



ASSESSMENT OF OVERSEAS TRAINED SPECIALISTS WHO WISH TO PRACTISE IN AUSTRALIA AND OBTAIN FELLOWSHIP

INTRODUCTION

If you plan to live and work in Australia as a pathologist with the appropriate medical registration you must complete the Australian Medical Council (AMC) process to be assessed as an Overseas Trained Specialist (OTS). The Royal College of Pathologists of Australasia (RCPA) participates in the assessment process but it is the AMC who is responsible for the process.

You must require no more than two years supervised assessment to obtain the Australian Fellowship, to be eligible for recommendation as an OTS by the College, to the AMC.

LIVING AND WORKING IN AUSTRALIA AND VISA REQUIREMENTS

You are required to obtain a valid visa to work in Australia. The College is not involved in this part of the process.

Please go to the Australian Government Department of Health and Ageing website link below for further information on the overall assessment process & information on visas to live and work in Australia.

<http://152.91.25.226/internet/otd/Publishing.nsf/Content/-1-WorkMain-1>

COMPARABLE TRAINING AND EXAMINATIONS

The College maintains training and exam exemption tables that act as guidelines when your application is reviewed by the College. These tables compare qualifications and training experience obtained overseas with the training and exam requirements of the College's Fellowship program. **It should be noted that these are guidelines only which may be varied depending on your level of experience and expertise in the relevant Pathology discipline.**

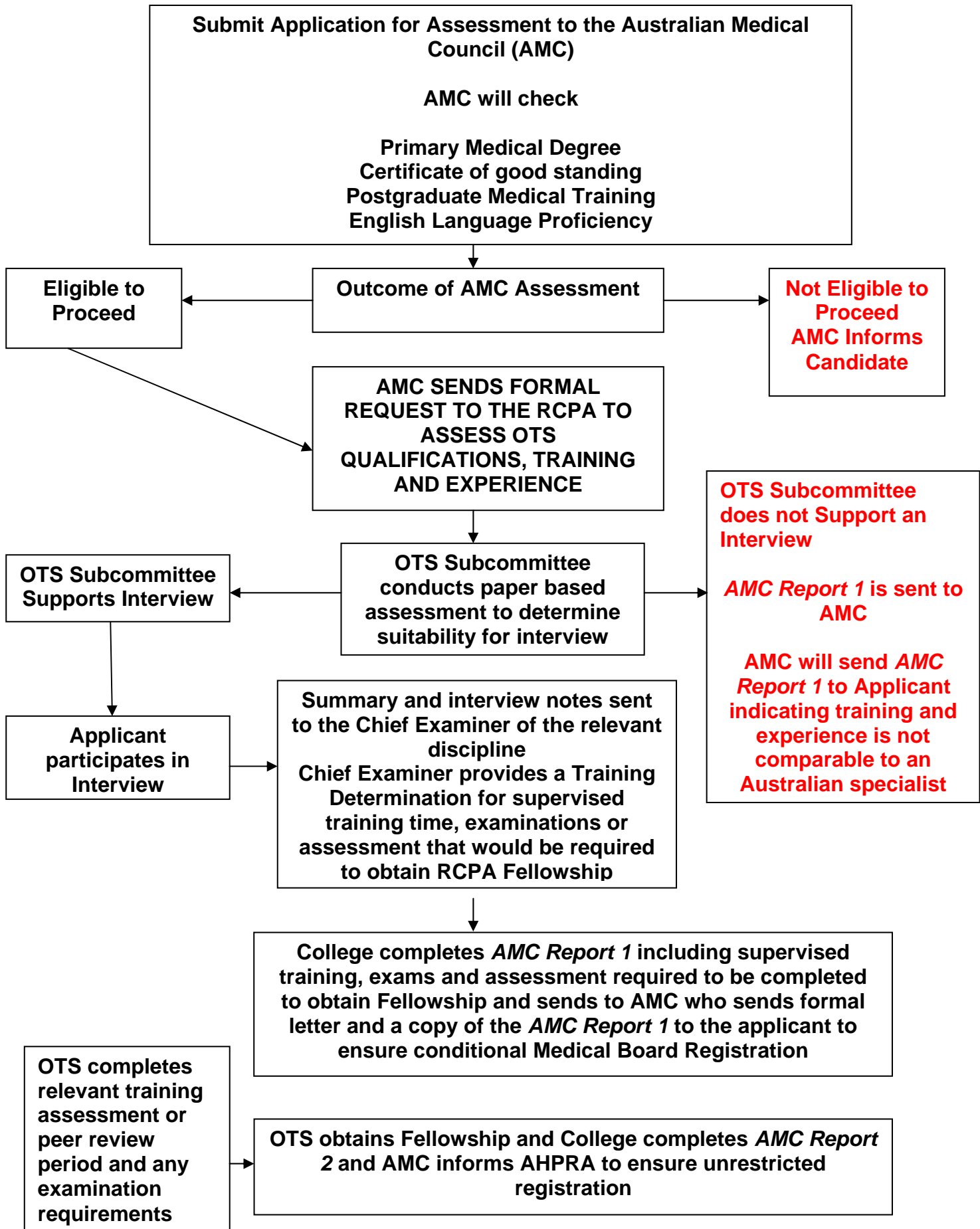
For an indication as to what your qualifications are comparable to in Australia please go to <http://www.rcpa.edu.au/Careers/Overseas/ExamExemptions.htm>

For an indication as to what your training is comparable to in Australia please go to <http://www.rcpa.edu.au/Careers/Overseas/TrainingTimeCredits.htm>

If you believe you have the required minimum standards in terms of medical qualification, supervised training and pathology qualification, please read the following step by step guide on how to participate in this process.

The flowchart on the following page gives an overview of the full assessment process.

Flowchart of RCPA OTS Determination and Interview Process



STEP 1. SUBMIT APPLICATION TO THE AUSTRALIAN MEDICAL COUNCIL

TO START THE FORMAL ASSESSMENT PROCESS OF YOUR QUALIFICATIONS, TRAINING AND EXPERIENCE YOU NEED TO APPLY TO THE AUSTRALIAN MEDICAL COUNCIL (AMC)

Please go to <http://www.amc.org.au/index.php/img> for further information and <http://www.amc.org.au/index.php/img/exam/forms> for online application and other application forms.

Please note that you need to satisfy the AMC documentation requirements including Primary Source Verification of your primary medical degree and specialist qualification; your certificate of good standing, completed formal postgraduate training in one of the fields of specialist medical training, and a required standard of English before the AMC will ask the College to assess you.

As an OTS you are able to apply for the following AMC pathway:-

- Specialist (Full Recognition)

The documents that need to be included with your AMC application are as follows:

- AMC Form SA – Application for specialist eligibility assessment
- AMC Form SB – Summary of basic medical and specialist training
- Certified copies of English language version of primary and specialist medical qualifications
- Certificate of completion of intern training
- Certificates or documentation of completion of specialist training programs and exams are required. Details of specialist examinations taken are required in the form of an academic transcript or formal invitation to sit examinations. This is not generic information but confirmation that you have sat the examination(s) and should include some information on the format.
- Comprehensive Curriculum Vitae (dated) using the AMC template. This will include details of supervised training, Continuing Professional Development (CPD) activities, list of research activities, current employment and publications.
- Current Certificate of Good Standing and/or Certificate of Registration Status or equivalent. If this is not available, a copy of the application made to the relevant medical board or recognised authority to provide the relevant information.

Certified copy of evidence of supervised training in the form of **one** of the following:

- Official academic transcript from the relevant training institution that details how long the supervised training was undertaken for and in what areas.
- Written summary - only if on official letterhead and signed by staff employed by the training institution(s)
- Log book signed by the training institution that includes summary information of the training dates

TIME: *It can take up to six weeks for the AMC to complete its requirements of document verification. If there are any queries about this stage you need to contact the AMC at specialist@amc.org.au or telephone +61 2 6270 9777.*

POSSIBLE OUTCOMES OF AMC ASSESSMENT

(A) CANDIDATE NOT ELIGIBLE FOR ASSESSMENT

If the AMC determines that the candidate is ineligible, the AMC will notify the candidate of the decision and the reasons for the decision.

If you are deemed not eligible for assessment by the AMC DO NOT PROCEED to STEP 2

(B) CANDIDATE IS ELIGIBLE FOR ASSESSMENT – STEP 2 FOLLOWS

STEP 2. FOR CANDIDATES ELIGIBLE FOR ASSESSMENT – AMC SENDS FORMAL REQUEST TO THE RCPA TO ASSESS OTS QUALIFICATIONS, TRAINING AND EXPERIENCE (SEE STEP 1 FOR DETAILED LIST)

- The AMC will forward your OTS application documentation (see Step 1 for detailed list) to the RCPA.
- At the same time the AMC will notify you of your eligibility and will request that you complete an *AMC Form SC* and send it to the College with the OTS application assessment fee. The AMC will email you the *AMC Form SC* so that you can complete and sign.
- Once your application is received the Overseas Trained Specialist Administrator (OTSA) emails confirmation that your application has been received by the College and sends this step guide, next set interview date, current fee schedule and RCPA payment form for completion.
- Currently the assessment fee per discipline is \$2,500 Australian Dollars if outside Australia and \$2,750 Australian Dollars if already in Australia.
- **Please note that if you wish to be assessed in more than one discipline you will need to pay the full assessment amount for each discipline requested.**
- Receipt of the signed hardcopy *AMC Form SC* and the appropriate fee by the RCPA will initiate the assessment process by the College.

For this year's Schedule of Fees (PDF) and for a copy of a Payment Authorization form to pay by credit card (PDF) please go to <http://www.rcpa.edu.au/Careers/Overseas.htm>

Please complete, sign and return the AMC Form SC and the RCPA payment form to OTSA at the College by post in hardcopy.

TIME: *This generally takes a week to a fortnight to complete*

The OTS Subcommittee undertake a paper based assessment focussing on whether you are eligible to proceed to interview. The main criteria looked at is whether you would require more than two years of supervised training to obtain the Australian Fellowship. Your documentation is also sent to the relevant Chief Examiner

TIME: *This can take up to a month*

POSSIBLE OUTCOMES OF OTS SUBCOMMITTEE PAPER ASSESSMENT

(A) OTS SUBCOMMITTEE DO NOT SUPPORT AN INTERVIEW

- The OTSA prepares an *AMC Report 1* for the AMC that is checked and signed by the Registrar/Deputy Registrar of the Board of Censors (BOC) of College and this is emailed to the AMC.

- The AMC will send the *AMC Report 1* to you indicating that your training and experience is NOT comparable to an Australian specialist with a formal covering letter as to what other options are available to you and this will be posted to you in hardcopy to the address you have with the AMC.
- Essentially you would now need to be assessed by the AMC as an Overseas Trained Doctor (OTD) and there is a separate Step Guide available for this pathway.
- The OTSA posts the receipt and tax invoice for payment of the OTS Determination Fee to you.

TIME: *This can take up to one week*

If you are not supported for an interview DO NOT proceed to Step 3

(B) INTERVIEW SUPPORTED BY THE OTS SUBCOMMITTEE – PROCEED TO STEP 3

STEP 3. OTS SUBCOMMITTEE SUPPORTS AN INTERVIEW

- The OTSA emails and posts a formal letter to you inviting you to an interview and at the same time sends the receipt and tax invoice for payment of the OTS assessment.
- This letter also informs you of your Member ID No. and how to access the member's area of the RCPA website.
- The OTSA will liaise by email regarding the date of the interview. Interviews are held five times a year in February, May, July, September and November. For interview dates please go to http://www.rcpa.edu.au/Careers/Overseas/OtherFormsOTS_IMG.htm
- You will need to sign and fax, email or post the last page of the formal letter confirming that you wish to be interviewed.
- Interview options are either face to face in Sydney, Australia or via video conference depending on availability of a suitable site in your country of domicile or elsewhere.
- Detailed information about the video conferencing option is in the interview invitation letter.

TIME: *This can take approximately one week depending on the how long it takes you to decide upon a date, sign and fax, email or post back the form.*

THE OTS ASSESSMENT INTERVIEW IS CONFIRMED

- The OTSA will finalise interview details such as time and panel membership with you by email a few weeks before the interview date.
- The College Guideline on interviews for OTS applicants is available on the website <http://www.rcpa.edu.au/Publications/PolicyManualPublic/Guidelines.htm>

Before proceeding to interview, you are strongly advised to familiarise yourself with the training requirements for the discipline(s) in which you have requested assessment.

The current Curriculum/Training Handbook is on the RCPA website <http://www.rcpa.edu.au/Careers/Training.htm>

THE OTS APPLICANT PARTICIPATES IN INTERVIEW

- The Convenor of the panel completes a Summary Report of the interview and makes a formal written recommendation to the Chief Examiner.

TIME: *The recommendation from the interview is usually sent to the Chief Examiner on the next working day after the interview.*

STEP 4. FINAL DETERMINATIONS FROM THE CHIEF EXAMINER

OTSA sends to the Chief Examiner the interview report, panel notes & summary of training. The appropriate Chief Examiner drafts a Final Training Determination.

TIME: *This can take up to two or more months as there may be a requirement to research conditions of training and practice in your country of origin*

STEP 5. AMC FORMAL LETTER AND REPORT 1

- The OTSA prepares an *AMC Report 1* that includes the training and/or assessments that are required to be completed to obtain Fellowship.
- The completed *AMC Report 1*, the interview report, the Chief Examiners final determinations and your entire application is presented to the Registrar/Deputy Registrar, Board of Censors (BOC) to be checked and signed
- The *AMC Report 1* is emailed to the AMC
- The AMC will email this document to you and the RCPA before posting in hardcopy, so the AMC must have your current email and postal addresses
- Please note that the formal notification of the outcome of your interview comes from the AMC not the College

TIME: *It can take up to a week for the Registrar to check the AMC Report 1 and supporting documents. The AMC is very prompt in despatching the formal letter to the applicant.*

APPEAL/REVIEW OF TRAINING DETERMINATION

If you are not satisfied with the training determination that is detailed in the *AMC Report 1* you can seek a review. You need to submit a letter to the AMC detailing your concerns and supply further documentation to support your request for a review.

- Please send your request in writing and the support documentation to the AMC who will forward to the College. The OTSA will forward to the Chief Examiner along with your full AMC application
- If the Chief Examiner responds that there will be no changes to your final determination the OTSA informs the AMC who will write to you. If the Chief Examiner agrees to change your final determination
 - The OTSA prepares a *Revised AMC Report 1* that includes the training and/or assessment that are required to be completed to obtain Fellowship.
 - The completed *Revised AMC Report 1*, the interview report, the Chief Examiners previous and revised final determinations and your entire application is presented to the Registrar/Deputy Registrar BOC to be checked and signed
 - The *Revised AMC Report 1* is emailed to the AMC,
 - The AMC will email this document to you and the RCPA before posting in hardcopy, so the AMC must have your current email and postal addresses
 - Please note that the formal notification of the outcome of your appeal comes from the AMC not the College

TIME: *This can take up to two or more months*

STEP 6. RESPONSE TO AMC REPORT

- In the formal letter you receive from the AMC (noted above in step 5), you are asked if you wish to proceed with the requirements in the Training Determination to obtain Fellowship and you must formally reply to the AMC in writing . The AMC will forward your response to the College via email.
- Please note that the AMC expects you to obtain Fellowship within four years of the date of the *AMC Report 1*

TIME: *This can take several weeks depending on how quickly you respond to their formal request*

RENEWAL OF LAPSED TRAINING DETERMINATIONS

Please note that your training determination lasts for one year from the date of the AMC Report 1. After a year your determination will have lapsed. If you are not going to commence training and/or sit exams within a year of the training determination date you need to apply for an extension for another year. Please send your request in writing to the OTSA at ots@rcpa.edu.au. The OTSA will forward the request to the relevant Chief Examiner for approval.

- Once the Chief Examiner has responded the OTSA will inform you via email and place documentation of the extension onto your file.

TIME: *This can take up to two or more months*

STEP 7. ADDITIONAL TRAINING OR SUPERVISED PRACTICE IN AUSTRALIA REQUIRED BY THE OTS TRAINING DETERMINATION

- If you need to undertake further supervised training you need to find a Pathology Registrar position in a laboratory that is accredited for training in your discipline. You will need to identify a Fellow of the College in that laboratory to be your Supervisor of training. A current list of accredited laboratories is available on RCPA website <http://www.rcpa.edu.au/Careers/LabAccreditation.htm>
- Applicants with a Training Determination for Fellowship via Peer Review will also need to find a laboratory that is accredited for training in their discipline. The position should allow practice in at least Senior Registrar or Junior Consultant level.
- Most Pathology Registrar positions are advertised in June/July each year for a twelve months appointment commencing in January/February of the following year. Vacancies can occur during the year and these are often listed on the RCPA website. <http://www.rcpa.edu.au/Careers/CareerOpportunities/JobPositions.htm>

TIME: *This step depends on how long it takes you to find a position.*

Please note that for some disciplines there is a centralised appointment process. To be eligible for this process you are required to have a valid working visa. Further information can be obtained from the relevant State Councillor.

STEP 8. MEDICAL BOARD REGISTRATION

- The AMC will inform Australian Health Practitioner Regulation Agency (AHPRA) in the state/territory that you live in, if you already have an Australian address on your AMC application, that you are eligible for limited medical registration.

- Generally, limited registration is granted on the understanding that you will be undertaking the necessary training and exams to obtain Fellowship of the College.
- Your employer should help you submit your application to AHPRA using form ALPS-03, please follow the link <http://www.medicalboard.gov.au/Forms.aspx>
- If a letter of support is required by the Medical Board from the College then we need your employer to send the College a formal letter stating the start and finish dates and the Fellow of the College who will be supervising your training. The Required support documents are listed below. The letter of support is sent directly to AHPRA and a copy is sent to your employer.
 - Your training program
 - Position description
 - Letter of offer

TIME: *This can take several weeks depending on how long AHPRA takes to respond to your formal request*

STEP 9. REGISTER FOR INITIAL TRAINING WITH THE COLLEGE

- **If you need to undertake additional supervised training as indicated on the AMC Report 1** you need to complete and lodge with the College a signed hardcopy Initial Registration Form once you have secured a Pathology Registrar training position. This is submitted with the relevant fee and documentation. You should lodge this during the year you commence additional training.
- You must have a current final training determination to be able to apply for initial registration.
- You do NOT need to pay the Initial Registration fee as this is covered by your assessment fee but are required to pay the Annual Training fee.
- You do NOT need to apply for or pay for retrospective accreditation training time as you have already had this assessed during the AMC OTS assessment process.
- Support documentation includes:
 - AMC OTS Report 1
 - Current AHPRA Registration
 - Prospective Training Program
- You will be sent a formal confirmation letter and a training portfolio once your Initial Registration is processed.

Please liaise with the Training & Assessment Support Administrator at the College by email boc@rcpa.edu.au if you have any queries.

The relevant forms and information are available on RCPA website <http://www.rcpa.edu.au/Careers/Training/InitialRegistrations.htm>

TIME: *It can take several weeks to complete the processing and checking of documents but the date you start employment at a laboratory will be recorded as the date you commenced training (please note that your commencement date cannot be before your AHPRA Registration start date).*

STEP 10. ACCREDITATION OF TRAINING WITH THE RCPA

- This is not required for applicants who have been accredited with 5 years of retrospective training or have been approved for the Peer Review pathway
- You are required to submit an Annual Supervisor's Report each year and for rotations within a year, on completion of each rotation.
- Failure to do so will result in the year of training not being accredited.

- Candidates sitting Part I or Part II exams must submit an additional Pre-exam report to the College by **15 July** each year.
- Other Trainees will submit their reports with their Annual Training registration or if in final year of training, by **31 December**.
- It is your responsibility to request reports from all supervisors involved in training and submit them to the College office.

Please liaise with the Training & Assessment Support Administrator at the College by email at boc@rcpa.edu.au if you have any queries.

The relevant forms and information are available on RCPA website <http://www.rcpa.edu.au/Careers/Training/SupervisorReports.htm>

TIME: This can take a month to complete the processing and checking of document

STEP 11. REGISTER FOR TRAINING ANNUALLY

- You must re-register with the College each calendar year by completing an Annual Registration Form to keep your registration for training current.
- The closing date for registration is 15 February each year.
<http://www.rcpa.edu.au/Careers/Training/AnnualRegistration.htm>
- Trainees who have not re-registered by 28 March will be considered “Incomplete Trainees” and will be removed from the mailing list and denied web access. A fee will be incurred for reinstatement.
- You must be registered at a laboratory that is accredited for training by the College and you cannot train there longer than its accreditation (for example if your laboratory is accredited for two years then after two years you must move to another laboratory to continue your training)
Information on how to access the current list of accredited laboratories is noted in Step 7 of this Guide

Please email any queries to boc@rcpa.edu.au

TIME: This can take up to 6 weeks to complete the processing and checking of documents

STEP 12. EXAMINATION AND/OR ASSESSMENT REQUIRED BY OTS TRAINING DETERMINATION

You will ALWAYS be required to undertake some form of examination or assessment by the College to obtain Fellowship. If you are required to sit examination(s) please see below. If you require assessment via peer review please go to Step 13.

- Your *AMC Report 1* will inform you as to which assessment(s) you need to undertake.
- You need to complete and lodge a signed hardcopy Exam Application Form with the College by post and pay the necessary fees.
- You need to indicate on your exam application all exams for which you have been granted exemption.
- IMGs who have been retrospectively accredited 5 years training will be required to complete an Initial Registration form (see Step 9) and pay the annual mailing fee for the year in which they present for examination.
- Please check the Exam Timetable document for deadlines.
- In addition to the May/August assessment, there are Repeat Exams for some disciplines held in October/November each year. OTS may apply for enrolment by mid-September.
- You will be sent formal letters to indicate you are enrolled for exams.

- Exam results are posted on the RCPA website. In addition candidates are sent a formal letter with results.

Please liaise with the Assistant Education and Training Manager at the College by email at boc@rcpa.edu.au

The relevant forms and information are available on RCPA website
<http://www.rcpa.edu.au/Careers/Training/ExamApplications.htm>

TIME: *This can take several months to complete the processing and checking of documents*

STEP 13. APPLY FOR ASSESSMENT VIA PEER REVIEW PATHWAY

- Your *AMC Report 1* will indicate if you have been assessed as suitable for the peer review pathway.
- You need to pay the equivalent of the Single Discipline Part II Examination Fee and Annual Mailing Fee to be assessed via peer review. Please note that you must be employed by a laboratory that is accredited for training by the College in the discipline that you are seeking Fellowship via peer review. Please see Step 7 for further information about laboratory accreditation.
- The job description you submit needs to show that you practise in at least senior registrar or junior consultant level.
- The two Fellows of the College who you nominate to be your Peer Reviewers must have been Fellows for at least five years and have obtained their Fellowship via examinations.
- You need to complete and lodge a signed copy of the *Application for Approval of Program for Practice under Peer Review* along with your position description and completed *Payment Authorisation Form*.

The payment form and schedule are available on RCPA website
<http://www.rcpa.edu.au/Careers/Training/ExamApplications.htm>

The *Application for Approval of Program for Practice under Peer Review* is available on RCPA website http://www.rcpa.edu.au/Careers/Overseas/OtherFormsOTS_IMG.htm

Please liaise with and send the Application to the Accreditation and Overseas Trained Specialist Administrator at the College by email img@rcpa.edu.au.

TIME: *This can take up to a fortnight to process and approve your application*

STEP 14. PEER REVIEW REPORTS TO THE COLLEGE AND FOLLOW UP TELECONFERENCE INTERVIEW VIA PEER REVIEW PATHWAY

- Your two peer reviewers complete a *Peer Review Reports* on you and sends to the College reporting upon your progress after three, six, and twelve months from the agreed start date from your application.
- The OTSA liaises with yourself, the interview panel and your peer reviewers to organise a follow up teleconference interviews to coincide with the next scheduled OTS interview dates which are available on the RCPA website

The format of the 3 interviews is

- The OTSA sends information by email on how to access the teleconference to the applicant, supervisor and interview panel members
- Utilising the College's teleconference facilities you can call in from any telephone
- The OTSA ensures the *Peer Review Reports* on you has been presented to the panel
- The peer reviewers join the panel to answer any questions about the reports and then leave the teleconference
- You then join the teleconference and answer any questions in particular about progress of obtaining Fellowship
- This should take about 20 to 30 minutes
- The Chair of the panel completes a report of the interviews and all panel members sign off the document
- The OTSA presents the report to the Registrar and if he believes there are concerns will ask the OTSA to forward to the Chief Examiner for comment and to recommend any action

The *Peer Review Report on an OTS* is available on RCPA website

http://www.rcpa.edu.au/Careers/Overseas/OtherFormsOTS_IMG.htm

Select Peer Review Report on an OTS and download the relevant discipline to complete

TIME: *There can be delays if the required paperwork is not ready for the next set interview date or if you, your peer reviewers or panel members are not available on the next set interview date*

Following your 12 months review all reports will be sent to the Chief Examiner to confirm you have successful completion of your period of Peer Review. The OTSA will write to you confirming the outcome. If approval of a Peer Review is confirmed proceed to Step 15. You will be notified if your period of Peer Review needs to be extended.

STEP 15. APPLICATION FOR FELLOWSHIP

- Once you have completed (and/or been retrospectively accredited) five years training, submitted the required supervisor reports or peer review reports and have passed (or been exempted) all of the required assessments you may apply for Fellowship.
- You will need to complete, sign and lodge a hardcopy Fellowship Application Form with the College by post. The Registrar will check over your file to ensure that you have completed all of the requirements.
- A recommendation for Fellowship award signed by the Chief Examiner (of your discipline) and the Registrar and Chair of the Board Censors will be submitted to the Council of the College who will consider your application
- If Council approves your application you will be sent a formal letter and issued a Certificate of Fellowship.

The relevant form is available on the member's part of RCPA website

<http://www.rcpa.edu.au/Careers/Training.htm>

TIME: *It can take a couple of months to complete the processing and checking of details*

STEP 16. NOTIFICATION TO THE AMC FROM THE COLLEGE THAT FELLOWSHIP HAS BEEN OBTAINED

- The Operations Manager – Education and Training (OPMET) informs the OTSA when you have been awarded Fellowship by the Council of the RCPA
- The OTSA prepares an *AMC Report 2* for the AMC that is signed by the Registrar Board of Censors and this is emailed to the AMC to confirm the OTS has obtained Fellowship.

TIME: *This can take up to a week*

STEP 17. NOTIFICATION OF FELLOWSHIP BY THE AMC TO THE MEDICAL BOARDS

- The AMC will formally inform you and AHPRA in Australia that you have achieved Fellowship of the College. Details on the process for registration is available on the AHPRA website <http://www.ahpra.gov.au>

TIME: *This can take a few weeks to get through the relevant medical board procedures*

COLLEGE POLICY DOCUMENTS

The formal College policy on this area is available on RCPA website <http://www.rcpa.edu.au/Careers/Overseas.htm>

Relevant College policies are available on RCPA website <http://www.rcpa.edu.au/Publications/PolicyManualPublic/Policies.htm> and include

- Assessment of Overseas Trained Doctors & Overseas Trained Specialists in Australia & New Zealand document
- Award of FRCPA to overseas trained specialists via peer review pathway
- Conditional Registration for Overseas Trained Specialists
- Examinations for Overseas Trained Specialists incorporating timing of Part II examinations review
- Laboratory Accreditation Training Programs
- Supervision of Training
- Training Determinations, Examination Exemptions

COLLEGE GUIDELINE DOCUMENTS

Another useful resource is available on RCPA website <http://www.rcpa.edu.au/Publications/PolicyManualPublic/Guidelines.htm>

THE MANAGEMENT TEAM

Headed by the CEO, Dr Debra Graves, the Team is available to assist you. Please do not hesitate to contact the Management Team for information, advice, guidance or support. Contact details for RCPA staff you will be dealing with most, are listed below.

Postal and Location Address

The Royal College of Pathologists of Australasia
Durham Hall
207 Albion Street
Surry Hills NSW 2010
Australia

Phone

The Telephone number to contact reception is +61 2 8356 5858. Staff phone extensions are all 8356 5xxx (last 3 digits change).

Fax

The Fax number is +61 2 8356 5828

Website

www.rcpa.edu.au

Email

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