

## **ASSESSMENT OF OVERSEAS TRAINED DOCTORS WHO WISH TO PRACTISE IN AUSTRALIA AS AN RCPA TRAINEE AND OBTAIN FELLOWSHIP**

### **INTRODUCTION**

If you plan to live and work in Australia as a Trainee pathologist with the appropriate medical registration you must complete the Australian Medical Council (AMC) process to be assessed as an Overseas Trained Doctor (OTD). After the AMC has approved your medical registration to work in Australia as an OTD you can apply for a training position in a laboratory accredited by the Royal College of Pathologists of Australasia (RCPA). When you commence work in the training laboratory you can then register as a Trainee and work towards obtaining Fellowship of the College.

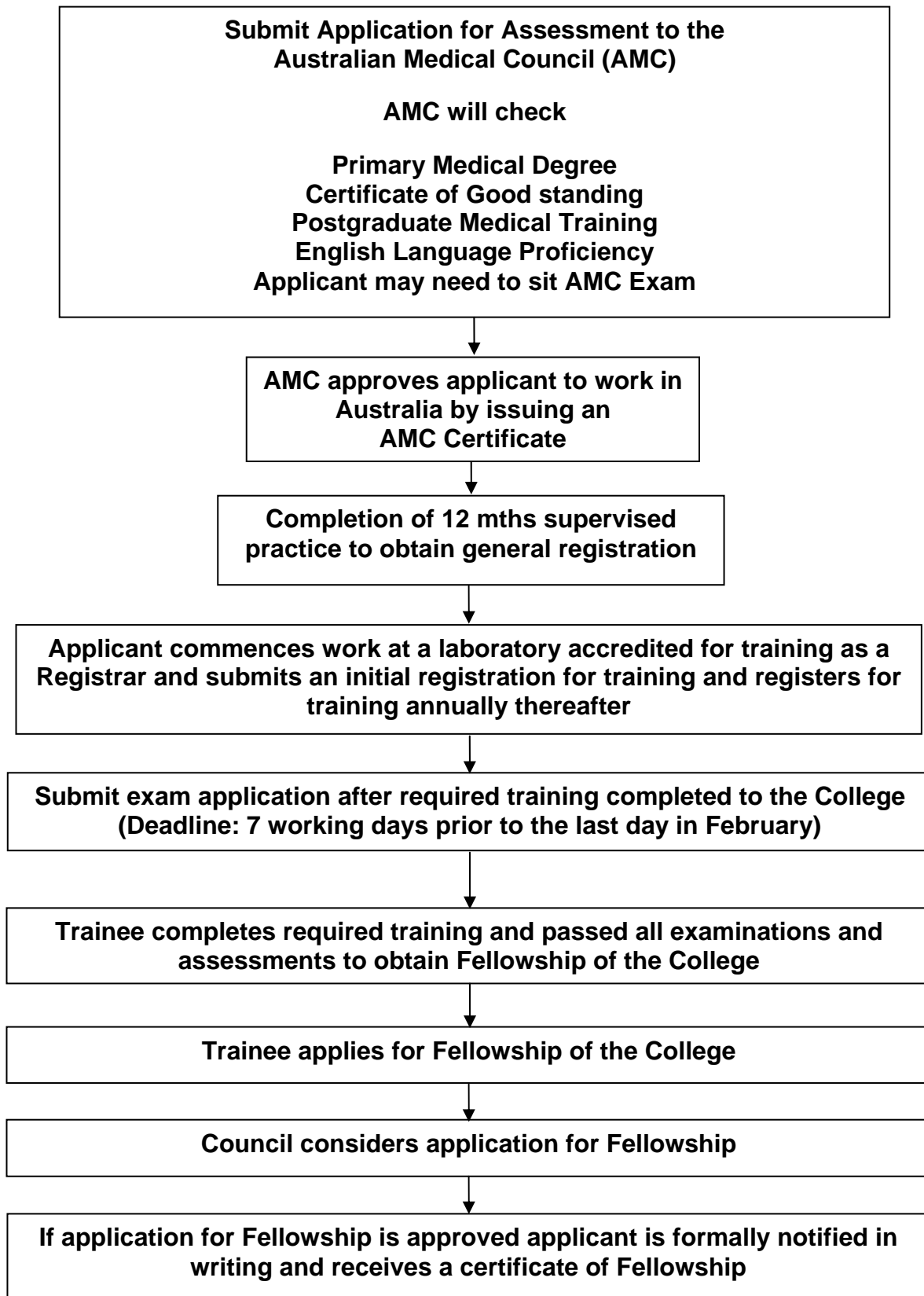
### **LIVING AND WORKING IN AUSTRALIA AND VISA REQUIREMENTS**

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 OTD assessment process & information on visas to live & work in Australia:  
<http://www.doctorconnect.gov.au/internet/otd/publishing.nsf/Content/immigrationAndVisas>

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

## Flowchart of RCPA Overseas Trained Doctor (OTD) Assessment Process



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

## STEP 1. SUBMIT APPLICATION TO THE AUSTRALIAN MEDICAL COUNCIL

To start the formal assessment process of your overseas primary medical qualification you need to apply to the Australian Medical Council (AMC) to obtain an AMC certificate

Please go to <http://www.amc.org.au/index.php/ass/apo/sp> for further information and an online application form

Please note that you need to satisfy the AMC documentation requirements. These will include Primary Source Verification of your primary medical degree in medicine and surgery; your certificate of good standing with your current Medical Board, proof of completion of internship and a required standard of English. As an OTD you are able to apply for the following pathways.

- Competent Authority Pathway → AMC Certificate
- Standard Pathway → AMC Certificate
- Standard Pathway – Workplace Assessment → AMC Certificate

**TIME:** If there are any queries about this stage you need to contact the AMC at [amc@amc.org.au](mailto:amc@amc.org.au) or telephone +61 2 6270 9777.

## STEP 2. AMC CERTIFICATE

After successful completion of one of these three pathways the AMC will contact you with details for the collection of your certificate. You are required to collect your AMC certificate in person from the AHPRA office in the state in which you will be undertaking your training.

## STEP 3. FIND A PATHOLOGY REGISTRAR POSITION AT AN ACCREDITED LABORATORY

- 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/Trainees/Training-with-the-RCPA/Laboratory-Accreditation-for-Training>

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/Trainees/Job-listings>

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

## STEP 4. MEDICAL BOARD REGISTRATION

- General registration is granted on satisfactory completion of 12 mths supervised practice 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 the AHPRA office.

Please go to <http://www.medicalboard.gov.au/Registration/Forms.aspx>

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

## STEP 5. REGISTER FOR INITIAL TRAINING WITH THE COLLEGE

- Please complete the Initial Registration Form and Payment Authorisation Form and send to the Training & Assessment Support Administrator in hardcopy by post along with the required support documentation.
- Support documentation includes:
  - Current Medical Board Registration
  - Certified Medical Degree and other qualifications
  - AMC Certificate
  - Proof of completion of one year of clinical experience after graduation (Intern year)
  - Prospective Training Program for your first training year
- You can lodge this at any time of the year during the first year of your training.
- Upon approval you will be sent a formal letter and a training portfolio.

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

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

Please download documents to be completed, sign and send to the Training & Assessment Support Administrator by post along with the support documents.

**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 Medical Board Registration start date).

## STEP 6. ACCREDITATION OF TRAINING WITH THE RCPA

- Trainees are required to submit an Annual Supervisor's Report each year (and for rotations within a year, on completion of each rotation).
- Trainees will submit their reports with their Annual Training registration or, if in final year of training, by **31 December**.
- For those candidates sitting Part I or Part II exams, an additional Pre-exam report must be at the College by **15 July** each year.
- Failure to submit a report will result in the training period not being accredited.
- It is your responsibility to request reports from all supervisors involved in training and submit them to the College office.

Please liaise with the College by email [bea@rcpa.edu.au](mailto: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:** It can take a month to complete the processing and checking of documents

## STEP 7. 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 the 15 February. 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 training in your Pathology discipline then after two years you must move to another laboratory to continue your training)
- You cannot spend longer than four years at any laboratory.

Information on how to access the current list of accredited laboratories is noted in Step 3 of this Guide.

Please email any queries to [bea@rcpa.edu.au](mailto:bea@rcpa.edu.au)

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

## STEP 8. REQUESTING RETROSPECTIVE ACCREDITATION FOR PREVIOUS PATHOLOGY TRAINING

- You can apply for retrospective accreditation of past supervised training in pathology and qualifications at this stage. The application for retrospective accreditation is on page 6 of the RCPA initial registration form.

The College maintains training and examination exemption tables that act as guidelines for this application (if applicable in your case). These tables compare qualifications and training experience obtained overseas with the training and exam requirements of the College's Fellowship program.

For an indication of what your qualification may allow in retrospective training credit when in Australia please go to RCPA website:

<https://www.rcpa.edu.au/Trainees/Overseas-Trained-Specialists/Training-Time-Credits>

For an indication of what your qualifications may allow in exam exemptions when in Australia please go to RCPA website:

<https://www.rcpa.edu.au/Trainees/Overseas-Trained-Specialists/Exam-Exemptions>

**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 disciplines.**

- The Training & Assessment Support Administrator sends your application for retrospective accreditation to the Chief Examiner of the relevant discipline.
- The relevant Chief Examiner drafts a Retrospective Accreditation Determination which details the training to be retrospectively accredited and/or examinations you are exempted.
- You will receive a formal notification signed by the Registrar once the process is completed.

**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 9. APPLICATION FOR EXAMINATIONS**

**You will ALWAYS be required to undertake some form of examination or assessment by the College to obtain Fellowship.**

- Please refer to the Curriculum/Training Handbooks for examinations that are required for your discipline & the application procedure. The current Curriculum/Training Handbook is on RCPA website <http://www.rcpa.edu.au/Trainees/Curriculum>.
- You need to complete and lodge a signed hardcopy Exam Application Form with the College by post and pay the necessary fees.
- You will be sent formal letters to indicate you are registered for exams and the outcome.

**THE EXAM APPLICATION DEADLINE IS 7 WORKING DAYS BEFORE THE LAST DAY IN FEBRUARY EACH YEAR**

If you have any queries please email [exams@rcpa.edu.au](mailto:exams@rcpa.edu.au)

The relevant forms and information are on RCPA website <http://www.rcpa.edu.au/Trainees/Exams>

**TIME:** Candidates will be informed if they have been successful with their exam applications by the end of April

## **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.
- A recommendation for Fellowship award signed by the Chief Examiner (of your discipline) and the Registrar and Chair of the 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 member's part of 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/Trainees/Overseas-Trained-Specialists>

Relevant College policies are available from:

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

- Assessment of Overseas Trained Doctors & Overseas Trained Specialists in Australia & New Zealand document
- Laboratory Accreditation Training Programs
- Supervision of Training

## 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 and Accreditation       |
| Connelly, Meg   | 821 | <a href="mailto:megc@rcpa.edu.au">megc@rcpa.edu.au</a>           | General Manager - Operations                  |
| Kwakwa, Awo     | 892 | <a href="mailto:awok@rcpa.edu.au">awok@rcpa.edu.au</a>           | Coordinator - Operations                      |
| Gunawan, Novita | 833 | <a href="mailto:exams@rcpa.edu.au">exams@rcpa.edu.au</a>         | Examinations Officer                          |
| Yang, Christine | 825 | <a href="mailto:bea@rcpa.edu.au">bea@rcpa.edu.au</a>             | Assistant - Operations                        |
| Office Holder   | Ext | E-mail   | Title   |
| Lambie, Neil    | 852 | <a href="mailto:registrar@rcpa.edu.au">registrar@rcpa.edu.au</a> | Registrar – Board of Education and Assessment |