

Portfolio:	Education	Ref. No.	ETA-SET-003
Team:	Surgical Training		
Title:	Former Trainees Seeking to Reapply to Surgical Training		

1. PURPOSE AND SCOPE

This policy provides guidelines for former trainees who have voluntarily withdrawn or have been dismissed from Surgical Training, and who are seeking permission to reapply to Surgical Training. It has been developed in accordance with the accreditation requirements of the Australian Medical Council (AMC) and the Medical Council of New Zealand (MCNZ).

2. KEYWORDS

Surgical Education and Training, SET, Dismissal, Withdrawal, Good Standing

3. BODY OF POLICY

3.1. Background

RACS is the body accredited and authorised to conduct surgical education and training in Australia and New Zealand. This policy relates to former trainees seeking to reapply to Surgical Training.

For some specialties, the administration of the Surgical Education and Training (SET) program is delegated to the corresponding external Society or Association in accordance with the Service Agreements. The administration of SET for all other programs is undertaken by RACS. The process of implementation undertaken by the Specialist Society or Association in line with the Service Agreements may vary between the Specialties.

3.2. Eligibility to Apply for Consideration

- 3.2.1. All doctors who have been dismissed from a RACS SET program and are within the provisions listed in 3.2.3 and 3.2.4 be granted permission by the Censor in Chief to make further applications for surgical training (see 3.3 for the application process).
- 3.2.2. For the purposes of this policy, a former trainee is regarded as being in good standing if at the time of withdrawal::
- they were not on probation: or
 - they had not been assessed as unsatisfactory in most recent scheduled performance assessments or reviews; or
 - their performance did not give rise to the possible initiation of a performance review, period of probation, misconduct or dismissal process.
- 3.2.3. Former trainees who ceased training for any reason not specifically listed in 3.2.4, 3.2.5 or 3.2.6 may on application be granted permission to reapply to a SET program.
- 3.2.4. Permission to reapply to a surgical training program will be granted to trainees in the following categories, who at the time of exiting the program were in good standing. Permission to reapply may be subject to conditions.
- Trainees who have voluntarily withdrawn from a surgical training program;

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- b. Trainees who have been dismissed from a surgical training program for failure to pay outstanding monies;
- c. Trainees who have failed to complete the Generic Surgical Sciences Examination and subsequently pass the examination while not in training;
- d. Trainees who have failed to pass specialty specific examinations but have not used the maximum number of attempts as specified in relevant policies; and/or
- e. Trainees who have failed to pass the Clinical Examination but have not used the maximum number of attempts as specified in relevant policies.

3.2.5. Permission to reapply to a different surgical training program may be granted in the following instances:

- a. Former trainees who have exited a surgical training program for failure to complete the specialty specific examinations of that program and have undertaken the maximum number of attempts allowed in relevant policies cannot reapply to the same program if that examination remains a mandatory element of the training program. Applications may be made to any other program.
- b. Former trainees who have exited a surgical training program for failure to complete the Clinical Examination and have undertaken the maximum number of attempts allowed in relevant policies cannot reapply to the same program if that examination remains a mandatory element of the training program. Applications may be made to any other program that does not include the mandatory completion of the Clinical Examination.

3.2.6. Former trainees who have exited a surgical training program for the following reasons are not eligible to reapply to the same surgical training program:

- a. Failure to successfully complete the Clinical Examination having undertaken the maximum number of attempts allowed in relevant policies (see 3.2.5.b)
- b. Failure to successfully complete specialty specific examinations having undertaken the maximum number of attempts allowed in relevant policies (see 3.2.5.a)

3.2.7. Former trainees who have exited a surgical training program for the following reasons are not eligible to reapply to surgical training:

- a. Dismissal for:
 - Failure to satisfy employment requirements
 - Unsatisfactory performance
 - Misconduct or serious misconduct
 - Failure to comply with RACS direction
 - A second time from a surgical training program
 - Failure to successfully complete any or all element/s of the training program within specified timeframes.

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- b. Withdrawal when not in good standing.

3.3. Application Process

- 3.3.1. Any trainee dismissed after 2012 for failure to complete the Surgical Sciences Examination (generic and/or specialty specific) and/or Clinical Examination does not need to make a special application. An assessment of eligibility will be made by the CIC and notified at the time of dismissal.
- 3.3.2. Former trainees (excluding those covered by 3.3.1) seeking permission to reapply may do so by writing to the Office of the Censor in Chief. Applications must be received no later than the 1st working day of November to be considered for permission to apply in the next year of selection.
- 3.3.3. Applicants who are required to reapply must:
- Specify the specialty or specialties to which they wish to apply
 - Provide a statement giving the reasons for leaving the previous surgical training program, and provide information as to why these reasons no longer apply.
 - Provide information relating to factors which may warrant special consideration.
 - Include a letter of good standing from the Chair of the previous training program. Where a former trainee is seeking to reapply to the specialty from which they withdrew or were dismissed, the letter of good standing must also indicate that the Board supports permission to reapply being granted.

3.4. Consideration of Applications

- 3.4.1. The information provided by the former trainee, together with a summary of documentation relating to the prior period of surgical training, will be forwarded to the Censor in Chief.
- 3.4.2. The CIC will make a determination on whether the trainee may apply for a training program.
- In making a determination the CIC will consider the reasons that resulted in the withdrawal or dismissal, and may seek further information from the previous training program including details of any unsatisfactory performance. The CIC may also consult with other Specialty Board Chairs and Fellows.
- 3.4.3. The Censor in Chief will communicate in writing the decision on the application. Where permission is granted the letter will indicate any conditions that are attached to the decision. Such conditions may include, but are not limited to:
- Payment of monies outstanding (if dismissed for non-payment of fees)
 - Specialty Programs that the former trainee may apply to
 - The timeframe for completion of examinations and the number of attempts allowed

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- 3.4.4. Where trainees are approved to reapply and are successful in gaining a place in the SET program and are required to complete any of the Specialty Specific Surgical Science Examinations and/or the Clinical Examination, the trainee will be required to complete the examination requirements within one year and will be eligible to sit each opportunity available in that year.

3.5. Recognition of Prior Learning

- 3.5.1. If the applicant has been granted permission to apply and is successful in their application, recognition of prior learning may be considered by the Specialty Board, in accordance with the RACS Recognition of Prior Learning Policy and the relevant Specialty Board regulations.

4. ASSOCIATED DOCUMENTS

Dismissal from Surgical Training Policy
 College Surgical Education and Training Fee Policy
 Specialty Surgical Education and Training Fee Policy
 Conduct of the Clinical Examination Policy
 Conduct of the Surgical Sciences Generic Examination Policy
 Conduct of the Specialty Specific Surgical Sciences Examination Policy
 Trainee Registration and Variation Policy
 Recognition of Prior Learning Policy

Approver Education Board
Authoriser Council