



## **ASSESSMENT OF OVERSEAS TRAINED SPECIALISTS WITH AUSTRALIAN OR NEW ZEALAND MEDICAL QUALIFICATIONS WHO WISH TO OBTAIN FELLOWSHIP**

### **INTRODUCTION**

**This guide is for Overseas Trained Specialists who have an Australian or New Zealand primary medical qualification who wish to obtain Fellowship of the College and practise in Australia. Since you have an Australian or New Zealand primary medical qualification you do not need to be assessed by the Australian Medical Council (AMC).**

If you wish to obtain Fellowship of the College the Royal College of Pathologists of Australasia (RCPA) needs to assess your current supervised training and qualifications to be able to supply a training determination as to what training and/or examinations you need to undertake. **You will ALWAYS be required to undertake some form of examination or assessment by the College to obtain Fellowship.**

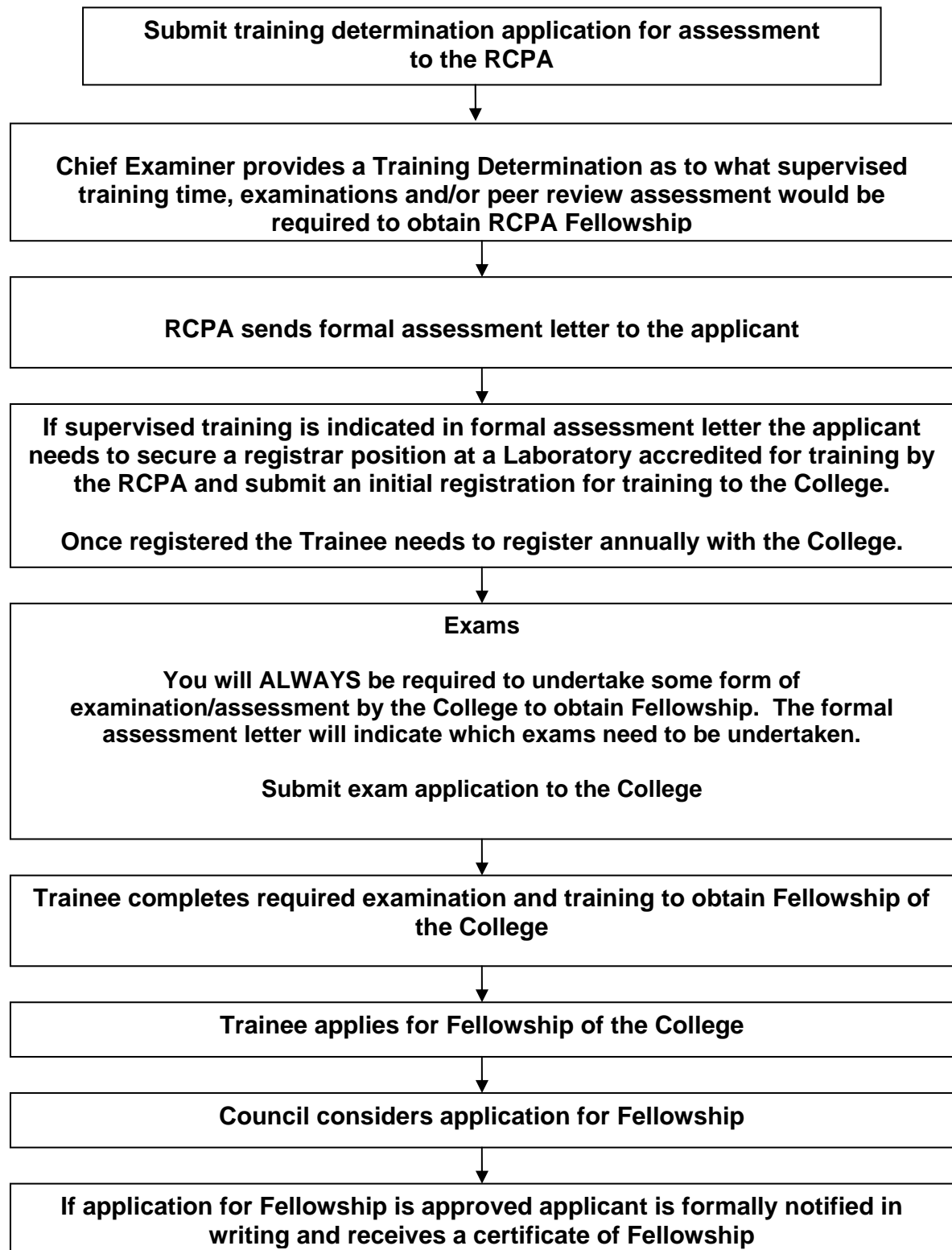
### **COMPARABLE TRAINING AND EXAMINATIONS**

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 particular pathology disciplines.**

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>

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



College contacts & addresses can be found on the last page.

## STEP 1. SUBMIT TRAINING DETERMINATION APPLICATION AND PAYMENT TO THE RCPA

To start the formal assessment process of your qualifications, training and experience you need to apply to the RCPA on the appropriate form, supply copies of documentation and provide payment as set out in the current RCPA Fee Schedule. 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.

The documents that the RCPA require are:-

- Payment details
- RCPA Form Application for Training Determination
- Certified copies of English language version of primary and specialist medical qualifications
- Comprehensive Curriculum Vitae (dated) including 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.
- 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. That is not generic information but confirmation that you have sat the examination(s) and some information about the format would be useful.
- Applicants are required to supply documentation of your supervised training. The documentation needs to detail the length of time and the areas you have covered in your supervised training and can take the form of any combination of the below four formats.
  - Applicants are required to provide copies of documentation provided by your Training Institution in the form of an academic transcript.
  - Applicants are required to provide Log Book data as evidence of supervised training. The Log Book data should include summary data which outlines details of the supervised training. The Log Book needs to be dated, verified (stamped) and signed by your Supervisor or Head of Department where the training took place.
  - Applicants are required to provide copies of Supervisor Reports.
  - Applicants are required to provide formal letters from the supervisors of your training or Head of Department while you were training where the training took place. The letter needs to detail your supervised training in the areas of length of time and areas covered. The letters provided need to be dated, on letterhead, and bearing the supervisor or Head of Department signature.

Documentation NOT required so therefore please do not submit to the College includes:

- Certificate of completion of intern training
- Published research papers/other specialist papers as they are listed in your CV
- Details of participation in MOPS/CME/CPDP as you are being assessed on your supervised training – Brief summary to be included in your CV
- Certificates of membership of specialist medical bodies as you are being assessed on your supervised training
- Post Fellowship experience does not need to be documented as you can list in your CV and you are being assessed on your supervised training

To download the application form please go to

[http://www.rcpa.edu.au/Careers/Overseas/OtherFormsOTS\\_IMG.htm](http://www.rcpa.edu.au/Careers/Overseas/OtherFormsOTS_IMG.htm)

The payment form and information are available on the RCPA website

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

*Please liaise with Overseas Trained Specialist Administrator (OTSA) at the College by email [ots@rcpa.edu.au](mailto:ots@rcpa.edu.au)*

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

## **STEP 2. TRAINING DETERMINATION FROM THE CHIEF EXAMINER**

OTSA sends the application with all documentation to the relevant Chief Examiner. The Chief Examiner drafts a Final 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 3. FORMAL ASSESSMENT LETTER TO OTS DETERMINATION APPLICANT**

- The OTSA drafts a formal letter to inform you as to what supervised training, examinations or assessment you are exempted from and/or required to complete to become a Fellow of the College
- Then the letter and entire application is checked and signed by the Registrar of the College and the formal letter posted in hardcopy to the address on the application form.
- The letter is posted to you in hardcopy along with your receipt/tax invoice
- This letter informs you of your Member ID No and how to access the member's area of the RCPA website.

**TIME:** It can take up to a week for the letter to be drafted, checked, formally approved and posted in hardcopy to the applicant

## **STEP 4. FIND A PATHOLOGY REGISTRAR POSITION AT AN ACCREDITED LABORATORY**

If you are required 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 the RCPA website  
<http://www.rcpa.edu.au/Careers/LabAccreditation.htm>

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

## **STEP 5. MEDICAL BOARD REGISTRATION**

- Since you already have an Australian or New Zealand primary medical qualification, Medical Board registration should be straight-forward
- Your employer should help you submit your application to AHPRA

Go to <http://www.ahpra.gov.au/> for the contact details of state and territory medical boards and links to their websites so you can download their application forms.

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

## RENEWAL OF LAPSED TRAINING DETERMINATIONS

Please note that your training determination lasts for one year from the date of the letter. 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 you need to apply for an extension for another year.

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

Please liaise with OTSA at the College by email [ots@rcpa.edu.au](mailto:ots@rcpa.edu.au).

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

## STEP 6. REGISTER FOR INITIAL TRAINING WITH THE COLLEGE

- If you need to undertake supervised training as indicated on the formal assessment letter you need to complete and lodge with the College a signed hardcopy Initial Registration Form. 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 through the College OTS Determination process.
- If you are to obtain Fellowship via peer review then you are REQUIRED to pay a fee for the 12 months assessment equal to the amount of a Part II examination fee.
- Support documentation includes:
  - Current AHPRA Registration
  - Prospective Training Program
- You will be sent a formal 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](mailto:boc@rcpa.edu.au)

The relevant forms and information are available on the 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 7. ACCREDITATION OF TRAINING WITH THE RCPA

- This is not required for applicants who have been accredited with 5 years of retrospective training or are 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.
- Those 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.

Please liaise with the Training & Assessment Support Administrator at the College by email [boc@rcpa.edu.au](mailto:boc@rcpa.edu.au)

The relevant forms and information are available on the 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 8. 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. Please go to <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)

Please liaise with Training & Assessment Support Administrator at the College by email  
[boc@rcpa.edu.au](mailto:boc@rcpa.edu.au)

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

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

## **STEP 9. APPLICATION FOR EXAMINATION**

**You will ALWAYS be required to undertake some form of examination or assessment by the College to obtain Fellowship. If you require to sit examination(s) please see below. If you require assessment via peer review please go to Step 10.**

- Your formal letter from the College will inform you as to which assessment 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.
- Please check the Exam Timetable document for deadlines.
- In addition to 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 and the outcome.

The relevant forms and information are available on the 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 10. APPLY FOR ASSESSMENT VIA PEER REVIEW PATHWAY**

- Your formal letter from the College will inform you if you have been assessed as eligible for 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 4 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 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 the 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 the RCPA website [http://www.rcpa.edu.au/Careers/Overseas/OtherFormsOTS\\_IMG.htm](http://www.rcpa.edu.au/Careers/Overseas/OtherFormsOTS_IMG.htm)

Please liaise with and send the *Application to Accreditation and Overseas Trained Specialist Administrator (OTSA)* at the College by email [img@rcpa.edu.au](mailto:img@rcpa.edu.au).

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

## **STEP 11. PEER REVIEW REPORT TO THE COLLEGE AND FOLLOW UP TELECONFERENCE INTERVIEW VIA PEER REVIEW PATHWAY**

- Your peer reviewers complete a *Peer Review Report on an OTS* and sends to the College reporting upon your progress after three, six, and twelve months since the agreed start date from your application.
- The OTSA liaises with you, the Chair of the OTS Subcommittee, two relevant discipline representatives and your peer reviewers to organise a follow up teleconference interview to coincide with the next scheduled IMG 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 IMG, peer reviewers, Chair of the OTS Subcommittee and two discipline representatives
- Utilising the College's teleconference facilities you can call in from any telephone
- The OTSA ensures the *Peer Review Report* on you has been presented to the panel
- The peer reviewers join the panel to answer any questions about the report and then leaves 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 the RCPA website [http://www.rcpa.edu.au/Careers/Overseas/OtherFormsOTS\\_IMG.htm](http://www.rcpa.edu.au/Careers/Overseas/OtherFormsOTS_IMG.htm)

Please liaise with OTSA at the College by email [img@rcpa.edu.au](mailto:img@rcpa.edu.au)

**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

## STEP 12. 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 and submit to the Chief Examiner for signed approval.
- A recommendation for Fellowship award signed by the Chief Examiner (of your discipline) and the registrar and Chair of Board of 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 on the public access part of the 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*

## COLLEGE POLICY DOCUMENTS

The formal College policy on this area is available on the RCPA website

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

Other College policies are available on the 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

## 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](http://www.rcpa.edu.au)

### Email

The general email address is [rcpa@rcpa.edu.au](mailto:rcpa@rcpa.edu.au)

Staff Member	Ext	E-mail	Title
Graves, Debra	830	<a href="mailto:debrag@rcpa.edu.au">debrag@rcpa.edu.au</a>	CEO
Pryor, Wendy	851	<a href="mailto:wendyp@rcpa.edu.au">wendyp@rcpa.edu.au</a>	Director of Education
Connelly, Meg	821	<a href="mailto:megc@rcpa.edu.au">megc@rcpa.edu.au</a>	Operations Manager- Education & Training
Charlton, Rebecca	822	<a href="mailto:ots@rcpa.edu.au">ots@rcpa.edu.au</a>	Accreditation and Overseas Trained Specialist Administrator
Yang, Christine	825	<a href="mailto:boc@rcpa.edu.au">boc@rcpa.edu.au</a>	Training & Assessment Support Administrator
Office Holder	Ext	E-mail	Title
Webster, Boyd	852	<a href="mailto:registrar@rcpa.edu.au">registrar@rcpa.edu.au</a>	Registrar – Board of Censors