



ELIGIBILITY, READINESS TO SIT AND OUTCOMES OF THE PHASE 2 EXAMINATION IN RADIATION ONCOLOGY POLICY

FACULTY OF RADIATION ONCOLOGY



THE ROYAL AUSTRALIAN AND NEW ZEALAND COLLEGE OF RADIOLOGISTS®

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1. INTRODUCTION

1.1 Purpose and scope

This policy prescribes the Royal Australian and New Zealand College of Radiologists® (*the College*) eligibility, readiness to sit and successful completion requirements for candidates intending to attempt the Radiation Oncology Phase 2 examination.

This policy applies to:

- a) Trainees in the Radiation Oncology Training Program
- b) Overseas trained specialists or OTS' & International Medical Graduates or IMGs who are deemed eligible to attempt the Phase 2 examination.
- c) Phase 2 Examination series conducted from February 2014 onwards, until superseded.

1.2 Background

The College sets the standards of training and practice in Radiology and Radiation Oncology. The College will be delivering two training programs in Radiation Oncology until at least 2014. By 2014, the majority of trainees in the old training program will have completed their training.

The Part II examination has undergone a continual process of improvement over the course of the curriculum development project. As a part of this project the Education Board determined that the Part II examination would transition into the Phase 2 examination, this reflects a change in terminology consistent with the training program curriculum rather than a change in examination structure. This terminology change came into place in June 2011; therefore trainees in the old and current (new) training programs all sit the Phase 2 examination.

1.3 Structure of the Phase 2 Examination

- a) The Phase 2 examination in radiation oncology has 2 main components:
 - (i) the written papers; and
 - (ii) the clinical examinations (vivas voce examinations or vivas).
- b) The written papers include:
 - (i) two papers in radiation therapy; one 3-hour (6 questions) and one 2-hour (4 questions);
 - (ii) one 3-hour paper in clinical oncology (6 questions); and
 - (iii) one 3-hour paper in pathology (6 questions).
- c) The viva voce examination includes the following:
 - (i) The planning exam – which consists of one long question (9 minutes) and 6 short questions (3 minutes each);

Eight (8) clinical cases with questions relating to a real patient or a clinical prompt (6 minutes each), with one of the patient cases being used solely to test the physical examination skills of the candidate;
 - (ii) The pathology viva which consists of questions relating to six (6) specimen pots or photographs (4 minutes each);

2. PROCESS

In order to be considered for the Phase 2 examination, a candidate must be deemed:

- a) eligible; and
- b) ready.

2.1 Eligibility

In order to be eligible to attempt the Radiation Oncology Phase 2 Examination, a candidate must:

- a) be a financial radiation oncology student member of the RANZCR;
 - (i) have passed the Phase 1 examination in radiation oncology within the last 5 years;
 - (ii) be in an accredited RANZCR Radiation Oncology training position;

If a candidate is not currently in an accredited training position, a period of no more than 6 months may have elapsed since the candidate was last employed in an accredited RANZCR Radiation Oncology Training Position, prior to the date of examination.

- (iii) have completed at least 3 years Clinical in Radiation Oncology (full time equivalent) accredited training;
- (iv) commenced accredited training within the previous ten years;
- (v) Has, by the closing date for the Phase 2 examination applications, completed all the required Phase 2 training program requirements and assessments, which includes successful completion of:
 - a) the Statistics Methodology Evidence Appraisal and Research Methodology (SMART) points accrual; and
 - b) the SMART submission of research manuscript requirement; and
 - c) have satisfactorily completed the Phase 2 Learning Portfolio assessment which has been verified by the Director of Training if the applicant is in the current curriculum; & sitting the Series 1, 2014
 - d) all other in-training assessments at the required rate, calculated pro-rata according to total training time:
 - 1. Mini – CEX – A minimum total of eight (8) mini-CEXs are required in Phase 2, which should be completed at the rate of at least one (1) Mini-CEX for every three (3) months of training.
 - 2. Multisource Feedback Assessment (MSF) – One (1) MSF is required for every 12 months of training.
 - 3. Clinical Supervisors Assessments (CSAs) – A minimum of one (1) CSA must be completed for every 6 months of training.
 - 4. Director of Training (DoT) Assessments - A minimum of one (1) DoT Assessment must be completed for every 6 months of training.

5. 30 Case Reports must be completed before applying to sit the Phase 2 Examination.
6. Trainee Assessment of Training Site (TATS) – A minimum of one (1) TATS must be submitted for every 6 months of training.

OR

- b) be an overseas trained specialist who has been assessed through the AMC Specialist Recognition Pathway and deemed eligible to attempt the Phase 2 examination.

Where an OTS candidate has been required to complete specified training requirements in an accredited training site prior to attempting the exam, the candidate must also:

- (i) have completed these training requirements specified by RANZCR in an accredited training site; and
- (ii) have their Supervisor certify that they have met the training requirements specified by RANZCR.

Where an OTS candidate has not been required to complete any specified training requirements prior to attempting the exam, the candidate does not need to meet any eligibility criteria to apply to sit the exam. The College reserves the right to request further information to assist with the determination of eligibility.

2.2 Purpose of the Pre-Phase 2 Exam Interview

2.2.1 Readiness

Trainees who wish to attempt the Phase 2 examination should request a Pre-Phase 2 Exam Interview with their Director of Training approximately 3-6 months ahead of the examination series at which they intend to sit.

Readiness to sit the Phase 2 examination is determined at the Director of Training (DoT) and Trainee Pre-Phase 2 Exam Interview. This interview occurs prior to the trainee submitting an application to sit the Phase 2 examination ('the Pre-Phase 2 interview').

The purpose of the Director of Training and Trainee Pre-Phase 2 Exam Interview is to facilitate a dialogue between the trainee and their Director of Training with regards to the trainee's readiness to sit the Phase 2 Examination.

Through this discussion, the trainee and Director of Training should aim to reach:

- a consensus regarding the trainee's readiness to attempt the examination, and
- a mutual decision regarding whether or not the trainee will make an attempt at the identified examination series.

The results of this discussion should be recorded on the *Director of Training and Trainee Pre-Phase 2 Exam Interview form* (See Appendix A). Please note that if a trainee is deemed eligible to sit, a copy of the Interview form does not need to be submitted to the College.

2.2.2 Disagreement on Readiness of Trainee

Where a trainee and their Director of Training do not reach a consensus or mutual decision regarding the trainee's eligibility and readiness to attempt the examination:

- a) the results of this discussion should be recorded on the *Director of Training and Trainee Pre-Phase 2 Exam Interview* form;
- b) the Director of Training should advise the Training network Director (TND).
- c) the Director of Training should notify the Chief Censor by submitting the form to the RANZCR office immediately;
- d) the final decision on whether or not the trainee can sit the exam is to be communicated to the trainee, TND and DoT

2.3 Application

Should a trainee be deemed ready to apply to sit the Phase 2 examination, the following should be completed:

- a) Applications to sit the Phase 2 examination must be made in writing on the application form, which is available from the College.
- b) The application form must be signed by the Director of Training or Head of Department.
- c) Applications must be accompanied by the examination fee and 1 passport photo.
- d) Applications must reach the Faculty of Radiation Oncology Office by the advertised date.
- e) Late or incomplete applications will not be accepted.

2.4 Withdrawal from exam

Candidates may choose to withdraw from the Phase 2 examination, without financial penalty if they do so 4 weeks in advance of the examination date.

Withdrawal after this date incurs a financial penalty. Candidates who withdraw between four and one week(s) of the exam will receive a 50% refund of the fees paid. Candidates who withdraw within one week of the exam or who fail to attend the examination will forfeit the examination fee.

Failure to attend an examination or part of the examination for which a candidate has registered will be considered a failed attempt for the entire examination.

2.5 Special Consideration

Trainees may apply for special consideration due to extenuating circumstances. Such requests will be considered on a case-by-case basis, in line with the Colleges Consideration of Special Circumstances and Disability Policy.

- (b) Requests for special consideration should include supporting evidence. This evidence may include a letter from the trainees Director of Training, Head of Department or Training Network Director or a medical certificate depending on the situation.

- (c) The onus is on the trainee to prepare and provide evidence that their circumstances were extenuating.
- (d) Requests for special consideration must be made in writing and should be addressed to the Chief Censor and sent to the Education Officer. The Chief Censor may choose to escalate these requests to Education & Training Committee as necessary.

3. EXAMINATION CONDUCT

The Royal Australian and New Zealand College of Radiologists may refuse to admit to the examination, or to proceed with the examination, any candidate who infringes a regulation of the examination or is considered to have behaved in a manner prejudicial to the proper management and conduct of the examination.

Any candidate in possession of an electronic communication device, on their person, at the time of the exam, or found with or giving information to other candidates recorded or otherwise, during, or after, the exam, will be deemed to have failed the entire examination series and it will need to be considered by the College whether further sittings are allowed at future series.

4. OUTCOMES

4.1 Successful completion

- a) In order to pass the Phase 2 examination overall, a candidate must pass the written papers and the viva examinations in radiation therapy, clinical oncology and pathology.
- b) A candidate must sit all components of the examination on their first attempt.
- c) Where a candidate is successful in only the radiation therapy and clinical oncology OR pathology component, an exemption will be granted for the successful component at the next exam series. If the candidate is unsuccessful at the subsequent attempt in the next exam series, or does not attempt the remaining component at the next exam series, they must re-sit the entire examination.
- d) The candidate must pass the radiation therapy, clinical oncology and pathology components within a 12 month period (or approximate with regard to calendar sitting times) otherwise the candidate must re-sit the entire examination.
- e) A candidate may attempt the Phase 2 examination up to a maximum of 3 times.
- f) A candidate who does not successfully complete the requirements outlined above is required to undertake a minimum of 12 months, up to a maximum of 2 years, remediation and/or further training as determined by the Education & Training Committee. After completion of the required period of remediation and/or further training the candidate may then apply to attempt the Phase 2 examination again. Such a candidate must sit all components of the examination on their first attempt post remediation and must pass all components within 2 examination series.
- g) If a candidate is unsuccessful at this time, they will no longer be eligible to remain in the training program or to have further attempts at the examination.

4.2 Written advice

Candidates are advised in writing of the outcome of the components of the Phase 2 examination that they attempt. The status of candidates who are carrying exemptions into the next sitting is also advised. Where a candidate has been unsuccessful in a component of the

examination, feedback will also be provided.

4.3 Appeals

Any decisions made under this policy are subject to the College's Appeals Process. A copy of the College's Reconsideration, Review and Appeal of Decisions Policy is available on the College's website. Candidates are provided with advice regarding the College's Appeals Process in result letters.

5. RELATED POLICY DOCUMENTS

- RANZCR Policy on Reconsideration, Review and Appeal of Decisions
- Consideration of Special Circumstances and Disability Policy
- Description of and Rules For Determination of Results for the FRANZCR Phase 2 Examination in Radiation Oncology

6. APPENDICES

- A. Director of Training and Trainee Pre-Phase 2 Exam Interview form

Director of Training and Trainee Pre-Phase 2 Exam Interview Form

Trainee Name

Training Department

Director of Training

Date of Meeting

Trainee comments on readiness to attempt the examination:

Director of Training comments on Trainee's readiness to attempt the examination:

Satisfactory completion of the log book

☐ Yes

☐ No

☐ Not Applicable

Decision Reached:

will / will not

Trainee Name

(please circle)

attempt the Phase 2 examination in

Month/Year

Was this decision mutually agreed by the Trainee and Director of Training?

☐ Yes ☐ No

Trainee Signature:

Date:

Director of Training
Signature

Date:

