

ASSESSMENT OF OVERSEAS TRAINED SPECIALISTS DOMICILED IN COUNTRIES WHERE THE RCPA HAS A TRAINING PROGRAM AND WHO WISH TO OBTAIN FELLOWSHIP

INTRODUCTION

This guide is for Overseas Trained Specialists registered and practising in countries where the RCPA has a training program and who wish to obtain Fellowship of the College. This pathway is only applicable if the Specialist is not intending to practice in Australia or New Zealand.

The College maintains training programs and has accredited pathology training laboratories in China (Hong Kong), Malaysia, Singapore and Saudi Arabia. Specialist Pathologists registered in those countries who have not completed the RCPA training and assessment program for Fellowship may elect to seek a determination on the equivalence of their qualification. However, if the applicant is intending to work and practise in Australia (or New Zealand) then they should not follow this pathway. If they are a recognised specialist in their country of domicile they should first read the Step Guide Assessment of Overseas Trained Specialists Who Wish to Practise in Australia and Obtain Fellowship <http://www.rcpa.edu.au/Trainees/Overseas-Trained-Specialists/Step-Guides> or if a doctor follow pathways through the Australian Medical Council (or Medical Council of New Zealand) for assessment.

COMPARABLE TRAINING AND EXAMINATIONS

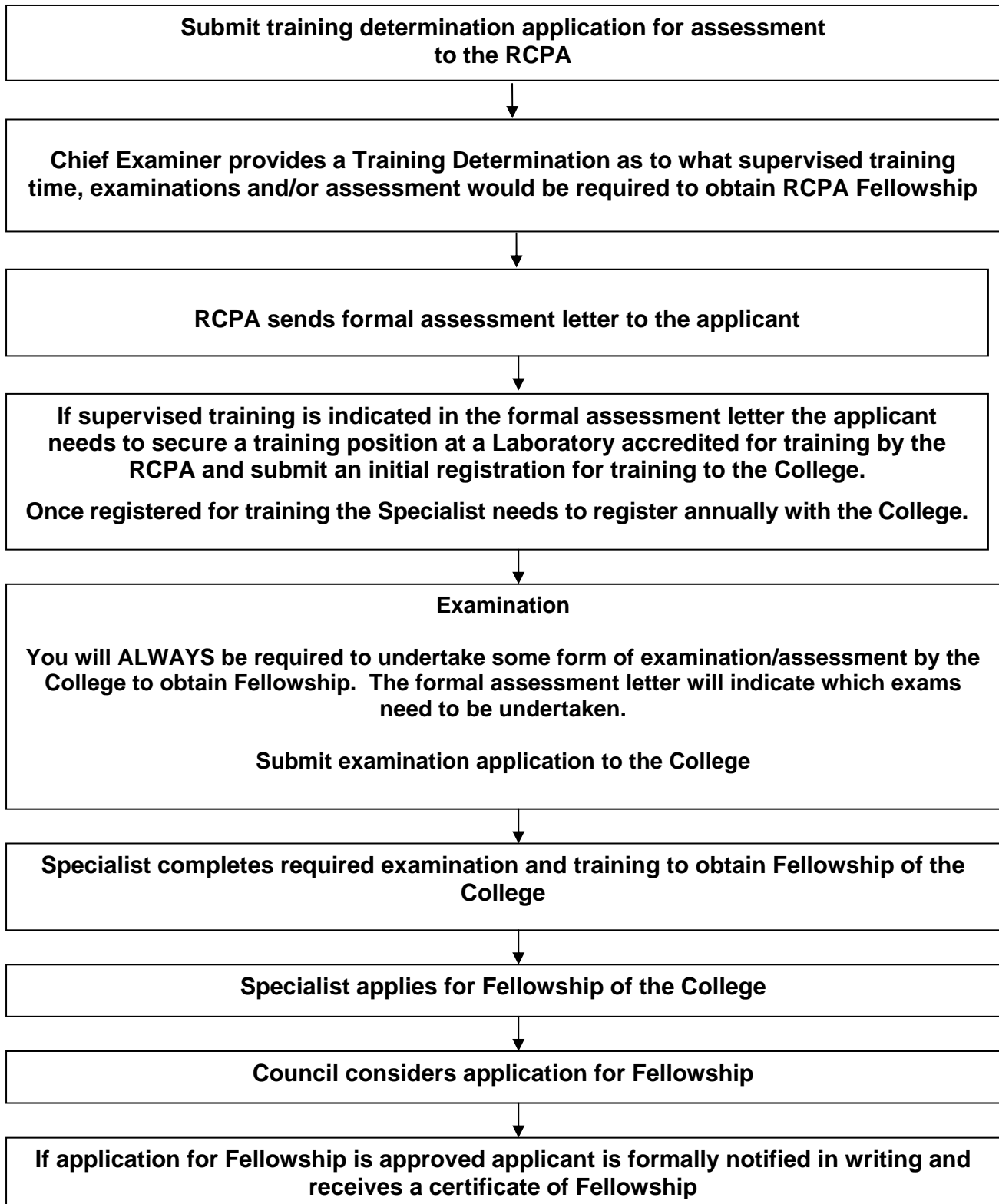
If you wish to obtain Fellowship of the College, the Royal College of Pathologists of Australasia (RCPA) needs to assess your supervised training and qualifications to be able to supply a training determination as to what training and/or examinations you need to undertake. **You will ALWAYS be required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

The College maintains training and examination 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 examination 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/Trainees/Exams/Exam-Exemptions>

For an indication as to what your training is comparable to in Australia please go to: <https://www.rcpa.edu.au/Trainees/Overseas-Trained-Specialists/Training-Time-Credits>

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:-

- Completed 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) enrolment, list of research activities, current employment and publications.
- Current Certificate of Good Standing and/or Certificate of Registration Status or equivalent in country of domicile. 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 examination 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). Information about the examination 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.
- Payment details – applicants will need to pay a fee equivalent to the initial registration fee (see Section 6 of the *Fees for Training and Examination for General Fellowship and Fellowship of Faculties 4/2008* Policy at <http://www.rcpa.edu.au/Library/College-Policies>).

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 MOPS/CME/CPDP activities 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 it 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/Pathology-Careers/Overseas-Trained-Specialist> and select *OTS Determination Application Form*.

The payment form and information are available on the RCPA website

<http://www.rcpa.edu.au/Trainees/Training-with-the-RCPA/Initial-Registration>

Please liaise with Overseas Trained Specialist Administrator (OTSA) at the College by email 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.
- The letter is posted to the address on the application form 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 TRAINING POSITION AT AN ACCREDITED LABORATORY

If you are required to undertake further supervised training you need to find a training 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/Trainees/Training-with-the-RCPA/Laboratory-Accreditation-for-Training>

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

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.

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

STEP 5. 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 will already have paid the initial registration fee as 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 Training Determination process.
- Support documentation includes:
 - Current Medical and Specialist Registration in your country of domicile
 - 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 bea@rcpa.edu.au

The relevant forms and information are available on the RCPA website
<http://www.rcpa.edu.au/Trainees/Training-with-the-RCPA/Initial-Registration>

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 6. REDUCTION OF FEES IN THE CASE OF FINANCIAL HARDSHIP

The Board of Education and Assessment may in its discretion waive the whole or any part of the initial registration, annual registration and examination fees which would otherwise be payable by a Trainee of the College who in the opinion of the Board is suffering from financial hardship or in such other circumstances as the Board of Education and Assessment considers appropriate and upon such terms and conditions and for time as the Board of Education and Assessment sees fit.

The Council has delegated responsibility for this decision in accordance with the following Policy:

- The Trainee completes an “*Application for Release or Remission of Subscriptions/Fees because of Financial Hardship or other circumstances*” form which is available at the following link entitled “[Fees for Training and Examination for General Fellowship and Fellowship of Faculties](#)” (see page 5).
- The form is returned to the College for review by one of the Management Team cheque signatories; those being the Chief Executive Officer, Deputy Chief Executive Officer, Financial Controller and Executive Officer who determines the fees to be charged.
- The fees chargeable will be on a sliding scale:
 - If the Trainee’s gross income from professional practice is less than AUD\$20,000 per year the Trainee will be charged 10% of normal fees.
 - If the Trainee’s gross income from professional practice is between AUD\$20,000 - \$30,000 per year the Trainee will be charged 20% of normal fees.
 - If the Trainee’s gross income from professional practice is between AUD\$30,000 - \$60,000 per year the Trainee will be charged 50%.
 - If the Trainee’s gross income from professional practice is over AUD\$60,000 per year the Trainee will be charged the normal rate prescribed for that year.
- A new invoice will be issued to the Trainee detailing the new subscription rate.
- The Trainee must apply annually for this fee reduction.

STEP 7. ACCREDITATION OF TRAINING WITH THE RCPA

- This is not required for applicants who have been accredited with 5 years of retrospective training.
- 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 a Part I or Part II exam with an Oral component, 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
bea@rcpa.edu.au

The relevant forms and information are available on RCPA website:

- Supervisor Reports: <http://www.rcpa.edu.au/Trainees/Training-with-the-RCPA/Supervisor-Reports>
- Exam Applications: <http://www.rcpa.edu.au/Trainees/Exams>

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

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/Trainees/Training-with-the-RCPA/Annual-Registrations>
- 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 bea@rcpa.edu.au

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 are required to sit examination(s) please see below.

- 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/June/August assessment, there are Repeat Exams for some disciplines held in November each year. Enrolment is required 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/Trainees/Exams>

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

STEP 10. APPLICATION FOR FELLOWSHIP

- Once you have completed (and/or been retrospectively accredited) five years training, submitted the required supervisor 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), the Registrar and Chair of Board of Education and Assessment 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/Trainees/Training-with-the-RCPA/Application-for-Fellowship>

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 from:

<http://www.rcpa.edu.au/Pathology-Careers/Overseas-Trained-Specialist>

Other College policies are available from:

<https://www.rcpa.edu.au/Library/College-Policies> and include

- Assessment of Overseas Trained Doctors & Overseas Trained Specialists in Australia & New Zealand
- Award of FRCPA to overseas trained specialists via peer review pathway
- 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

Email

The general email address is rcpa@rcpa.edu.au

Staff Member	Ext	E-mail	Title
Graves, Debra	830	debrag@rcpa.edu.au	CEO
Pryor, Wendy	851	wendyp@rcpa.edu.au	Director of Education and Accreditation
Connelly, Meg	821	megc@rcpa.edu.au	General Manager - Operations
Kwakwa, Awo	892	ots@rcpa.edu.au	Coordinator - Operations (OTSA)
Gunawan, Novita	833	exams@rcpa.edu.au	Examinations Officer
Yang, Christine	825	bea@rcpa.edu.au	Assistant - Operations
Office Holder	Ext	E-mail	Title
Lambie, Neil	852	registrar@rcpa.edu.au	Registrar – Board of Education and Assessment