A trainee should provide the following information during this process:
- Circumstances of the previous training,
 - the reason for exclusion or withdrawal and information about why this reason no longer applies to the trainee,
 - any mitigating or exceptional circumstances.
 - Information from the trainee's former DOT and/or supervisors if relevant, and support letters including from the trainee's potential DOT and previous or potential BTC, and
 - other documentation as requested by the RANZCP.
- 5.2.10 In determining whether an applicant is eligible to re-enter the Fellowship Program, the Board or committee considering the process that would have been undertaken prior to the former trainee's withdrawal:
- may make enquiries, require further information, supporting documents or explanation, consult with other bodies or persons; and
 - may, if making a determination to approve the application, apply conditions, restrictions or limitations on the applicant's entry into training.

- 5.2.11 A trainee who was excluded for non-payment of fees will not be eligible for selection until all outstanding fees and any applicable late fees are confirmed paid by the RANZCP head office.
- 5.2.12 There will be correspondence from the Board or other relevant committee to the trainee that they are or are not eligible to be considered by a local training program for re-entry to training. A copy of this correspondence will be sent to the BTC, delegated committee or SAT to which the application to re-enter training was submitted.
- 5.2.13 An applicant for re-entry who is deemed eligible by the RANZCP is then eligible to go through a local BTC/NZTC selection process for a local training program as per the Registration Policy and Procedure.

5.3 Re-entering the Fellowship Program

- 5.3.1 An applicant selected for re-entry must sign and submit a new Training Agreement to the RANZCP head office.
- 5.3.2 An applicant selected for re-entry must pay all applicable fees, including the re-entry fee.
- 5.3.3 An applicant who has not paid their re-entry fee and submitted a signed Training Agreement 6 months after the date on which they would have re-commenced training in the Fellowship (i.e. the day they would have started accruing accredited training time or started a break-in-training) will not be re-established as a RANZCP trainee and will need to reapply to the Fellowship Program.
- 5.3.4 If an applicant is in this situation, any time spent in training after selection to the Fellowship but without payment of any outstanding fees in arrears and applicable late fees, the initial registration fee and submission of the Training Agreement will not be considered accredited training time and will not be eligible for recognition of prior learning (RPL), as it does not fit the requirements for RPL for training undertaken in Australia or New Zealand.
- 5.3.5 If an applicant is approved to re-enter the Fellowship Program following payment of fees as specified in section 5.16 of this policy, the trainee may apply for recognition of training time during the period when fees were in arrears. The trainee must present all required documentation to the CFT for deliberation within six (6) months of re-entering the Fellowship Program. The CFT can approve or deny recognition of training time, and must provide their decision in writing to the trainee. Trainees can only apply for recognition of training time if the period of fee arrears is no more than six (6) months.

5.4 Previously completed training

- 5.4.1 Previously completed training with appropriate forms and documentation (as credited to the training record at the time of withdrawal) will be automatically re-instated if the training was completed within 8 calendar years (or for Scholarly Project or a Certificate Research Project within 10 calendar years).
- 5.4.2 For trainees who withdrew under the 2003 Regulations, training will be re-instated as per the Transition Matrix if the training was completed within 8 calendar years of the date of re-entry.
- 5.4.3 Any partially completed training or training that was not credited to a trainee's Training Record before their exit from training will not be credited upon their re-entry to training unless an application is made to the CFT for consideration and approval, and the CFT approves that application.
- 5.4.4 The application should demonstrate mitigating or exceptional circumstances and should include supporting documents.

- 5.4.5 Payment of the Recognition of Prior Learning fee is not required for consideration or re-instatement of previously completed RANZCP training under this policy.

5.5 Targeted learning and training review deadlines

- 5.5.1 The targeted learning and training review deadlines as specified in the Progression through Training policy and any required targeted learning plans will resume upon re-entry for all training requirements. E.g. If a trainee re-entered training with 24 months FTE on their record, they will have a further 12 months FTE to pass the MCQ Exam before targeted learning is required (deadline: 36 months FTE).
- 5.5.2 For trainees who withdrew under the 2003 Regulations, time will accrue towards targeted learning and training review deadlines from re-entry for all training requirements. E.g. If a trainee re-entered training and was credited with 24 months FTE as per the Transition Matrix, they will have a further 36 months FTE to pass the MCQ Exam before targeted learning is required.

6 REVIEW OF DECISIONS

- 6.1 Any request by a trainee or former trainee for review of a decision in relation to their withdrawal, exclusion, potential exclusion or re-entry to training should follow the formal education review process (X.X) and may utilise the RANZCP Reconsideration and Appeal Policy.
- 6.2 The trainee concerned shall have the right to appeal the decision, within 3 months of notice of such decision, in accordance with the RANZCP Reconsideration and Appeal Policy.

DOCUMENT CONTROL

Contact:		Project Officer, Education and Training	
Date	Version	Approver	Description
07/02/18	v1.0	RANZCP Board	New Document. Approved 16 February 2018 CFT, 20 April 2018 EC, 19 April 2018 GCRC meeting and 13 May 2018 Board B2018/3 R13
23/07/18	V1.1	CFT	New Zealand trainees maintaining a valid practising or non-practising license will not be excluded from the program. Approved 08 th August 2019 CFT.
11/03/2020	v.1.2	RANZCP Board	Change of terminology from 'Show Cause' to 'Training Review' (CFT approved, 12/12/2019).
03/07/2020	v.1.3	CFT	Addition and alignment of rules to accommodate the introduction of InTrain
April 2021		NEXT REVIEW	