



The Royal Australian  
and New Zealand  
College of Radiologists®

# WITHDRAWAL FROM TRAINING POLICY

Name of document and version:  
Withdrawal from Training Policy, Version 1.0

Approved by:  
Faculty of Clinical Radiology Council and Faculty of Radiation Oncology Council

Date of approval:  
29 October 2021, 26 November 2021

ABN 37 000 029 863  
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The Royal Australian and New Zealand College of Radiologists  
Level 9, 51 Druitt Street  
Sydney NSW 2000 Australia

New Zealand Office: Floor 6, 142 Lambton Quay, Wellington 6011, New Zealand

Email: [ranzcr@ranzcr.com](mailto:ranzcr@ranzcr.com)  
Website: [www.ranzcr.edu.au](http://www.ranzcr.edu.au)  
Telephone: +61 2 9268 9777

Disclaimer: The information provided in this document is of a general nature only and is not intended as a substitute for medical or legal advice. It is designed to support, not replace, the relationship that exists between a patient and his/her doctor.

## TABLE OF CONTENTS

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1. Introduction	4
2. Withdrawal from Training Categories	6
3. Fees	8
4. Reconsideration, Review and Appeal of Decisions	9
5. Related Policies	9
6. Appendices	9

## About the College

The Royal Australian and New Zealand College of Radiologists (RANZCR) is a not-for-profit professional organisation for clinical radiologists and radiation oncologists in Australia, New Zealand, and Singapore. RANZCR is a membership organisation led by clinicians who are elected by the membership, with oversight from a Board of Directors.

We are the leaders in medical imaging and cancer care. We enable the best practice of clinical radiology, radiation oncology and associated subspecialty areas through engagement, education, and advocacy; and by supporting clinical excellence. Our Fellows play a critical role in the diagnosis and monitoring of disease, provide interventional treatments and targeted treatments for cancer.

Our evidence-based culture focuses on best practice outcomes for patients and equity of access to high quality care, underpinned by an attitude of compassion and empathy. As an organisation we are committed to diversity and inclusion, and to the training and professional development of our Fellows and Trainees throughout their career. We are dedicated to enhancing the health outcomes of Māori, Aboriginal and Torres Strait Islander peoples and to increasing their participation in the professions of clinical radiology and radiation oncology by ensuring our educational programs support best outcomes for them. This includes a commitment to cultural safety in our organisation, for staff and members.

## Purpose

To enable the safe and appropriate use of clinical radiology and radiation oncology to optimise health outcomes for our patients and society.

## Values

Our leadership values underpin all that we do and embody our focus on quality patient outcomes:

### Integrity

We maintain the confidence and trust of our stakeholders through our honesty, transparency, and authenticity.

### Accountability

We take responsibility for all our actions, behaviours, performance, commitments, and decisions.

### Inclusivity

We foster an inclusive workplace and clinical environments for people in Australia and New Zealand.

### Innovation

We constantly strive to reimagine excellence in everything we do.

## Code of Ethics

The Code defines the values and principles that underpin the best practice of clinical radiology and radiation oncology and makes explicit the standards of ethical conduct the College expects of its members.

# **1. INTRODUCTION**

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## **1.1 Approval and Commencement**

This policy:

- (a) Commences operation on 1 February 2022.
- (b) Replaces the Withdrawal from Training (Clinical Radiology) Policy, Version 1.0 which will cease operation on 31 January 2022.
- (c) Replaces the Withdrawal from Training Policy (Radiation Oncology), Version 1.0 which will cease operation on 31 January 2022.

## **1.2 Background and Objectives**

The College sets the standards of training and practice in Clinical Radiology and Radiation Oncology in Australia and New Zealand.

The College recognises that some trainees may wish to voluntarily discontinue their progression in the Clinical Radiology Training Program or the Radiation Oncology Training Program.

The monitoring and management of trainees who have been unsuccessful in meeting the standards of training and practice in Clinical Radiology or Radiation Oncology is also integral to maintaining a high standard of training and ensuring that the training programs produce highly skilled and competent Clinical Radiologists and Radiation Oncologists. As such, the College upholds that trainees who do not achieve (or are unable to achieve) the required standards of training and practice, are withdrawn from the Clinical Radiology Training Program or the Radiation Oncology Training Program.

Decisions made under this policy must:

- (i) be in accordance with this policy;
- (ii) afford procedural fairness to the trainee;
- (iii) be evidenced-based; and
- (iv) be supported with the written reasons for the decision.

## **1.3 Purpose**

This Withdrawal from Training Policy is intended to assist the College, its staff, members and Fellows in the monitoring and management of Clinical Radiology and Radiation Oncology trainees. This policy enables a trainee to voluntarily withdraw from the Clinical Radiology Training Program or the Radiation Oncology Training Program. This Policy also enables the College to withdraw a trainee from the Clinical Radiology Training Program or the Radiation Oncology Training Program and to withdraw their College Membership.

## **1.4 Scope**

This policy:

- (a) Applies from 1 February 2022 to all trainees undertaking training within the Clinical Radiology Training Program or the Radiation Oncology Training Program irrespective of the date they commenced their training.
- (b) Details the categories of withdrawal.
- (c) Details the process by which a trainee may voluntarily withdraw from the Clinical Radiology Training Program or the Radiation Oncology Training Program.

- (d) Details the circumstances under which the College can commence the process to withdraw:
- a trainee from the training program, and
  - a trainee's College Membership.

To the extent that there are any inconsistencies between this Policy and the Appendices or the Handbooks, this Policy prevails.

Please note: Any meeting, interview, assessment, panel, hearing, Reconsideration/Review/Appeal deliberations may be conducted by electronic means, as the College may determine, in lieu of a face-to-face or physical meeting.

## 1.5 Definitions

In this Withdrawal from Training Policy:

**Assessment** means an activity used to gauge a trainee's progression through the Clinical Radiology Training Program or the Radiation Oncology Training Program and/or their competency against the requirements of the Clinical Radiology Training Program or the Radiation Oncology Training Program. Note: for the purpose of this Policy, the term 'assessment' is distinct to the term 'examination'

**Branch** means a body comprised of members residing in each of the states of Australia, the Australian Capital Territory or New Zealand

**Branch Education Officer (BEO)** is a member of the Clinical Radiology Education and Training Committee which is a standing Committee of the Faculty of Clinical Radiology. The BEO monitors and supports the training programs within their own branch and liaises regularly with Directors of Training (DoTs), Network Training Directors (NTDs) and the Chief Accreditation Officer (CAO) regarding any significant training issues

**CEO** means the Chief Executive Officer appointed by the Board of Directors of the Royal Australian and New Zealand College of Radiologists. This definition also includes an interim CEO for the College

**Chief Censor** means the clinician appointed under the Faculty By-laws to oversee all aspects of training and assessment conducted as part of the Clinical Radiology Training Program or the Radiation Oncology Training Program

**Clinical Supervisor** means any consultant radiologist or radiation oncologist at a College-accredited training site is involved in teaching, assessment and/or feedback

**College** means The Royal Australian and New Zealand College of Radiologists

**Difficulty** means any circumstances which detrimentally impact on a trainee's level of performance and/or rate of progression through training. Such circumstances may include an adverse event, extrinsic factors, competence issues, lifestyle issues, psychological issues and/or the work environment

**Director of Training (DoT)** means the clinician/s appointed by the College, with overall responsibility for the structure and quality of training in a College-accredited training site in line with College policies and the specific arrangements within their training network. The Director of Training is also responsible for providing trainees with information and feedback on their progress

**Education and Training Committee (ETC)** means the governing body under the Faculty By-laws that develops the educational content, assessments and accreditation mechanisms that ensure that trainees can become competent clinical radiologists and radiation oncologists

**e-Portfolio System or e-Portfolio** means the online system which serves the purpose of managing a trainees' assessments and progression in the Clinical Radiology Training Program and Radiation Oncology Training Program

**Examination** means a form of assessment as defined in the College's Examination Policies

**Fellow** means a College member admitted to Fellowship of the Royal Australian and New Zealand College of Radiologists

**Member** means a member of the College as specified under the RANZCR Articles of Association

**Misconduct** means professional conduct which is of a lesser standard than that which might reasonably be expected of a trainee in a training program, misconduct includes but is not limited to:

- engaging in an act/s of plagiarism;
- fraudulent completion of assessments;
- engaging in behaviour that infringes an examination guideline/s or instruction/s;
- engaging in behaviour prejudicial to the proper management and conduct of the examination;
- cheating in an examination/s

**Network Training Director (NTD)/ Training Network Director (TND)** means the person responsible for providing coordination of, and leadership to the Network and is a central point of contact to the College and health jurisdictions regarding training delivery matters in that Network

**Notify** means an act which includes the act of sending a notice under this policy or other written material to the College or to a trainee by the College in accordance with the contact data recorded by the College as being the trainee's e-mail or postal or street address

**Remediation** refers to the processes/procedures contained within the Remediation in Training Policy which occur during/in training. This is in contrast to 'remediation' (after training) which is outlined under the College's Examination Policies

**Student Member** means a person who has been granted student membership in accordance with the Articles of Association. Student Members are also referred to as trainees

**Trainee** means a College member actively participating in either the Clinical Radiology Training Program or the Radiation Oncology Training Program and is considered a student member under the RANZCR Articles of Association

**Training Site** means an organisation that actively engages and is responsible and accountable for the delivery of training in Clinical Radiology or Radiation Oncology. These organisations may be public or private entities who are accredited by the College and are required to follow the relevant training curriculum and accreditation standards as set out by the College

## 2. WITHDRAWAL FROM TRAINING CATEGORIES

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### 2.1 Categories of Withdrawal

- (a) There are five categories of withdrawal:

<b>Category One</b> - Voluntary	Where a trainee notifies their DoT and the College (in writing) that they are withdrawing from the training program and resigning their College Membership.
<b>Category Two</b> - Competence	Where there is evidence the trainee is unable to sustain an acceptable level of performance to progress through training at the rate expected and/or within the completion timeframes permitted in Clinical Radiology Training Program or the Radiation Oncology Training Program.
<b>Category Three</b> - Compliance	<p>Where a trainee does not comply with the directions of:</p> <ul style="list-style-type: none"> <li>- The College including the directions of an ETC or the Chief Censor; or</li> <li>- Their DoT and/or Clinical Supervisor.</li> </ul> <p>Where a trainee does not comply with the training requirements outlined under:</p> <ul style="list-style-type: none"> <li>- College policies (including the Articles of Association); or</li> <li>- The Clinical Radiology Handbook; or</li> <li>- The Radiation Oncology Handbook.</li> </ul>
<b>Category Four</b> - Misconduct	Where a trainee is found by the College to have behaved in a way that constitutes misconduct as defined under this Policy.
<b>Category Five</b> - Capacity	Where a trainee is willing, but for reasons (other than those listed above) they are unable to continue their training in Clinical Radiology Training Program or the Radiation Oncology Training Program.

## 2.2 Category One Withdrawals

- (a) Trainees who wish to withdraw from training under Category One must give written notice of their withdrawal to:
  - (i) their DoT/s, and;
  - (ii) the College.
- (b) Notices under section 2.2(a) must be dated (the 'effective date') and signed by the trainee (see Appendix A).
- (c) The trainee's DoT/s should also notify the College upon becoming aware that the trainee wishes to withdraw from training under Category One.
- (d) Upon the receipt of a notice given under section 2.2(a) the trainee will be recorded by the College as:
  - (i) withdrawn from training (Category One) and as;
  - (ii) having resigned their College Membership



as of the effective date given in the notice.

- (e) A trainee who voluntarily withdrew from the Clinical Radiology Training Program or the Radiation Oncology Training Program when there were grounds for their potential withdrawal under categories 2 – 5 of this Policy, must undergo the finalisation of the process that was being or would have been undertaken, prior to their voluntary withdrawal as part of the consideration of their eligibility to re-enter training.

### **2.3 Category Two, Three, Four or Five Withdrawals**

- (a) Trainees will be at risk of being withdrawn from training if they do not meet their responsibilities outlined under College policies, or in accordance with the Clinical Radiology Handbook or the Radiation Oncology Handbook.
- (b) The decision to withdraw a trainee from the program under Category Two, Three, Four or Five can only be made by the:
  - (i) Chief Censor and/or the appropriate ETC, or by the
  - (ii) CEO of the College.
- (c) With reference to section 2.3(b), the decision must be made at a reasonably practicable time following the College being made aware that that a trainee is to be managed under this policy.
- (d) Where a trainee is withdrawn from the training program under this section, then the College will give a written notice of the withdrawal ('notice') to:
  - (i) the trainee confirming the:
    - (1) trainee's withdrawal from training and the withdrawal of their College Membership;
    - (2) date of the withdrawal;
    - (3) details specific to the trainee's withdrawal, namely
      - the decision;
      - the date the decision was made;
      - the reasons for the decision to withdraw;
      - the name of the decision maker; and
      - the Category of withdrawal.
  - (ii) the trainee's DoT/s and the BEO (for Clinical Radiology) and/or NTD/TND (as applicable).
- (e) With reference to section 2.3(d), the trainee will also be directed to a copy of the current:
  - Withdrawal from Training Policy;
  - Reconsideration, Review and Appeal of Decisions Policy; and
  - any other policies/documents (if any) as determined by the College to be relevant to the decision.

## **3. FEES**

Student Members who voluntarily withdraw from training or are withdrawn from training by the College as outlined in this Withdrawal from Training Policy, may be eligible to receive, on request, a refund or credit of their annual membership subscription fee and annual training fee on a pro-rata basis.

**Refer to the RANZCR Fees Policy for further information.**

#### **4. RECONSIDERATION, REVIEW AND APPEAL OF DECISIONS**

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Trainees seeking a reconsideration of decisions relating to categories 2 – 5 of the Withdrawal from Training Policy can do so in accordance with the Reconsideration, Review and Appeal of Decisions Policy.

**Refer to the Reconsideration Review and Appeal of Decisions Policy for further information.**

#### **5. RELATED POLICIES**

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- Reconsideration, Review and Appeal of Decisions Policy
- RANZCR Fees Policy

These policies can be downloaded from the College website.

#### **6. APPENDICES**

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- A. Notice of Voluntary Withdrawal from Training Template
- B. Withdrawal from Training Flowchart

## Appendix A – Notice of Voluntary Withdrawal from Training Template

<b>Trainee Name</b>		<b>Faculty</b>	
<b>RANZCR Member ID</b>		<b>Name of Training Site</b>	
<b>Address</b>			
<b>Email Address</b>			
<b>Effective Date of Notice</b>			

- ☐ Under section 2.2 of the Withdrawal from Training Policy (Category One Withdrawals), I give notice of my:
- (a) withdrawal from the RANZCR Clinical Radiology/Radiation Oncology Training Program; and
  - (b) resignation of my College Membership
- effective from the date of this notice, given above.
- ☐ I have read and understood the Withdrawal from Training Policy.
- ☐ I acknowledge that my voluntary withdrawal is effective from the date of this notice, given above and no further training will be accredited to my training record from this date (subject to approval to re-enter the Clinical Radiology Training Program or the Radiation Oncology Training Program (as applicable)).
- ☐ I understand that if I decide to re-enter the Clinical Radiology Training Program or the Radiation Oncology Training Program (as applicable), I must write to the College, outlining my circumstances and seeking permission to re-enter.
- ☐ I understand that should I apply to re-enter the Clinical Radiology Training Program or the Radiation Oncology Training Program (as applicable), there is no guarantee that my application will be approved. My application will be assessed by the College in accordance with the relevant College policies at the time of application.

For reporting and evaluation purposes, please summarise your reason(s) below for voluntary withdrawal:

- ☐ Changing to an alternate speciality
- ☐ Relocation
- ☐ Family/personal reasons
- ☐ Other
- ☐ Do not wish to disclose

**Trainee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Director of Training:** \_\_\_\_\_

**Director of Training Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Once this form is completed and signed please send a copy to the College by email to: [CRTraining@ranzcr.edu.au](mailto:CRTraining@ranzcr.edu.au) (for Clinical Radiology) or [ROTraining@ranzcr.edu.au](mailto:ROTraining@ranzcr.edu.au) (for Radiation Oncology), copying the email to your Director of Training.

## Appendix B – Withdrawal from Training Policy Flowchart

