

<b>Portfolio:</b>	<b>Education</b>	<b>Ref. No.</b>	<b>ETA-SET-010</b>
<b>Team:</b>	<b>Surgical Education and Training</b>		
<b>Title:</b>	<b>Trainee Registration and Variation</b>		

## 1. PURPOSE AND SCOPE

This policy outlines trainee registration for the RACS Surgical Education and Training (SET) Programs and the mechanisms by which trainees may apply for variations to their registration.

## 2. KEYWORDS

Registration; Variation; Training; Surgical; Education; SET; Interruption; Deferral; Suspension

## 3. BODY OF POLICY

### 3.1. Registration for training

- 3.1.1. Trainees selected for the SET program must pay the applicable training fees and complete any additional registration requirements as specified at the time of invoicing.
- 3.1.2. Trainees will be registered as either being in full time clinical training, flexible clinical training, accredited research, or not in clinical training (interrupted, deferred, suspended, exam pending).
- 3.1.3. Trainees who wish to alter their registration status must apply for a variation in accordance with the relevant specialty training regulations in a timely manner. Retrospective applications may not be approved.
- 3.1.4. Each Specialty Training Board will determine and publish the maximum term for completion of the SET Program (which will not include any time absent from clinical training due to illness or family leave).
- 3.1.5. Applicants offered a position on a SET Program may make applications for deferral in accordance with the relevant Specialty Training Board regulations.
- 3.1.6. Existing trainees on a SET Program offered a position on another SET program may apply for deferral so as to complete their current program.
- 3.1.7. Trainees may apply to interrupt clinical training through a leave of absence from a rotation or rotations.
- 3.1.8. Trainees applying for interruption due to medical reasons (illness, family leave) may do so if supported by medical evidence.
- 3.1.9. Interruption will not be granted if the trainee has received notice of dismissal.
- 3.1.10. Specialty Training Boards may implement return to training plans for trainees who have been absent from clinical training.
- 3.1.11. Trainees may apply to undertake clinical training on a less than full time basis.
- 3.1.12. Specialty Training Boards will ensure that there is an open and transparent process for assessing trainees' eligibility for flexible training, and will assist eligible trainees interested in taking up flexible training in an accredited training post.
- 3.1.13. Trainees may be suspended from the SET program by the relevant Specialty Training Board, in accordance with the relevant regulations.

Document Authoriser:	<b>Executive General Manager, Education</b>	<b>Original Issue:</b>	April 2008
Document Owner:	<b>Manager, Surgical Education and Training</b>	<b>Version:</b>	6
		<b>Approval Date:</b>	October 2016
		<b>Review Date:</b>	October 2019

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### 3.2. Reconsideration, review and appeal

Trainees may challenge a decision through the Reconsideration, Review and Appeal regulation.

## 4. ASSOCIATED DOCUMENTS

Regulation: Reconsideration, Review and Appeal

Policy: Surgical Education and Training Fee

Policy: Specialty Surgical Education and Training Fee

## 5. GLOSSARY

<b>Exam Pending</b>	A trainee who has completed the required clinical rotations of training but has yet to complete the non-clinical elements and/or the Fellowship Examination.
<b>Interruption</b>	A period of leave from the training program.
<b>Deferral</b>	A delay to the commencement of the Surgical Education and Training program
<b>Suspension</b>	A temporary prohibition or exclusion from participation in the SET program
<b>Research</b>	The pursuit of new and original knowledge in surgery.
<b>Accredited Research</b>	Research undertaken by a trainee that is recognised by the Board as contributing to the completion of the SET program.
<b>Flexible</b>	Training in an accredited training post with a time commitment greater than 50% but less than 100% fulltime equivalent.

**Approver** Education Board  
**Authoriser** Council