

Interrupted and Part-Time Training Policy v3.1

8 June 2023



The Royal Australian
and New Zealand
College of Radiologists®

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Interrupted and Part-Time Training Policy, Version 3.1

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Faculty of Radiation Oncology Council and Faculty of Clinical Radiology Council

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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

1.1 Approval and Commencement

This policy:

- (a) Commences operation on 1 July 2023.
- (b) Replaces the *RANZCR Interrupted and Part-time Training Policy Version 3.0* which will cease operation on 30 June 2023.

1.2 Background

The College recognises that for certain circumstances (e.g. personal, family, compassionate and cultural or religious), trainees may undertake variations to training.

Under this Policy, trainees can apply for variations to their training whilst maintaining their:

- professional obligations;
- ongoing commitment to training;
- clinical knowledge and procedural skills;
- currency of training; and
- recency of practice.

The College supports variations to training in principle; however, as the College is not the employer, trainees will need to negotiate their options with their employer. The College recognises that both trainee needs and hospital staffing requirements must be taken into consideration and also recognises that there is no preferred or recommended 'variation to training' employment arrangement. The variation to training arrangement will need to be discussed by the trainee, the Director/s of Training (DoT/s) and hospital administrators (employer) at the training site.

1.3 Purpose

This Interrupted and Part-time Training Policy is designed to assist the College, its staff, members and Fellows with the management of variations to training which are requested by trainees within the Clinical Radiology Training Program or the Radiation Oncology Training Program.

Trainees may apply:

- for a period of interrupted training, or
- to train part-time.

1.4 Scope

This policy:

- (a) Applies from 1 July 2023, 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) Prescribes the framework within which Clinical Radiology trainees or Radiation Oncology trainees can apply for variations to their training.

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

1.5 Definitions

In this Interrupted and Part-Time Training Policy:

Accredited Training Time means the duration of time a trainee in an accredited training position is required to accrue in order to complete all Clinical Radiology Training Program requirements or Radiation Oncology Training Program requirements

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'

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 that is involved in teaching, assessment and/or feedback

Clinical Supervisor Appraisal (radiation oncology) means the process whereby the Clinical Supervisor considers the trainees' performance and the feedback the trainee has received whilst completing learning experiences and assessments over the previous period. If required, the Clinical Supervisor may identify issues that need to be raised with the DoT/s

College means The Royal Australian and New Zealand College of Radiologists

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

DoT Review means the process whereby the Director of Training (DoT) and the trainee jointly evaluate a trainee's progress with learning and assessment requirements for the phase of training or the training program

DoT Review meeting means a meeting whereby the Director of Training (DoT) and the trainee jointly evaluate a trainee's progress with learning and assessment requirements for the phase of training or the training program

ePortfolio System or ePortfolio means the online system which serves the purpose of managing a trainee's assessments and progression in the Clinical Radiology Training Program and the Radiation Oncology Training Program

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

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

Interrupted Training Period means the duration of time in which a trainee is on 'interrupted training' as defined under this Policy

Leave means all time not spent in training. Examples of leave include annual leave, bereavement leave, sick leave, study leave, examination leave, personal leave and industrial action

Maximum Duration of Training means the upper limit of 10 years in which a trainee must complete all Clinical Radiology Training Program requirements or Radiation Oncology Training Program requirements

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

Student Member means 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 Assessment of Training Sites (TATS) means a confidential assessment where a trainee is asked to rate the training location and training experience on a range of dimensions

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

Variation to Training means a change to the expected rate of progression through the Clinical Radiology Training Program or the Radiation Oncology Training Program by virtue of interrupted training ('break in training') or a change to a trainee's FTE status as defined under this Policy.

2. INTERRUPTED TRAINING

2.1 Interrupted Training

- (a) Interrupted training ('break in training') may be permitted at any time during training.
- (b) Interrupted training is classified as consecutive leave (including all eligible leave entitlements) taken in excess of six weeks.
- (c) Applications for interrupted training can only be made for a period of up to 12 months at any one time.

2.2 Submission of Applications

- (a) An application for interrupted training must first be discussed with the trainee's Director/s of Training (DoT/s).
- (b) An application for interrupted training is to be submitted by the trainee via the ePortfolio system.
- (c) Applications are to be made prospectively at least 14 calendar days (where reasonably practicable) prior to the commencement of any interrupted training period.
- (d) All applications for interrupted training must include:
 - (i) The dates, duration and circumstances for the application; and
 - (ii) Appropriate documentation which supports the application (documentation may include but is not limited to medical certificates, notice from treating medical practitioner, statutory declarations, bereavement notices).

2.3 Approval of Applications

- (a) When an application has been made via the ePortfolio system, a DoT/s is required to review the trainee's application for interrupted training within 14 calendar days from the trainee's submission of their application on the ePortfolio system.
- (b) Following approval of the application by a DoT/s (via the ePortfolio system), the College will review the application.
- (c) To assist with College approval of the application, a trainee may be required to supply further information or documentation, as requested by the College.
- (d) A trainee will be notified of the outcome of their interrupted training application (via the ePortfolio

system) within 14 calendar days from DoT approval (where reasonably practicable).

2.4 Variations to an Interrupted Training Period

- (a) A trainee wishing to extend an interrupted training period is to submit a new application via the ePortfolio system. This application must include documentation which supports the extension as outlined in section 2.2(d).
- (b) The maximum continuous period of interrupted training permitted must comply with recency of practice requirements as mandated by the relevant regulating bodies (Australian Health Practitioner Regulation Agency (Ahpra), the Medical Council of New Zealand and the Singapore Medical Council).
- (c) A trainee who plans to return to training earlier than the timeframe approved in their interrupted training application must:
 - (i) Discuss their early return to training with their DoT/s; and
 - (ii) Notify the College in writing at least 14 calendar days (where reasonably practicable) prior to their proposed return to training date.

Appropriate documentation which supports the application for an earlier return to training date must be submitted where applicable (documentation may include but is not limited to medical certificates, notice from treating medical practitioner, statutory declarations).

2.5 Training Program Requirements

- (a) Interrupted training periods will not count towards accredited training time in phases of the Clinical Radiology Training Program or the Radiation Oncology Training Program.
- (b) Interrupted training periods are not counted (towards accredited training time) when calculating a trainee's minimum time requirements in relation to:
 - (i) eligibility to sit examinations; and
 - (ii) eligibility to progress through phases of training.
- (c) The maximum duration of training in the Radiation Oncology Training Program is extended out by any interrupted training period/s.
- (d) The maximum duration of training in the Clinical Radiology Training Program is not extended out by any interrupted training period/s.
- (e) A trainee who is on an interrupted training period will retain access to the ePortfolio system but will not be permitted to complete any training program assessments.
- (f) A trainee who is on an interrupted training period may be permitted to sit Radiation Oncology Examinations under certain circumstances, including but not limited to maternity/paternity leave and compassionate leave.
 - (i) Should a trainee wish to sit College Examinations whilst on an interrupted training period, they must outline their request in writing to the College via a Consideration of Special Circumstances Application (under the College's Consideration of Special Circumstances Policy) for consideration by the Chief Censor and/or the appropriate ETC.
 - (ii) The Chief Censor and/or the appropriate ETC may at their discretion, grant a trainee permission to sit College Examinations whilst on an interrupted training period, so long as the College Examinations are within six months from commencement of the interrupted training period.
 - (iii) A trainee who is approved by the Chief Censor and/or the appropriate ETC to sit the College Examinations whilst on an interrupted training period cannot raise their

circumstances (i.e. sitting the examinations whilst on an interrupted training period) as grounds in any future Reconsideration, Review or Appeal under the College's Reconsideration, Review and Appeal of Decisions Policy.

- (g) A trainee who is on an interrupted training period is permitted to sit Clinical Radiology Examinations.
 - (i) A trainee who sits the College Examinations whilst on an interrupted training period cannot raise their circumstances (i.e. sitting the examinations whilst on an interrupted period) as grounds in any future Reconsideration, Review or Appeal under the College's Reconsideration, Review and Appeal of Decisions Policy.
- (h) A trainee returning to training from interrupted training period must return to an accredited training position and meet the minimum accepted FTE training status (i.e. 0.5 FTE).
- (i) A trainee who has been on an interrupted training period for 12 months or more, may be assessed (by the College) upon their return from their interrupted training period in order to determine the currency of their knowledge and skills; and may be required to complete a return to training plan to demonstrate competence. If a trainee is required to complete a return to training plan, they must comply with the conditions of the plan.
- (j) A trainee embarking upon an interrupted training period must remain on contract (for an accredited training position) for the duration of their interrupted training period and must ensure that they retain an active contract to return to upon completion of their interrupted training period. Failure to retain an accredited training position is not classified as 'interrupted training' but instead results in withdrawal from training by virtue of not holding an accredited training position.

Refer to the Withdrawal from Training Policy for further information.

- (k) A trainee who is absent for an extended period of time may be considered for withdrawal from the Clinical Radiology Training Program or the Radiation Oncology Training Program.

Note: An extended absence from the Clinical Radiology Training Program or the Radiation Oncology Training Program is considered to be 12 months or more of continuous absence from the respective training program.

Refer to the Withdrawal from Training Policy for further information.

3. PART-TIME TRAINING

3.1 Part-Time Training

- (a) Changes to Full Time Equivalent (FTE) training status may be permitted in any phase of training.
- (b) The minimum accepted FTE training status must entail at least 50% of a full-time clinical position (i.e. 0.5 FTE).
- (c) Accredited training time is not accrued below the minimum accepted FTE.

3.2 Submission of Applications

- (a) An application for a change to FTE training status must first be discussed with the trainee's Director/s of Training (DoT/s).
- (b) An application for a change to FTE training status is to be submitted by the trainee via the ePortfolio system.
- (c) Applications are to be made prospectively at least 14 calendar days (where reasonably practicable) prior to the commencement of a trainee's change in FTE training status.

3.3 Approval of Applications

- (a) When an application has been made via the ePortfolio system, a DoT/s is required to review the trainee's application for a change to FTE training status within 14 calendar days from the trainee's submission of their application on the ePortfolio system.
- (b) Following approval of the application by a DoT/s (via the ePortfolio system), the College will review the application.
- (c) A trainee will be notified of the outcome of their change to FTE training status application (via the ePortfolio system) within 14 calendar days from DoT approval (where reasonably practicable).

3.4 Training Program Requirements

- (a) A trainee's minimum time requirements in relation to:
 - (i) eligibility to sit examinations; and
 - (ii) eligibility to progress through phases of training,will be pro-rated based on the trainee's FTE status.
- (b) The maximum duration of each phase in the Clinical Radiology Training Program or the Radiation Oncology Training Program is pro-rated based on a trainee's FTE status.
- (c) The maximum duration of training is 10 years from commencement of the Clinical Radiology Training Program or the Radiation Oncology Training Program, irrespective of the full-time equivalent status of the trainee during their time in the Clinical Radiology Training Program or the Radiation Oncology Training Program.
- (d) A trainee who is training at less than full time training status will be required to complete the following, as per a full-time clinical load.
 - (i) Director of Training Review (every 6 months)
 - (ii) Clinical Supervisor Appraisal (every 3 months) – *applicable to Radiation Oncology trainees only*
 - (iii) Trainee Assessment of Training Sites (TATS), (every new rotation)

4. NON-CONSECUTIVE LEAVE

- (a) The College has determined that a trainee's eligible leave entitlements in any 12-month training year is equivalent to ten weeks.
- (b) Excessive non-consecutive leave is classified as leave taken in excess of ten weeks in any 12-month training year (pro-rata for shorter training periods).
- (c) At the discretion of a DoT/s, a trainee's training time may be unaccredited should the DoT/s believe that the amount of excessive non-consecutive leave the trainee is taking, has a detrimental impact on the trainee's performance or progression within the Clinical Radiology Training Program or the Radiation Oncology Training Program.
- (d) Should the DoT/s wish to unaccredit a trainee's training time in accordance with section 4(c) above, the DoT/s must indicate this in writing to the College.
- (e) Upon a DoT/s indicating that a trainee's training time should be unaccredited, the College will review that request and action accordingly.
- (f) Periods of excessive non-consecutive leave are not counted (towards accredited training time) when calculating a trainee's minimum time requirements in relation to:
 - (i) eligibility to sit examinations; and

- (ii) eligibility to progress through phases of training.
- (g) The maximum duration of training is 10 years from commencement of the Clinical Radiology Training Program or the Radiation Oncology Training Program, regardless of any period of training which may have been unaccredited by the College due to reasons associated with excessive non-consecutive leave.

5. COLLEGE FEES

- (a) A trainee who is approved for an interrupted training period is eligible to receive, a reduced rate for their annual membership subscription fee and annual training fee, on a pro-rata basis.

Refer to the RANZCR Fees Policy and website 'Fees' page for further information.

- (b) The reduced annual membership subscription fee will be set at 25% of the full annual membership subscription fee, pro-rated for the duration of the approved interrupted training period.
- (c) A trainee will be permitted to pay their College annual membership subscription fee and annual training fee at a part-time rate whilst undertaking part-time training. Part-time is capped at 0.65 FTE. A trainee training at more than 0.65 FTE will be required to pay the full annual membership subscription fee and annual training fee.

Refer to the RANZCR Fees Policy for further information.

6. RELATED POLICIES

- Consideration of Special Circumstances Policy
- Reconsideration, Review and Appeal of Decisions Policy
- Withdrawal from Training Policy
- RANZCR Fees Policy