

ASSESSMENT OF AREA OF NEED APPLICANTS 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 this process to be assessed as an Area of Need (AON). The RCPA will endeavour to fast track all AON applications. You can only apply to The Royal College of Pathologists of Australasia (RCPA) for assessment after you have applied to the AMC for verification of your primary specialist medical qualifications at <http://www.amc.org.au>.

PLEASE NOTE THAT YOU ARE NOT REQUIRED TO OBTAIN FELLOWSHIP OF THE RCPA TO PRACTICE AS AN AON.

THE PROCESS TO APPLY FOR AND OBTAIN FELLOWSHIP IS INCLUDED IN THIS GUIDE FOR THOSE APPLICANTS WHO WISH TO PURSUE FELLOWSHIP.

To be eligible to be assessed as an AON by the College you must require no more than a further two years (full time equivalent) supervised training including specified formal assessment within Australia. Your previous training, assessment, recent specialist practice and continuing professional development will be reviewed by 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 assessment process & information on visas to live and work in Australia:

<http://www.doctorconnect.gov.au/internet/otd/publishing.nsf/Content/immigrationAndVisas>

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:

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

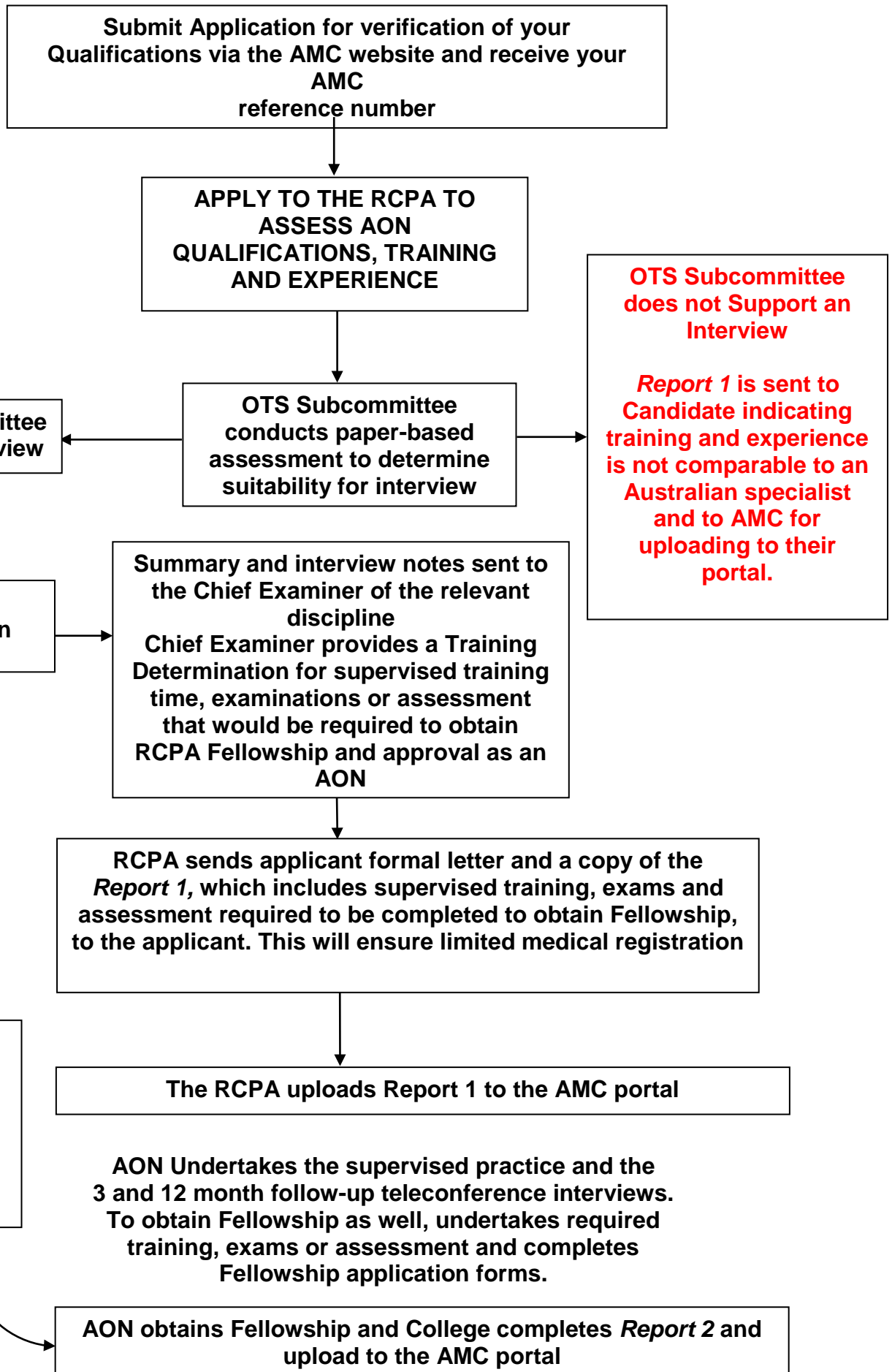
For an indication as to what your training is comparable to in Australia please go to:

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

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 AON Interview and Fellowship Process



STEP 1. SUBMIT APPLICATION TO THE AUSTRALIAN MEDICAL COUNCIL FOR VERIFICATION OF YOUR QUALIFICATIONS

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

Please go to <http://www.amc.org.au> and select the Verifications and examinations tab then Primary Source Verification.

As an AON you are able to apply for the following AMC Pathways:-

- Specialist Recognition (full comparability/ Area of Need)- Specialist Area of Need

Please note that you can also apply for the AMC Specialist Recognition as an individual if you wish so that you can be assessed as an Overseas Trained Specialist (OTS) and there is a separate guide.

STEP 2. APPLY TO RCPA FOR AON ASSESSMENT

- Complete RCPA application form available from the RCPA website enclosing all relevant documents as listed below and payment of the application fee and the determination fee. The application fee is non-refundable. All applications will be acknowledged but this does not indicate eligibility, merely that your documents have been received on a particular date.
- Certified copies of English language version of primary and specialist medical qualifications.
- Certificate of completion of intern training (if undertaken).
- 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 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.
- Current Certificate of Specialist 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.

AON-related documentation:

- AON declaration (issued by the Health Department in the state or territory in which the position(s) is located).
- A detailed position description and selection criteria of the post and an outline as to how the applicant is matched against the position description and selection criteria.(in College-specific format).
- Employer Contact details (Attached to application form).
- Letter of offer of employment.

Note: Candidates will not be invited for interview until a valid certified English test result is received.

TIME: It can take up to six weeks for the College to determine whether the application is complete in its requirements of document verification.

POSSIBLE OUTCOMES OF RCPA ASSESSMENT

(A) CANDIDATE NOT ELIGIBLE FOR ASSESSMENT

If the RCPA determines that the candidate is ineligible, the RCPA will notify the candidate of the decision and the reasons for the decision and return the determination fee to the candidate. The application fee is non-refundable.

If you are deemed not eligible for assessment by the RCPA DO NOT PROCEED to STEP 3

(B) CANDIDATE IS ELIGIBLE FOR ASSESSMENT – STEP 3 FOLLOWS

- Guidance notes for the completion of the application form are available on the RCPA website at: <http://www.rcpa.edu.au/Trainees/Overseas-Trained-Specialists/Step-Guides>
- Incomplete applications will not go forward until the missing documentation is received. A fee is payable if the College has to request missing documentation. If this documentation is not received within six months of the request of the missing information, the application will be returned to the candidate. The RCPA will retain the initial application fee payment.

STEP 3. FOR CANDIDATES ELIGIBLE FOR ASSESSMENT

- **Please note that if you wish to be assessed in more than one discipline you will need to pay the full determination amount for each discipline requested.**
- **Ordinarily the Employer pays for RCPA Assessment fee. Once payment is made the application proceeds and the OTSA confirms with AON applicant that their application has been received.**

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

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

The OTS Subcommittee undertakes a paper-based assessment focusing 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.

TIME: *This can take 6 to 8 weeks*

POSSIBLE OUTCOMES OF OTS SUBCOMMITTEE PAPER ASSESSMENT

(A) OTS SUBCOMMITTEE DO NOT SUPPORT AN INTERVIEW

- The OTS Administrator (OTSA) prepares a *Report 1* that is checked and signed by the Registrar/Deputy Registrar of the Board of Education and Assessment (BEA) of College. *The Report 1* is uploaded to the AMC portal.
- You are sent the *Report 1* 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 on your application form.
- 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 6 to 8 weeks from the receipt of your documentation*

If you are not supported for an interview DO NOT proceed to Step 4

(B) INTERVIEW SUPPORTED BY THE OTS SUBCOMMITTEE – PROCEED TO STEP 4

STEP 4. 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 RCPA Member ID No. and how to access the members' area of the RCPA website.
- The OTSA will liaise by email regarding possible dates for your 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/Pathology-Careers/Overseas-Trained-Specialist>
- 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 will sent to you if you choose this option.

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 AON 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 AON applicants is available on the website by clicking on <https://www.rcpa.edu.au/Library/College-Policies>, click on Guidelines and select *Interview of Overseas Trained Specialists*.

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 Handbooks are on the RCPA website:
<http://www.rcpa.edu.au/Trainees/Curriculum>

THE AON 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 sent to the Chief Examiner within five working days following the interview.*

NOTE: No further action will take place for those candidates whose primary and specialist qualifications have not been verified by ECFMG. Once this verification is received the application will proceed to Step 5.

STEP 5. 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 6. FORMAL LETTER AND REPORT 1

- The OTSA prepares a *Report 1* that includes the training and/or assessments that are required to be completed to obtain Fellowship.
- The completed *Report 1*, the interview report, the Chief Examiners final determinations and your entire application is presented to the Registrar/Deputy Registrar, Board of Education and Assessment (BEA) to be checked and signed.

- The RCPA will email this document to you, so the RCPA must have your current email address.
- The *Report 1* is uploaded to the AMC portal.

Note: The *Report 1* will not be sent to you or uploaded to the AMC portal unless your qualifications have been verified by ECFMG

TIME: It can take up to a 10 working days for the Registrar to check the *Report 1* and supporting documents.

APPEAL/REVIEW OF TRAINING DETERMINATION

If you are not satisfied with the training determination that is detailed in the *Report 1* you can seek a review. You need to submit a letter to the RCPA 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 RCPA. The OTSA will forward to the Chief Examiner along with your full application.
- If the Chief Examiner responds that there will be no changes to your final determination the OTSA will inform you. If the Chief Examiner agrees to change your final determination.
 - The OTSA prepares a *Revised Report 1* that includes the training and/or assessment that are required to be completed to obtain Fellowship.
 - The completed *Revised Report 1*, the interview report, the Chief Examiners previous and revised final determinations and your entire application is presented to the Registrar/Deputy Registrar BEA to be checked and signed.
 - The RCPA will email this document to you so the College must have your current email address.
 - The revised *Report 1* is uploaded to the AMC portal.

TIME: This can take up to two or more months

STEP 7. RESPONSE TO REPORT

- In the formal letter you receive from the College (noted above in Step 6), 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 RCPA in writing.
- Please note that the AMC expects you to obtain Fellowship within four years of the date of the *Report 1* if you have indicated you were following the Specialist Assessment (full comparability/ Area of Need) pathway.

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

RENEWAL OF LAPSED TRAINING DETERMINATIONS

Please note that your training determination lasts for one year from the date of the *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 at least four weeks before the expiry date. 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 8. MEDICAL BOARD REGISTRATION

- Australian Health Practitioner Regulation Agency (AHPRA¹) in the state/territory that you live in, have access to the AMC portal so are able to check 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-30, please follow the link under **Limited Registration** at <http://www.medicalboard.gov.au/Registration/Forms.aspx>
- If a letter of support is required by AHPRA 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.

For applicants approved for an AON post, Supervisor's reports are required by the Medical Board after three months and 12 months of supervised practice. These are reviewed by the OTS Sub-committee.

STEP 9. THREE MONTH AON SUPERVISOR'S REPORT TO THE COLLEGE AND FOLLOW UP TELECONFERENCE INTERVIEW

- Your supervisor completes a written report to the College reporting upon your progress after three months in the position which you read over and countersign.
- This is required as it ensures that a letter of support is sent to AHPRA to support your continued AHPRA registration.
- The OTSA liaises with you, the original interview panel and your supervisor to organise a follow up teleconference interview to coincide with the next scheduled OTS interview date.

The format is that

- The OTSA sends information by email on times and contact details to the AON, supervisor and interview panel members.
- The panel calls the Supervisor and the AON at the scheduled times.
- The OTSA ensures the supervisor's report and their current College training profile has been presented to the panel.
- The supervisor is called by the panel to answer any questions about the report and then leaves the teleconference.
- The AON is called by the panel to answer any questions in particular about progress of obtaining Fellowship.
- This should take about 15 to 20 minutes.
- The Chair and the panel complete a report each of the interview and all panel members sign off the Chair's report.
- The OTSA sends the AON supervisors reports and interview reports to the relevant Chief Examiner for checking.

The AON Supervisor's Report Form is available on the RCPA website by clicking on [AON 3 and 12 mth Supervisors Report Form](#) (login required) and selecting the *AON 3mth and 12mth Supervisors Report Form* link.

Please liaise with the OTSA at the College by email ots@rcpa.edu.au

¹ AHPRA is the administrative department of the Medical Board of Australia with responsibility for medical registration

STEP 10. TWELVE MONTH AON SUPERVISOR'S REPORT TO THE COLLEGE AND FOLLOW UP TELECONFERENCE INTERVIEW

- Your supervisor completes a written report to the College reporting upon your progress after twelve months in the position which you read over and countersign.
- Please note that this is required as it ensures that a letter of support is sent to AHPRA to support your continued AHPRA registration.
- Please note that if you have already obtained Fellowship then the twelve month report and follow up teleconference is no longer required.
- The OTSA liaises with yourself, the interview panel and your supervisor to organise a follow up teleconference interview to coincide with the next scheduled IMG interview date.

The format is that

- The OTSA sends information by email on times and contact details to the AON, supervisor and interview panel members.
- The panel calls the Supervisor and the AON at the scheduled times.
- The OTSA ensures the supervisor's report and their current College training profile has been presented to the panel.
- The supervisor is called by the panel to answer any questions about the report and then leaves the teleconference.
- The AON is called by the panel to answer any questions in particular about progress of obtaining Fellowship.
- This should take about 15 to 20 minutes.
- The Chair and the panel complete a report each of the interview and all panel members sign off the Chair's report.
- On request the OTSA prepares a letter of support for continued Medical Board Registration addressed to the relevant State/Territory AHPRA office and copying the employer and relevant RCPA State Councillor.
- The OTSA sends the supervisors report and interview reports to the relevant Chief Examiner for checking.

The interview and its outcome is noted in the agenda of the next Board of Education and Assessment meeting. The continued employment and limited registration of the AON would continue without further involvement of the RCPA.

The AON Supervisor's Report Form is available on the RCPA website by clicking on: [AON 3 and 12 mth Supervisors Report Form](#) (login required).

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

TIME: *It can take a week to a fortnight after the interview for the processing and checking of documents before the letter of support is sent to the relevant AHPRA office and a copy to your employer.*

THOSE AON APPLICANTS WHO WISH TO PURSUE RCPA FELLOWSHIP WILL NEED TO FOLLOW STEPS 11 – 20

(Note: This can be undertaken in parallel with or following the AON report process)

STEP 11. 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/Trainees/Training-with-the-RCPA/Laboratory-Accreditation-for-Training>

- 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. (See Step 16)
- 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.

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. All State Councillors are listed on the RCPA website.
<http://www.rcpa.edu.au/About/Governance/Boards-and-Council#item2>

STEP 12. REGISTER FOR INITIAL TRAINING WITH THE COLLEGE

- **If you need to undertake additional supervised training as indicated on the 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 *Report 1* 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 OTS assessment process.
- Support documentation includes:
 - *Report 1*
 - Current AHPRA Registration
 - Prospective Training Program
- You will be sent a formal confirmation letter and a training portfolio folder once your Initial Registration is processed.

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

The relevant forms and information are available on 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 13. ACCREDITATION OF TRAINING WITH THE RCPA

- This is not required for applicants who have been accredited with five 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 with an August 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 and submit them to the College office.

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

The relevant forms and information are available on RCPA website:

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

TIME: This can take 6 – 8 weeks to complete the processing and checking of documents

STEP 14. 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 (login required).
<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) Information on how to access the current list of accredited laboratories is noted in Step 11 of this Guide

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

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

STEP 15. 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 16.

- Your *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.
- OTS candidates who have been retrospectively accredited five years training will be required to complete an Initial Registration form (see Step 12) 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/June assessment, there are Repeat Exams for some disciplines held in November each year. See College Policy [Repeat Examinations](#).
- Exam results are posted on the RCPA website. In addition candidates are sent a formal letter with results.

Please liaise with the Examinations Officer at the College by email at exams@rcpa.edu.au.

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

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

STEP 16. APPLY FOR ASSESSMENT VIA PEER REVIEW PATHWAY

- Your *Report 1* will indicate if you have been assessed as substantially comparable and therefore suitable for the peer review pathway. The peer review pathway duration is equivalent to **12 months FTE**.

- You need to pay the equivalent of the Single Discipline Part II Examination Fee to be assessed via peer review. In addition you will be required to pay the Annual Mailing Fee at the point of registration. 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 11 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/Trainees/Exams>

The *Application for Approval of Program for Practice under Peer Review* forms are available on RCPA website

<http://www.rcpa.edu.au/Trainees/Overseas-Trained-Specialists/Peer-Review-Pathway-to-Fellowship>.

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

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

STEP 17. PEER REVIEW REPORTS TO THE COLLEGE AND FOLLOW UP TELECONFERENCE INTERVIEW VIA PEER REVIEW PATHWAY

- Your two peer reviewers complete a *Peer Review Report* on you and send to the College reporting upon your progress after three, six, and twelve months from the agreed start date from your application. If you are working part-time the interviews will take place at intervals which equate to full-time equivalency.
- The OTSA liaises with yourself, the interview panel and your peer reviewers to organise a follow up teleconference interview to coincide with the next scheduled OTS interview dates which are available on the RCPA website.

The format of the three interviews is:

- The OTSA sends information by email on the times and contact numbers for the applicant, supervisor and interview panel members.
- The College's panel members will call the Peer reviewers and candidates in turn.
- The OTSA ensures the *Peer Review Reports* on you have been presented to the panel.
- The peer reviewers are called by the panel to answer any questions about the reports and then leave the teleconference.
- The panel calls the candidate to answer any questions in particular about progress of obtaining Fellowship.
- This should take about 20 to 30 minutes for your first and second interviews but up to one hour for the final interview.
- Your final interview must be face-to-face at the College but you may participate by telephone for the first two interviews.
- The Chair and the panel members complete a report of the interview and all panel members sign off the Chair's report.
- The OTSA sends the Peer Reviewers' reports and interview reports to the Registrar and the Chief Examiner for comment and to recommend any action, if applicable.

The OTSA will supply the Peer Review Reports to the Peer Reviewers before each interview.

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 final review all reports will be sent to the Chief Examiner to confirm you have successful completion of your period of Peer Review. The Registrar will write to you confirming the outcome. If approval of a Peer Review is confirmed proceed to Step 16. You will be notified if your period of Peer Review needs to be extended.

STEP 18. 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 do a check 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. A report is prepared of all upcoming fellowships and signed by the Chair of the Board of Education and Assessment who will recommend to the Board of Directors of the College your admission to fellowship.
- If the Board of Directors approves this recommendation you will be sent a formal letter signed by the President.

The relevant form is available 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 ratification process*

STEP 19. 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 a *Report 2* for the AMC that is signed by the Registrar of Board of Education and Assessment and this is uploaded to the AMC portal.

TIME: *This can take up to a week*

STEP 20. NOTIFICATION OF FELLOWSHIP BY THE AMC TO THE STATE & REGIONAL AHPRA OFFICES

- 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/Registration/Registration-Process.aspx>

TIME: *This can take a few weeks to get through the relevant AHPRA office procedures*

COLLEGE POLICY DOCUMENTS

The 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.
- 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.

COLLEGE GUIDELINE DOCUMENTS

These documents are also available on RCPA website at

<http://www.rcpa.edu.au/Library/College-Policies> and click on the **Guidelines** heading

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

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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

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