

FORMS AND SUBMISSIONS

Following is a list of the forms and documents Trainees are required to submit at various stages of training. All forms are available for downloading from the RCPA website at www.rcpa.edu.au (go to Publications/Document library, search to Training and exams) or on request from the College. On completion they should be sent to:

The Registrar, Board of Censors
 Royal College of Pathologists of Australasia
 207 Albion St
 Surry Hills NSW 2010
 AUSTRALIA

Telephone: (02) 8356 5858
 Facsimile: (02) 8356 5828
 E-mail: boc@rcpa.edu.au

SUMMARY OF FORMS AND SUBMISSIONS

WHEN FORM MUST BE SUBMITTED	FORM REQUIRED
RCPA Trainees	
Commencement of training	Application for Initial Registration, including any request for retrospective accreditation
By 31 January each year	Annual Registration and Notification of Supervised Training for current year, plus previous year's Supervisor's Report (if not already submitted for examination) Please note that from 2008 completed Supervisor's reports must be submitted with the Annual Registration Form unless you are taking an exam that year. Trainees who do not submit Supervisor's reports in accordance with the above requirements will not have their training time accredited.
By 20 July for Trainees taking an exam, other than Pathological Sciences	Supervisor's Report in relevant discipline – JSAC Trainees are to use the RCPA form in this instance.
By 15 October	Supervisor's report for RCPA Haematology Trainees not taking an exam.
Joint Trainees	

RCPA Trainee Handbook

<p>Commencement of training</p> <ul style="list-style-type: none"> ▪ JSAC forms must be obtained from the Royal Australasian College of Physicians in Sydney or Wellington. ▪ Trainees may register at any time for the RCPA, but the RACP has set dates for submission in order to have training prospectively approved. 	<p>RCPA Application for Initial Registration, including request for retrospective accreditation of physician training AND For Australian Trainees <u>Copy of JSAC Application for Approval to Commence or Continue Advanced Training</u> OR for NZ Trainees <u>Copy of Form AT3 Prospective Approval of an Advanced Training Programme</u></p>
<p>By the end of February subsequent years</p>	<p><u>Copy of JSAC Form as above plus Copy of JSAC Supervisor's Report for previous year (if copy not submitted at time of submission to RACP)</u></p>
<p>By 20 July for Trainees taking an exam</p>	<p>RCPA discipline Supervisor's Report. Note that the RACP JSAC form is not to be used for exam candidates.</p>
<p>Examination candidates</p>	
<p>By 7 days before the last working day in February</p>	<p>Application for Examination for current year. This application cannot be accepted until Annual Training registration, Supervisor's report and fee has been received (where relevant).</p>
<p>By 30 April for candidates taking Part II or final examination</p>	<p>Application for Admission to Fellowship for current year.</p>

LINKS TO INFORMATION FOR JOINT TRAINEES WITH RACP

Haematology

<http://www.racp.edu.au/training/adult2003/advanced/vocational/haematology.htm>

Immunology/Allergy

http://www.racp.edu.au/training/adult2003/advanced/vocational/immun_allergy.htm

Chemical Pathology/Endocrinology

http://www.racp.edu.au/training/adult2003/advanced/vocational/endo_chem.htm

Microbiology/Infectious Diseases

http://www.racp.edu.au/training/adult2003/advanced/vocational/infectious_micro.htm

INITIAL REGISTRATION