



RANZCO

The Royal Australian
and New Zealand
College of Ophthalmologists

Short-Term Training Policy

Approved by: Board

Approval date: March 2018

Next review: March 2020

Version: 1

1. POLICY ADOPTION & PURPOSE

- 1.1 This Policy specifies RANZCO's process for assessing international medical graduate (IMG) applications for the short-term training in a medical specialty pathway.
- 1.2 This Policy shall apply from the date of adoption by the RANZCO unless and until formally revoked, amended or repealed.

2. THE SHORT-TERM TRAINING IN A MEDICAL SPECIALTY PATHWAY

- 2.1 Short-term training in a medical specialty pathway is for IMGs who are overseas-trained specialists or specialists-in-training wishing to undertake a short period (usually up to 24 months) of specialist or advanced training in Australia.
- 2.2 The short-term training in a medical specialty pathway does not lead to registration as a specialist in Australia.
- 2.3 IMG's who intend to practise in Australia long term are required to show evidence to the Medical Board of Australia of their progress via one of the following pathways to conditional registration:
 - 2.3.1 Competent Authority Pathway (AMC Certificate of Advanced Standing);
 - 2.3.2 Standard Pathway (successful completion of AMC Examinations); or
 - 2.3.3 Specialist Pathway (Fellowship or report from the RANZCO confirming comparability assessment)

3. OVERVIEW OF THE SHORT-TERM TRAINING IN A MEDICAL SPECIALTY PATHWAY APPLICATION PROCESSⁱ

- 3.1 The following table specifies the key stages in the Short-Term Training in a Medical Specialty Pathway Application Process. RANZCO's involvement is limited to stages 3, 4 and 5.

Stage	Action
1	International Medical Graduate (IMG) applies for and is offered a Short-term Training Position with an Employer.
2	IMG applies to the Australian Medical Council (AMC) for primary source verification (PSV) of their medical qualifications (AMC verifies medical qualifications through ECFMG, EPIC or ECIS. AMC receives EICS or EPIC number from ECFMG and uploads on a secure portal for use by the Medical Board of Australia (MBA)).
3	IMG applies to RANZCO for assessment using RANZCO's Application for Short-Term Training Positions (see Schedule 1). Note: The Employer lodges the Application (see 5.1 below).
4	RANZCO's Censor-in Chief or delegate, conducts paper-based assessment of the Application in accordance with this Policy.
5	Following the assessment, RANZCO provides advice concerning the outcome of the assessment to the MBA (Via Australian Health Practitioner Regulation Agency (AHPRA), the IMG, the Supervisor and the Employer in accordance with paragraphs 8.6 and 9.6 of this Policy.
6	IMG applies to MBA for Limited registration postgraduate training or supervised practice using MBA application form ALPS-30.
7	The MBA decides whether to grant registration (based on RANZCO advice and any other information relevant to registration).

4. BEFORE APPLYING TO RANZCO

4.1 Before applying to RANZCO:

4.1.1 IMGs must have:

- 4.1.1.1 secured an offer of a training position with an Employer;
- 4.1.1.2 applied to the Australian Medical Council (AMC) for primary source verification (PSV) of their medical qualifications (primary medical qualification if in last 2 years of training; primary medical qualification AND specialist qualifications if fully trained specialist); and
- 4.1.1.3 completed all relevant sections in the Application.

4.1.2 the Employer must have completed all relevant sections in the Application.

4.2 The Application includes the MBA's *Application for assessment by a medical RANZCO (AAMC-30) Form*. That form includes a declaration on the part of the IMG that the Employer is to act on behalf of the IMG in relation to the Application. Accordingly, this Policy refers to the actions of the Employer when describing the positive obligations associated with the Application.

5. THE APPLICATION

5.1 The Employer lodges an Application in form specified in **Schedule 1** to this Policy.

5.2 An Application will not be considered complete and shall not be assessed by RANZCO unless:

- 5.2.1 the Application is complete;
- 5.2.2 all supporting documentation specified in the Application have been provided to RANZCO;
- 5.2.3 the Application Fee has been paid to RANZCO in accordance with **paragraph 6**; and
- 5.2.2 primary source verification of IMG medical qualifications is complete and the results have been uploaded onto the AMC online portal for RANZCO access.

5.3 IMGs and Employers must bear in mind that primary source verification is not conducted by RANZCO. IMG's and Employers are responsible for ensuring that applications for primary source verification are made in a timely manner to the AMC RANZCO shall not be liable for any delay to the assessment of the Application due to any delay in obtaining confirmed primary source verification.

5.4 RANZCO relies upon the correctness of the representations made by the IMG and the Employer in the Application when conducting its assessment.

5.5 RANZCO is not responsible and shall not be held liable for any:

- 5.5.1 inaccurate or misleading misrepresentation of the IMG or Employer in the Application;
- 5.5.2 loss or damage caused by or resulting from any advice provided to the MBA in connection with an Application.

6. APPLICATION FEE

6.1 RANZCO charges the Application Fee.

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- 6.2 Any Application submitted to RANZCO without payment of the Application Fee will not be processed until the Application Fee is paid in full.
- 6.3 The Application Fee is not refundable and is payable regardless of the outcome of the Application.

7. RANZCO'S ROLE

- 7.1 RANZCO's role in connection with the Application is to provide advice to the MBA concerning:
 - 7.1.1 whether the IMG meets the MBA's exemption from the eligibility criteria for this pathway.ⁱⁱ
 - 7.1.2 the duration of the training period; and
 - 7.1.3 whether the training position/program is suitable for the IMG applicant.
- 7.2 When assessing the Application, RANZCO does not:
 - 7.2.1 assess the competency of the individual applying for registration;
 - 7.2.2 decide whether or not to register a medical practitioner (This is the responsibility of the MBA),
 - 7.2.3 assess the IMG's training and experience for comparability against the training and experience of an Australian trained specialist in the same field of practice; or
 - 7.2.4 provide advice on employment nor immigration matters.
- 7.3 RANZCO is not responsible for the ultimate decision to grant limited registration for postgraduate training or supervised practice in order to undertake short-term training. That decision rests with the MBA.
- 7.4 RANZCO's assessment role in connection with the Application shall be conducted in accordance with **paragraph 8** by RANZCO's Censor in Chief (**CiC**) or alternative delegate of the RANZCO as determined by the CiC.

8. THE ASSESSMENT

- 8.1. RANZCO shall conduct the assessment of the Application in good faith based on the information contained in the Application.
- 8.2 RANZCO shall only advise the MBA that the IMG meets the MBA exemption from the eligibility for this pathway if the information contained in the Application confirms that the IMG:
 - 8.2.1 is not qualified for general registration in Australia, and
 - 8.2.2 holds registration in a general scope with the Medical Council of New Zealand (**MCNZ**), and
 - 8.2.3 is an accredited trainee with an AMC accredited specialist medical college.
- 8.3 RANZCO shall only advise the MBA that the training position/program is suitable for the applicant IMG if, based on the information contained in the Application:
 - 8.3.1 the IMG appears to be a Genuine Specialist-in-Training or internationally qualified specialist;

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- 8.3.2 the position is a Genuine Training Position that is appropriate for the IMG's training requirements, taking into consideration the IMG's reported level of training and experience, and
- 8.3.3 there is adequate supervision and support for the IMG's level of training and experience. This assessment will take into consideration the purpose and principles of supervision as set out in the MBA's *Guidelines - Supervised practice for international medical graduates*.ⁱⁱⁱ (**Guidelines**)
- 8.4 Notwithstanding the purpose and principles Guidelines and subject to **paragraph 8.5**, for the purpose of **paragraph 8.3.3**, "adequate supervision and support" must include a minimum not less than six (6) supervised clinical sessions (clinics or lists) per week during the term of the proposed short-term training.
- 8.5 Where an approved training program includes a research component (e.g. 50% research and 50% clinical), the *quantity* of supervision and support may be decreased on a pro rata basis (i.e. in the specified example, adequate supervision and support will be satisfied by a minimum of not less than three (3) supervised clinical sessions (clinics or lists) per week).
- 8.6 If, upon assessment, RANZCO determines that the training position is suitable for the Applicant:
 - 8.6.1 RANZCO prepares an approval letter addressed to the supervisor;
 - 8.6.2 RANZCO completes Part B of the AAMC-30 Form;
 - 8.6.3 the Employer is notified in writing of the outcome via email (attaching a copy of the RANZCO approval letter and the completed AAMC-30 Form). This email is cc'd to the supervisor; and
 - 8.6.4 The RANZCO approval letter and completed AAMC-30 Form are posted to the relevant AHPRA state branch; and
 - 8.6.5 RANZCO upload the RANZCO approval letter and completed AAMC-30 Form to the AMC online portal.
- 8.7 If, upon assessment, RANZCO determines that the training position is not suitable for the Applicant:
 - 8.7.1 RANZCO complete Part B AAMC-30 Form;
 - 8.7.2 RANZCO posts the completed AAMC-30 Form to the relevant AHPRA state branch;
 - 8.7.3 RANZCO prepares a letter addressed to the supervisor setting out the reasons for its determination; and
 - 8.7.4 the Employer is notified in writing of the outcome via email (attaching a copy of the letter referred to in **paragraph 8.7.3** and the completed AAMC-30 Form). This email is cc'd to the supervisor;
- 8.8 The Employer is to notify the IMG of the Application outcome.

9. ADDITIONS TO SHORT-TERM TRAINING

- 9.1 During the course of a Short-term Training Position, RANZCO may consider a request from the Employer to:
 - 9.1.1 to include training at additional locations as part of the approved training position;

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- 9.1.2 extend the timeframe of the approved training position; or
- 9.1.3 support a change of supervisor.
- 9.2 All requests pursuant to **paragraph 9.1** are to be made to the RANZCO in writing,
 - 9.2.1 stating:
 - 9.2.1.1 where additional locations are proposed, the reason(s) for the proposed inclusion of additional locations (including details of the additional locations i.e. name of training institution and full address);
 - 9.2.1.2 where an extension of the timeframe of the approved training position is proposed:
 - (i) the duration of the extension including start and finish dates;
 - (ii) the reason(s) for any proposed extension to the timeframe of training (Requests made in accordance with **paragraph 9.1.2** shall only be approved in exceptional circumstances. The reasons must be in line with the objectives of the training program. An intention to apply for specialist recognition assessment is not a valid reason); and
 - 9.2.1.3 where support of a change of supervisor is sought, reasons for a change of supervisor including the name of the proposed supervisor.
 - 9.2.2 including, for any request for an extension pursuant to **paragraph 9.2.1.2**, an updated:
 - 9.2.2.1 position description;
 - 9.2.2.2 training programme; and
 - 9.2.2.3 training timetable.
- 9.3 For the purpose of **paragraph 9.2.1.2**, “exceptional circumstances” means circumstances which warrant an extension of the timeframe of short-term training due to interruptions to the original short-term training caused by factors beyond the IMG and Employers control and which caused the IMG not to meet the training objectives in the original training period. Exceptional circumstances do not include an inability on the Employer’s part to fill the post or a failure to complete the training or research in the originally proposed time period.
- 9.4 The assessment of any request made by an Employer pursuant to **paragraph 9.1** shall:
 - 9.4.1 require payment of a further Application Fee; and
 - 9.4.2 must have regard to the requirements specified in **paragraph 8.3, 8.4 and 8.5**.
- 9.5 It is the responsibility of the Employer and the IMG to ensure that appropriate medical registration is obtained to accommodate any additional training locations or duration of training.
- 9.6 If, upon assessment, RANZCO accepts a request for additional locations:
 - 9.6.1 an updated RANZCO approval letter addressed to the supervisor is prepared to include the additional location details;
 - 9.6.2 the Employer is notified in writing of the outcome via email (attaching a copy of the RANZCO approval letter). This email is cc’d to the supervisor; and

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- 9.6.3 The RANZCO approval letter is posted to AHPRA (state branch) and uploaded to the AMC online portal.
- 9.7 If, upon assessment, RANZCO accepts a request for an extension of training:
 - 9.7.1 an updated RANZCO approval letter addressed to the supervisor is prepared stating the period of continued endorsement;
 - 9.7.2 the Employer is notified in writing of the outcome via email (attaching a copy of the RANZCO approval letter). This email is cc'd to the supervisor; and
 - 9.7.3 The RANZCO approval letter is posted to the relevant AHPRA state branch and uploaded to the AMC online portal.
- 9.8 If the request is not approved, the Employer is notified by email.
- 9.9 The Employer is to notify the IMG of the Application outcome.

10. REGULATOR FORMS AND GUIDANCE

- 10.1 RANZCO shall have regard to the content of MBA forms and guidance documents, as amended or replaced, including but not limited to:
 - 10.1.1 Form AAMC-30^{iv};
 - 10.1.2 Guidelines - Supervised practice for international medical graduates^v; and
 - 10.1.3 Guidelines - Short-term training in a medical specialty for international medical graduates who are not qualified for general or specialist registration^{vi}

11. PRIVACY

- 11.1 RANZCO is committed to protecting personal information in accordance with the *Privacy Act 1988 (Cth)*. RANZCO collects information for use in the Application and shall not disclose the information except in connection with the Application process.

12. LIMITS TO POLICY

- 12.1 To the fullest extent permitted by Law, this Policy does not oblige the RANZCO to take any steps which are not in its interest.

13. PRIORITY

- 13.1 To the extent of any inconsistency, between this Policy and the Constitution, the Constitution shall have priority.

14. APPEAL

- 14.1 Determinations made pursuant to this Policy are subject to the RANZCO's *Reconsideration, Review and Appeals Policy* as amended or replaced ("**RRAP**").
- 14.2 A determination made pursuant to this policy shall be final unless overturned or otherwise altered in accordance with the RRAP.

15. INTERPRETATION

- 15.1 In this Policy:

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- 15.1.1 Capitalised words defined in the text of this Policy have their defined meaning;
- 15.1.2 undefined words shall have their normal meaning; and
- 15.1.3 the following Capitalised words have the following meaning unless otherwise specified in the text of this Policy:

“Application Fee” means AUD \$700 payable to RANZCO upon lodgement of the Application or any request in accordance with **paragraph 9**.

“Genuine Specialist-in-Training” means an applicant who:

1. has commenced a specialist training program in another country (outside Australia) that is delivered by a recognised/accredited body for specialist training. The overseas training program includes formal assessment processes and mechanisms for measuring learning outcomes, and
2. is not likely to be more than two years away from completing their specialist training, and has passed a basic specialist examination or has satisfactorily completed substantial training (generally three or more years, i.e. PGY 5), or
3. holds registration in a general scope with the Medical Council of New Zealand but is not qualified for general registration in Australia and is an accredited trainee with an AMC accredited specialist medical RANZCO in New Zealand.^{vii}

“Genuine Training Position” means that the Australian training position that the IMG has applied for is a training position accredited by RANZCO or is a formal structured training position that consists of formal assessment processes and mechanisms for measuring learning outcomes. The training position is not primarily a service position.^{viii}

“Internationally Qualified Specialist” means an applicant is recognised as a qualified specialist by a recognised/accredited overseas authority responsible for awarding specialist qualifications and/or the qualified specialist is recognised by the registering authority as a specialist in another country (outside of Australia). The applicant is also seeking to up-skill their specialist qualifications in a particular specialist area and is not seeking specialist recognition in Australia^{ix}

“Short Term Training Position” means the training position specified in an Application.

ⁱ Adapted from MBA Short-term training in a medical specialty pathway process [Link Here](#)

ⁱ The exemption criteria are specified on the MBA Application for assessment by a medical RANZCO (AAMC-30) in section F

icalboard.gov.au/Registration/Forms.aspx" [Link Here](#)

ⁱⁱ The Guidelines - Supervised practice for international medical graduates medical-Graduates/Supervision.aspx" [Link Here](#)

ⁱⁱⁱ [Link Here](#)

ⁱⁱⁱ

national-Medical-Graduates/Supervision.aspx" [Link Here](#)

^{iv}

medicalboard.gov.au/Codes-Guidelines-Policies/Short-term-training-guidelines.aspx" [Link Here](#)

^v The Guidelines - Short-t

erm training in a medical specialty for international medical graduates who are not qualified for general or specialist r

egistration (Guidelines) section 8 [Link Here](#)

^{vii} Adapted from the Guidelines definition section 8

ines.aspx" [Link Here](#)

^{viii} The Guidelines section 8 [Link Here](#)

SCHEDULE 1

APPLICATION FOR SHORT-TERM TRAINING POSITIONS

All Applications for Short-term Training Positions are assessed in accordance with RANZCO’s Short-term Training Policy available on the RANZCO Website

IMG Details:	Name: Phone: Email: Address:
Employer Details:	Name: Phone: Email: Address:
Supervisor Details:	Name: Position Title: Phone: Email: Address:
Six (6) supervised clinical sessions (clinics or lists): Note: Where an approved training program includes a research component (e.g. 50% research and 50% clinical), the <i>quantity</i> of supervision and support may be decreased on a pro rata basis (i.e. in the specified example, adequate supervision and support will be satisfied by a minimum of not less than three (3) supervised clinical sessions (clinics or lists) per week).	supervised clinical sessions 1: supervised clinical sessions 2: supervised clinical sessions 3: supervised clinical sessions 4: supervised clinical sessions 5: supervised clinical sessions 6:
Short-term Training Position Details:	Position Title: Training Location: <i>Training Location Address:</i> <i>Associated Locations (if any):</i> Start Date: End Date:

This Application shall be deemed incomplete unless and until RANZCO is provided with all of the following items:

1. All documents specified in the Document Checklist (below);
2. Acknowledgment and Agreement signed by the Employer and the IMG (below);
3. Payment of the Application Fee as specified in **Appendix 1**; and
4. Primary source verification with results uploaded onto the Australian Medical Council (AMC) Portal.

Please Note: IMGs and Employers must bear in mind that primary source verification is not conducted by RANZCO. IMG’s and Employers are responsible for ensuring that applications for primary source verification are made in a timely manner to the MBA.

DOCUMENT CHECKLIST

The Application must include all of the documents specified in the following checklist.

Tick	Document
	A complete Medical Board of Australia Application. For the current form of the Application (AAMC-30) Link Here including all supporting documentation specified in section C and E of that application.
	Certified copies of all relevant IMG qualification certificates (see AMC Certification Guidelines) including certified copy of registration to practice medicine in country of origin/training.
	Training Timetable (if not included within the Training Programme details submitted as supporting documentation to the AAMC-30)
	Signed and dated <i>Statement of Intention (Appendix 2)</i>

Acknowledgment and Agreement

To be signed by the Employer and the IMG

We, the undersigned, agree:

1. This Application and any subsequent request from the Employer to include training at additional locations, extensions to the training position timeframe or support for a change in supervisor shall be assessed by RANZCO in accordance with the Short-term Training Policy.
2. The Employer has, prior to the date of this Application, made an offer to the IMG for employment in the proposed Short-term training position.
3. The IMG has applied to the Australian Medical Council for primary source verification of their medical qualifications.
4. The Employer and IMG are responsible for ensuring all information included in the Application is correct and complete in all material respects.
5. RANZCO shall conduct the assessment of the Application in good faith based on the information included in the Application.
6. The Employer is liable for payment of the Application Fee and must pay the same to RANZCO to enable the Application to be assessed.
7. RANZCO is not responsible for and shall not be held liable for:
 - (i) any delay to the assessment of the Application due to any delay in obtaining confirmed primary source verification of IMG medical qualifications;
 - (ii) the ultimate decision to grant limited registration for postgraduate training or supervised practice in order to undertake Short-term specialist training;
 - (iii) Any inaccurate or misleading misrepresentation of the Employer or the IMG in the Application; and
 - (iv) any loss or damage caused by or resulting from any advice provided by RANZCO to the MBA in connection with this Application.
8. The IMG and the Employer hold RANZCO, its agents, employees, Members and officers, harmless for and against any and all claims, suits or demands arising in connection with the assessment of this Application and the provision of advice to the MBA in relation to this Application.
9. The Employer shall advise the IMG promptly concerning the outcome of all RANZCO determinations made under this Policy.

.....
Signed for and on Behalf of the Employer

.....
Signed by the IMG

.....
Print Name of authorised officer

.....
Print Name of IMG

.....
Position

.....
Date

.....
Date

Appendix 1
SHORT-TERM-TRAINING APPLICATION FEE

Short-term Training Application Fee (AUD \$700 excl. GST*) to be paid to RANZCO by the Employing institution:

Employing Institution:

IMG Applicant Name:

Applicant Email:

METHODS OF PAYMENT

1. Credit Card

Circle: Visa or Mastercard

Card Number:

Card Expiry: (MM/YY)

Card holder's name:

Card holder's signature:

All payments made by credit card will incur a 1% surcharge to reflect the cost of fees charged for credit card transactions'

2. EFT Direct Deposit

For EFT Deposits to RANZCO's Bank Account please enter the following information:

Within Australia:

BSB: 062 016

Account number: 0090 4644

Account name: RANZCO

Reference number: <your surname> <your first name>

From outside Australia:

Account Name: The Royal Australian and New Zealand RANZCO of Ophthalmologists

Bank: Commonwealth Bank

Account Number: 062016-00904644

Swift code: CTB AAU 2S

Reference Number: <your surname> <your first name>

Appendix 2

STATEMENT OF INTENTION: OVERSEAS SPECIALIST or OVERSEAS SPECIALIST-IN-TRAINING FOR SHORT-TERM TRAINING APPLICATION

This form is to be completed by an International Medical Graduate (IMG) applying to fill a Short-term Training Position.

I, Dr..... confirm that it is my intention to leave Australia at the completion of the attached training position/programme. If my circumstances change, I understand that I will be required to show evidence to the Medical Board of Australia of my progress via one of the following pathways to conditional registration:

- Competent Authority Pathway (AMC Certificate of Advanced Standing)
- Standard Pathway (successful completion of AMC Examinations)
- Specialist Pathway (Fellowship or report from the RANZCO confirming comparability assessment)

Signed: Date:

Please send the completed application to: Coordinator, International Medical Graduates and Area of Need 94-98 Chalmers Street Surry Hills NSW 2010 Australia Or via email: img@ranzco.edu