

# Education and Training Policy and Procedure

## Establishing new Area of Practices and Advanced Certificates



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| Authorising committee/department: | RANZCP Board   |
| Responsible committee/department: | Education Committee  |
| Document code:                    | <b>POL PRC EDT-TRN Establishing new Areas of Practice and Advanced Certificates (17.1)</b> |

### 1 BACKGROUND

This procedure provides operational instructions to manage the processes related to applying for recognition of a new Area of Practice under the Fellowship Regulations and/or a new Certificate of Advanced Training. The College training program offers a pathway to Fellowship as well as pathways to the attainment of Certificates of Advanced Training in subspecialty areas of psychiatry.

### 2 PURPOSE

This procedure sets out the mechanism for Royal Australian and New Zealand College of Psychiatrists (RANZCP) Sections and Faculties to submit an application for a new area of practice to be recognised under the RANZCP Fellowship Regulations. This procedure also sets out the mechanism for RANZCP Sections and Faculties to apply for the approval of new Certificates of Advanced Training.

### 3 POLICY RULES

- 3.1 Any application must be submitted by the relevant Faculty or Section, with approval from the Chair
- 3.2 When applying for development of a new Certificate of Advanced Training, the Faculty or Section must also be applying for recognition of a new Area of Practice or already have approved and established an Area of Practice in the Fellowship Program
- 3.3 If an application is not supported, the Education Committee (EC) Chair will write to the Chair, providing feedback on why the application was not supported.
- 3.4 Applications for recognition of a new Area of Practice or Certificate of Advanced Training may only be made once a year. Where an application has not been supported, appropriate adjustment to the original application must, taking into consideration the feedback provided, be made before a new application will be considered.
- 3.5 Where relevant, the EC may request consultation with the Committee for Training (CFT) and other relevant committees before determining an application.

### 4 PROCESS TO APPLY FOR RECOGNITION OF A NEW AREA OF PRACTICE AND/OR CERTIFICATE OF ADVANCED TRAINING

- 4.1 The Relevant Faculty or Section completes the *Recognition of a New Area of Practice Form* and/or *Recognition of a New Certificate of Advanced Training Form* and submits with any other supporting documentation to the EC via [board\\_education@ranzcp.org](mailto:board_education@ranzcp.org)
- 4.2 The application will outline the requirements for a new Area of Practice and/or Certificate of Advanced Training, such as:

- benefit to patient care
- benefit to workforce training needs
- alignment with existing Stage 1, 2 or Certificate syllabi
- anticipated number of training rotations – in both Australia and New Zealand
- the creation of new posts vs. the reclassification of existing posts
- the ability to facilitate training in zones across both countries (unless focus on population only relevant to one country)
- the ability for supervision to be provided
- number of supervisors or mechanisms to identify and accredit supervisors
- evidence that the area of practice provides training that is significantly more specialised and differentiated than is currently provided in one or more of the College's accredited areas of practice
- consideration of workforce issues including the impact of subspecialisation on the profession
- the level of engagement from the proposers, i.e. is there an identified group willing to develop the training materials should the proposal be approved.
- consultation with groups that have overlapping interests
- impact on training program (i.e. implications on existing regulations, post numbers)
- health service support
- availability and suitability of Directors of Advanced Training (Certificate applications only)
- incorporation of Fellows in training (Certificate applications only)

4.3 College staff will review the *Recognition of a New Area of Practice Form* and/or *Recognition of a New Certificate of Advanced Training Form* and respond to the Faculty or Section, either confirming the application form will be submitted for consideration or requesting additional information. If more information is requested, College staff will write to the Chair of the relevant Faculty or Section, requesting additional information. When received, College staff will submit to the next face to face EC meeting agenda for discussion and decision. College staff will submit the *Recognition of a New Area of Practice Form* and/or *Recognition of a New Certificate of Advanced Training Form* to an appropriate EC meeting.

4.4 The Chair of the relevant Faculty, Section or others involved in the development of the application may be invited to the appropriate EC meeting, to discuss or answer questions on the application.

4.5 The EC can make 1 of 3 determinations:

- To support the application as is and request it be placed on the next Corporate Governance and Risk Committee (CGRC) for comment and Board agenda for decision.
- To request additional information from the Faculty or Section, and defer a decision until additional information has been reviewed. Information must be presented to the EC at the next scheduled meeting as identified in the request for further information.
- To not support the application and provide detailed feedback to the Faculty or Section on the reasons for non-support of the application.

- 4.6 If a completed application is submitted and assessed as supported or unsupported, the application form, relevant documents and EC recommendations are tabled at the next CGRC for comment. The application is also tabled at the next Board meeting for consideration following comments from CGRC being incorporated into the application.

## 5 DEVELOPMENT AND LAUNCH OF APPROVED AREA OF PRACTICE AND/OR CERTIFICATE OF ADVANCED TRAINING

- 5.1 If the Board approves the proposal, the Chair of the relevant Faculty or Section will be advised in writing of the decision and requiring a comprehensive plan for implementation be developed. This plan will be presented to the EC and the Board before the Area of Practice can formally be included into the Fellowship Program.
- 5.2 The Faculty or Section will develop the implementation plan, including but not limited to; Entrustable Professional Activities (EPA), In-Training Assessments (ITA), Syllabus alterations, Accreditation Standards (changes to the Fellowship Program standards and Formal Education Course (FEC) standards), any other related document, and relevant forms. A detailed rollout timeline and business case must also be produced in this process, to ascertain when the Area of Practice will be available to trainees and what resources are required, including staff, financing and other requirements.
- 5.3 The Chair of the Faculty or Section will present the formal education plan and related documents to the CFT for consultation.
- 5.4 The Chair of the relevant Faculty or Section will present the formal education plan to the EC for discussion and approval. The EC may provide feedback and defer a decision until changes have been made to the satisfaction of the EC.
- 5.5 Once supported by the EC, the education plan and related documents will be submitted to the Board for approval.

## 6 MONITORING, EVALUATION AND REVIEW OF POLICY

- 6.1 The EC shall implement, monitor and review this policy and report on anomalies and issues as these arise.
- 6.2 This policy will be reviewed biennially and updated as required.

### Associated Documents

Forms:

Recognition of a New Area of Practice Certificate of Advanced Training Form

## REVISION RECORD

| <b>Contact:</b>     |                | <b>Project Officer, Education</b> |  |
|---------------------|----------------|-----------------------------------|--|
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