



The Royal  
Australian &  
New Zealand  
College of  
Psychiatrists



## Education and Training

### Certificate of Advanced Training in Psychiatry of Old Age Regulations

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community

# CERTIFICATE OF ADVANCED TRAINING IN PSYCHIATRY OF OLD AGE

<b>Authorising committee/department:</b>	Committee for Training
<b>Responsible committee/department:</b>	Subcommittee for Advanced Training in Psychiatry of Old Age
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## INTRODUCTION

The Certificate of Advanced Training in Psychiatry of Old Age (the Certificate) provides an opportunity for accredited training in Psychiatry of Old Age for trainees working towards Fellowship and Fellows of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) who meet the selection and mandatory requirements for the Certificate. The award of the Certificate of Advanced Training in Psychiatry of Old Age, or “Cert. Old Age Psych” recognises completion of such training.

Trainees who undertake the Certificate of Advanced Training in Psychiatry of Old Age and Stage 3 of the Fellowship Program concurrently must follow the [Stage 3 Mandatory Requirements Education Training Policy](#) for both programs.

The Certificate of Advanced Training in Psychiatry of Old Age is under the governance of the Committee for Training (CFT) of RANZCP through the Subcommittee for Advanced Training in Psychiatry of Old Age (SATPOA). In each Branch of the RANZCP, where a Psychiatry of Old Age program exists, a Director of Advanced Training (DOAT) coordinates this training and the processes described in these regulations.

Regulations to be read in conjunction with the Curriculum for the Certificate of Advanced Training in Psychiatry of Old Age.

For the purpose of this document, trainee refers to both trainees and Fellows-in-training unless stipulated otherwise.

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## 1.0 Eligibility

- 1.1 Applicants must satisfy all requirements to enter the Certificate.
  - 1.1.1 Applicants must hold current, general or specialist registration as a medical practitioner in Australia or current registration within a general, vocational or special scope of practice in New Zealand, as appropriate to the country where the applicant is to be employed and trained.
  - 1.1.2 Fellow applicants who have any special conditions, limitations, notations, undertakings or provisional requirements imposed on their medical registration must provide full disclosure of the nature of these at the time of application.
  - 1.1.3 If the DOAT deem the applicant's appropriate for training having determined that the conditions do not impact on Old Age Psychiatry training, the DOAT will make recommendations to the SATPOA to grant entry to an applicant who has any special conditions, limitations, notations, undertakings or provisional requirements imposed on their medical registration..
  - 1.1.4 Applicants must be in good standing and hold registration as a trainee or are a Fellow of the RANZCP.
  - 1.1.5 Trainees must have completed all Stage 2 training requirements.
  - 1.1.6 Trainees must have passed the Multiple Choice Question (MCQ) Examination.
  - 1.1.7 Applicants must have participated in an interview with their relevant DOAT or delegate
  - 1.1.8 Trainees must hold an appropriate accredited old age training position. While Fellows do not occupy accredited training positions, their position must be able to meet the certificate requirements.
- 1.2 Specialist International Medical Graduates (SIMG) on the Specialist Pathway are not eligible to enter the Certificate until Fellowship is awarded.

## 2.0 Selection

- 2.1 The selection process must be based on the published selection criteria and adhere to equal opportunity principles. The process is designed to be impartial and transparent.
- 2.2 The DOAT in conjunction with the local Subcommittee of Advanced Training (SAT) or Branch Training Committee (BTC) conducts the selection process to ensure all applicants have the requisite skills, competency and qualifications to enter the Certificate.
- 2.3 Applicants must provide the following prior to entry to the Certificate for the purpose of the interview:
  - Completed application form.
  - Current curriculum vitae detailing medical experience and past psychiatric posts.

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- Training records and In-Training Assessments (for trainees only).
- Work performance reports (for Fellows only).
- Contact details of three referees including current supervisor, clinical lead or equivalent.

## 2.4 Referee Reports

2.4.1 Applicants are asked to nominate three referees who are able to provide information about the applicant's professional capabilities. A confidential pro forma referee report may be sent to each referee. The DOAT may follow up references by telephone if necessary and appropriate.

2.4.2 The referee reports should include information on the following:

- The applicant's competency in psychiatry including any relevant aspects of medicine
- The applicant's ability to work within a multidisciplinary team
- The applicant's verbal and written communication skills and management of documentation tasks
- The applicant's professionalism (e.g. reliability, responsibility, organisation, initiative and ethical attitudes).
- The applicant's academic ability and attitudes towards developing their knowledge and skills
- Applicant's collegiality with their peers, consultants and others in the workplace
- Applicant's suitability to commence certificate training.

2.5 The shortlisting of applications for interview is the responsibility of the DOAT in conjunction with the local delegated body in conjunction where relevant.

2.6 The shortlisting process must be objective and transparent and may be used to reduce the number of interviews to approximately double the number of available places.

2.7 Shortlisted applicants are to be interviewed with the relevant DOAT and/or local delegates.

## 3 Entry

3.1 Trainees who has been selected to the Certificate must notify the RANZCP via submission of the Advanced Training Selection Notification form.

3.2 Trainees are able to undertake two Certificates of Advanced Training concurrently (Dual Certificate training) or a maximum of two individual advanced certificates at any one time.

## 3.0 Duration of Training

3.1 Trainees are required to complete of 24 calendar months full-time equivalent (FTE) training in accredited Psychiatry of Old Age training posts.

3.2 Trainees must complete 6 calendar months FTE in both an old age psychiatry inpatient setting and 6 calendar months FTE in an old age psychiatry community setting.

3.3 Fellows in training must undertake training in positions relevant to psychiatry of old age and must meet the requirements stipulated in 3.2. It is recognised that a position may be suitable to be

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partially recognised for psychiatry of old age training due to the case mix and in this instance, a pro-rata FTE may be considered to be accredited towards psychiatry of old age training.

3.4 Trainees may complete up to 12 months FTE in another recognised clinical area of practice related to psychiatry of old age or research related to old age psychiatry.

3.4.1 Trainees must make application for prospective approval to undertake such training which will be considered on a case-by-case basis by the SATPOA.

3.4.2 Any application must detail how the required psychiatry of old age EPAs are to be completed.

3.5 Trainees undertaking prospectively approved research positions must undertake a minimum of 0.2 FTE (pro-rata) of clinical time in a position related to old age psychiatry.

3.6 Any training in prospectively approved research rotations cannot be approved via the finalisation of the end of term rotation In-Training Assessment unless there is demonstrable completion of the research criteria that the trainee had outlined in their prospective application.

3.7 Trainees may complete up to 6 months FTE training in geriatric medicine.

3.7.1 Trainees must make application for prospective approval to undertake geriatric medicine training which will be considered a case-by-case basis by the SATPOA.

3.7.2 Any application must detail how the required psychiatry of old age EPAs are to be completed.

## 4 Written learning plan

4.1 An outline of proposed training (including rotations) must be drafted for years 1 and 2 of training. The learning and development plan must be agreed with and submitted to the DOAT and submitted to the RANZCP prior to the commencement of training.

4.1.1 The learning plan will demonstrate how the certificate of advanced training in psychiatry of old age curriculum will be addressed.

4.1.2 The learning plan will be reviewed and the end of training by the DOAT to ensure the objectives of training have been met.

4.2 The learning plan may need to be revised over the course of certificate training with discussion from supervisors/DOAT if required. It is recommended that the learning and development plan be revised prior to the commencement of the second year of training.

4.3 If a local recognised and accredited SATPOA formal teaching program is available, it must be attended (and included as part of the learning plan) but if a formal teaching program is not available, there must be compensatory increase in the other types of learning activities.

## 5 Mandatory requirements for Training posts

5.1 Trainees need to be in an accredited training post and program must undertake after-hours and emergency duties as required (see Section 4 of [Stage 3 Mandatory Requirements Training Policy](#)).

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- 5.1.1. Where a trainee believes there are exceptional circumstances that would prevent them from undertaking these duties, they should submit an application for exemption from after-hours experience for a specified or temporary time period to their employer and should notify their DOAT of this application.
- 5.1.2. If the application for exemption approved, this exemption must be communicated to the BTC.
- 5.2. Fellows-in-training should discuss their duties, hours and supervision with their DOAT to fulfil the Advanced Training requirements. Fellows-in-training themselves are not in accredited training posts but must be able to demonstrate how they meet the training requirements of the certificate.

## 6.0 Work-Based Assessments requirements

- 6.1 Trainees are subject to the requirements outlined in the [Workplace-based Assessment policy and procedure \(15.1\)](#)
- 6.2 A minimum of three Workplace-based Assessments (WBAs) are required to contribute to the evidence base for each required EPA.
- 6.3 Trainees must complete a mandatory minimum of one Observed Clinical Activity (OCA) WBA with older aged patients (>65 years) during each 6 calendar months FTE rotation.
- 6.4 Once completing 24 FTE calendar months of certificate training and attaining a minimum of four OCAs, Fellows-in-training are not required to complete further WBAs.

## 7.0 Entrustable Professional Activities

- 7.1 Trainees are subject to the requirements outlined in the [Entrustable Professional Activities policy and procedure \(8.1\)](#) and [Part-time Training policy \(20.1\)](#)
- 7.2 Trainees must attain a minimum of eight Stage 3 Psychiatry of Old Age Entrustable Professional Activities (EPAs) from the available Stage 3 Old Age EPAs (see Appendix I).
- 7.3 Trainees must attain a minimum of two EPAs per each 6 calendar months FTE rotation.
- 7.4 It is not possible to attain the same EPA twice. If a Stage 3 Old Age EPA is attained prior to enrolling in the Certificate, this EPA cannot be undertaken again. Trainees will be required to select alternative Stage 3 Old Age EPAs to ensure a minimum of eight EPAs are attained during Certificate training.
- 7.5 Once completing 24 FTE calendar months of certificate training and attaining a minimum of eight Stage 3 Old Age EPAs, Fellows-in-training are not required to complete further EPAs.

## 8.0 Completion of Rotation

- 8.1 Trainees must complete (formative) mid-rotation and (summative) end-of-rotation In-Training Assessment (ITA) for each 6 calendar months rotation.

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- 8.2 Mid-rotation and end-of-rotation ITAs are to be reviewed and signed off by the principal supervisor and the DOAT prior to submission to the RANZCP.
- 8.3 The end-of-rotation ITA forms for each rotation must be fully completed, signed by the trainee's DOAT and submitted online via InTrain within 60 days of the completion of a rotation. Should the forms not be submitted within 90 days the rotation is deemed an automatic fail.

## 9.0 Formal Teaching Program

- 9.1 Trainees must successfully complete a recognised and accredited Psychiatry of Old Age teaching program or equivalent as outlined in the learning plan.
- 9.2 If there is a local SATPOA approved formal teaching program available, it must be attended (and included as part of the learning plan). If there is no locally available FEC, there must be a compensatory increase in other types learning activities in their learning plan.
- 9.3 The teaching program can be undertaken while on a break-in-training depending on the arrangements with the course provider, DOAT and with the employing health service, where relevant.
- 9.1 A minimum of 75% program attendance is required for completion of the Formal Teaching Program.

## 10.0 Research Project

- 10.1 Trainees completing a Certificate of Advanced Training in Psychiatry of Old Age must follow the guidelines when submitting the psychiatry of old age research project.
- [Psychiatry of Old Age research project guidelines](#)
- 10.2 Trainees must successfully complete a 3000 – 5000 word Psychiatry of Old Age research project.
- 10.3 A passed Fellowship Scholarly Project or an exemption provided for a Fellowship Scholarly Project grants automatic exemption from the Psychiatry of Old Age (POA) project.
- 10.4 Trainees who have not passed or been granted an exemption for the Fellowship Scholarly Project must submit a Psychiatry of Old Age research project.
- 10.5 A Doctoral thesis, Master's Thesis or Honours thesis in a field relevant to psychiatry or mental health or an article published within the past 10 years in a recognised, peer-reviewed English-language journal relevant to psychiatry or mental health may be submitted to the SATPOA for consideration for exemption of the research project.
- ### 10.6 Submission of written case history
- 10.6.1 The de-identified written case history must be submitted to the RANZCP training team via [training@ranzcp.org](mailto:training@ranzcp.org) which will be forwarded to an independent marker.

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10.6.2 The SATPOA will ensure that the marking of individual cases comprised of suitably experienced Fellows.

10.6.3 Trainees are not required to pay fee when submitting the written case history.

10.6.4 There are no maximum number of attempts when submitting a research project.

## 10.7 Marking of written case history

10.7.1 Should the first marker assess the written case as a 'PASS', then the final marking is graded as PASS with a second assessor is required in the event of the first marker determining the project is unsuccessful.

10.7.2 Should both assessors agree with the marking, the result will be provided to the trainee. Should there be no consensus on the grading between the markers of the written case, it is referred to the Chair of SATPOA to determine the outcome.

10.7.3 If the project does not meet the standard, the trainee will be notified and provided with feedback from the de-identified assessor. The assessor will either recommend review and amendment for re-submission or that the project is not suitable for submission.

10.7.4 If the project is not suitable for resubmission, the trainee must submit a new project for marking.

## 11.0 Case summaries

11.1 Trainees must complete 40 discrete case summaries. 10 case summaries must be completed during each 6 calendar months FTE rotation.

11.2 Trainees must complete the following diagnostic categories prescribed to ensure reasonable coverage of both high prevalence and low prevalence disorders. This must include a minimum of 25 high prevalence disorder cases and 15 low prevalence disorder cases.

11.2.1 Further specification of the number of cases required within each diagnostic category has been determined by SATPOA. Please refer to [Diagnostic categories for more information](#).

11.3 At least 5 cases (of the required 40) must be seen in a Consultation-Liaison setting.

11.4 Typed vignettes of 50-100 words are required for each case and should include: patient age and gender, presenting context, presenting symptom(s), diagnosis, management and what was learnt.

11.5 Supervisors must sign and date each vignette as an accurate record of the patient treated.

## 12.0 Psychotherapy

12.1 Trainees must provide psychotherapy to three older persons (> 65 years) for at least six sessions each.



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12.2 Trainees successfully completed all three psychotherapy cases will fulfil the Stage 3 Fellowship psychotherapy requirement.

12.2.1 Further specification of the number of cases required within each diagnostic category has been determined by SATPOA. Please refer to [Diagnostic categories for more information](#).

## 13.0 Medico-Legal Reports

13.1. Trainees must successfully complete at least five medico-legal reports (e.g. testamentary capacity, fitness for trial, guardianship etc.)

## 14.0 Electroconvulsive Therapy (ECT) patients

14.1 Trainees of Psychiatry of Old Age must manage (pre- and post-) two older people (>65) receiving ECT.

## 15.0 Memory clinics

15.1 Trainees of Psychiatry of Old Age must attend at least five half-day memory clinics.

## 16 Supervision Requirements

16.1 Clinical supervision for trainees must be maintained at a minimum of 4 hours per week over 40 weeks for full-time trainees. Of these hours, at least 1 hour per week must be individual supervision of a trainee's current clinical work.

16.2 While 1 hour per week of individual clinical supervision is required in full for all trainees no matter FTE, the other 3 hours of supervision per week can be on a pro-rata basis for trainees working less than full time.

16.3 Fellows-in-training are required to undertake 1 hour per week FTE of individual clinical supervision for at least 40 weeks of the year.

## 17 Selection of supervisor for Advanced Certificate training post

17.1 A supervisor must be accredited in the specific area of practice by the BTC/NZTC and the DOAT in order to supervise a trainee or Fellow undertaking a Certificate.

17.2 Non-RANZCP accredited supervisors must be approved by the BTC/NZTC and the DOAT.

## 18 Targeted Learning Plan and Training Review application

18.1 All trainees are required to adhere to the [Targeted Learning Plans Policy and Procedure \(6.2\)](#) and [Failure to Progress Education Training Policy and Procedure 19.1](#) throughout the course of certificate training.

18.2 A targeted learning plan is required for Fellows when there has been a failure to successfully complete a rotation. Targeted learning plan requirements in this instance must adhere to the guidelines provided in the [Targeted Learning Plans Policy and Procedure \(6.2\)](#)

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18.3 Fellows are required to submit a training review application after three rotation fails. The training review requirements are outlined in the [Failure to Progress Education Training Policy and Procedure 19.1](#) noting that applications from Fellows are considered by the SATPOA in the first instance.

## 19 Submission of checklist & sign off

19.1 The final ITA/Report should be signed by the trainee, DOAT and SATPOA chair and via InTrain as a declaration and confirmation that the trainee has satisfactorily completed the requirements of the Psychiatry of Old Age Certificate training program.

➤ [POA checklist and sign off form](#)

## 20 Awarding of the Certificate

20.1 In order to be awarded a Certificate of Advanced Training, Fellowship must be attained.

20.2 To commence the Certificate of Advanced Training award process, the Certificate checklist must be submitted to the DOAT once all Certificate of Psychiatry of Old Age requirements are completed.

20.3 Upon approval of the Certificate checklist from the DOAT, the checklist is submitted to the RANZCP Training team. The trainee's record will be audited to ensure all Certificate in Psychiatry of Old Age requirements have been satisfied. The trainee cannot progress if any of the certificate requirements are outstanding.

20.4 On confirmation that all Certificate of Psychiatry of Old Age requirements have been completed, the RANZCP organises approval from SATPOA Chair.

20.5 On approval of the SATPOA Chair, the application progresses via the Advanced Training Psychiatry of Old Age to the CFT for ratification.

20.6 The CFT ratifies the award of the Certificate of Psychiatry of Old Age and makes recommendation to the Education Committee (EC) for the award of Certificate in Psychiatry of Old Age.

20.7 The EC shall proceed to grant the awarding of the Certificate in Psychiatry of Old Age and will receive the post nominals in Cert. Old Age Psych.

20.8 The EC and the CFT reserves the right to accept or reject the awarding of the Advanced Certificates if it does not conform to recommendations.

20.9 The EC ratification dates on the Admission to Fellowship schedule are when Certificates of Advanced Training are awarded. CFT approval is required to be finalised by the paper due date outlined in the Fellowship schedule in order to make the round.

20.10 The RANZCP shall endeavour to adhere to the ratification deadlines, as outlined in the Admission to Fellowship schedule, though it may not always be possible. Trainees are

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encouraged to plan in accordance with the Fellowship schedule dates to be awarded a Certificate of Advanced Training.

## 21. Recognition of Prior Learning

- 21.1. Trainees are subject to the requirements outlined in the [Recognition of Prior Learning Policy and Procedure \(14.1\)](#).
- 21.2. Any training and/or work experience must have been completed within the past 8 calendar years in order to be eligible to be considered for RPL.
- 21.3. Training undertaken in the Fellowship Program prior to entering a Certificate cannot be converted to certificate training or granted as RPL.
- 21.4. Applicants who have undertaken training that is substantially equivalent to the Certificate training may generally be granted exemption from a maximum of 12 months FTE of Certificate training time and particular EPAs or other elements of the Certificate training on a case-by-case basis.

## 22 Maximum training duration

- 22.1 Trainees must complete certificate training within 6 calendar years from the commencement date of the certificate. This is inclusive of any breaks-in-training or part-time training.
- 22.2 RANZCP will advise the trainee that their six years deadline is approaching their maximum duration and communication will be sent to the trainee along with a copy to the DOAT advising of this requirement.
- 22.3 Prior to approaching the certificate deadline, a trainee may submit a prospective application to the SATPOA to extend their maximum training duration due to exceptional or mitigating circumstances.
- 22.4 If the certificate training has not been completed within 6 calendar years, the trainee must make application in writing to the SATPOA as to why they should be able to continue towards the certificate. Communication will be sent to the trainee with a copy to the DOAT advising of this requirement.
- 22.5 Trainees are required to submit the application within 60 days prior to the end of the maximum training timeline. Should an application not be submitted within this time, the trainee's status in the program will be considered by SATPOA and an outcome determined utilising the trainee's record.
- 22.6 Applications for extension of maximum training duration should detail the following:
  - Set out the facts such name, identification and training zone, the nature of the application (prospective, 6 calendar years since commencement of certificate training) and progress in training at the time of application,
  - Any relevant reasons (i.e., the exceptional circumstances) for the non-attainment of the certificate by the mandatory deadline (including evidence where relevant, e.g., a medical certificate),

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- Include any mitigating circumstances,
- Include a proposed timeline and plan to complete the remaining Certificate within a specified time.

- 22.7 References and letters of support should be sought from the trainee's DOAT as well as from others where relevant. Should the trainee not want to seek either DOAT, they should express their reasons for this in their application.
- 22.8 Should the SATPOA determine that not enough information has been provided to make a determination, they will request further information from the trainee by a specified time period.
- 22.9 The SATPOA has the capacity to grant an extension of up to 1 calendar year or may make recommendation for exclusion from the certificate to the CFT.
- 22.10 If the SATPOA makes recommendation to exclude the trainee from the Certificate, the recommendation will be made to the CFT and final decision reached by the EC.
- 22.11 Should a trainee be granted an extension but not complete the certificate requirements before the deadline provided, the trainee may request a further extension to their training. The application should adhere to points 21.5 and 21.6.
- 22.12 Any additional extensions must be considered by the SAT and a recommendation made to the CFT for final decision.
- 22.13 The CFT reserves the right to request information from the trainees DOAT and supervisors. In doing so, the SAT will maintain confidentiality of any trainee correspondence as requested.

## **23. Part-time (0.5 FTE) and Breaks-in-Training**

- 23.1 Trainees wishing undertake training part time (0.5 FTE or less) or requesting a break in training should refer to the [Part Time Training Policy & Procedure \(20.1\)](#) and to the [Leave & Interruptions to Training Policy & Procedure \(23.1\)](#) for more information.
- 23.2 Breaks in training can only be applied for and approved for 1 calendar year at a time. Trainees will need to apply for another break in training if they wish to extend their break in training beyond the 1 calendar year.
- 23.3 Fellows-in-training can take as many breaks in training within the maximum 6 calendar year time limit.

## **24. Exiting certificate training**

- 24.1 A trainee can exit the certificate by voluntary or involuntary means (withdrawal or exclusion).
- 24.2 A Fellow who exits a Certificate of Advanced Training is no longer a RANZCP trainee; exiting the training will not in itself affect their status as a Fellow of the RANZCP.

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- For more information of exiting certificate training, please refer to the [Training Exit and Re-Entry Policy and Procedure \(30.1\)](#).

## 25 Withdrawal

- 25.1 Trainees who wish to withdraw from the certificate program are required to complete and submit the [Withdrawal from training form](#).
- 25.2 A trainee can withdraw from the certificate at any time. The withdrawal from certificate does not impact a trainee's enrolment in the Fellowship program.
- 25.3 A Fellow can withdraw from the certificate at any time and this withdrawal does not impact their Fellowship status.
- 25.4 Withdrawal will be effective from the date written notice is provided to the RANZCP's head office. No further training will be credited to the trainee's training record from this date.
- 25.5 A trainee who has withdrawn may apply to re-enter Certificate of Advanced Training at a later date. They may be re-instated with previously completed training requirements if the training was completed within 8 years from their re-entry date.
- 25.6 If a Dual Certificate trainee withdrew from, or stopped, one of the Certificates of Advanced Training at any one point, a single certificate would only be awarded on the full completion of all requirements for the relevant certificate program.

## 26 Exclusion

- 26.1 A trainee may be excluded from training on the following grounds (please refer to [Exit and Re-entry Policy and Procedure \(30.1\)](#) for more detail):
  - 26.2 Non-payment of training fees following a period of nine calendar months from the invoice due date
    - 26.2.1 If a trainee's grounds for exclusion only relate to unpaid fees and the trainee pays prior to their exclusion is ratified by RANZCP Board, their exclusion will be discontinued. A trainee who has already been excluded for non-payment will need to re-apply to enter training.
  - 26.3 Not being able to complete the certificate training within the maximum timeframe of 6 calendar years including break in training time and not being granted additional training time by SATPOA to remain in the advanced training program.
  - 26.4 Being excluded from the Fellowship program or the removal of RANZCP Fellowship will automatically result in exclusion from the certificate.
  - 26.5 Removal from the medical register or a lack of medical registration, or significant changes to a trainee's medical registration.
  - 26.6 Trainees must formally advise the RANZCP head office within 14 days of any changes to, loss of or suspension of a trainee's medical registration, as per the Training Agreement.
  - 26.7 A breach of the RANZCP's Constitution, Code of Ethics, Fellowship Regulations or other RANZCP policies, guidelines or professional breaches potentially resulting in dismissal from employment or changes to medical registration

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## 27 Fees

- 27.1 Trainees are required to pay their annual training & administration fees on time in order to continue their advanced certificate training.
- 27.2 Fellows are required to pay the training administration fee for the certificate. Once 24 months FTE certificate training is completed, Fellows are required to make payment of the training administration fee until the certificate is awarded.
- 27.3 Non-payment of the prescribed training fee may result in exclusion from the Certificate program.

## 28 Review and Appeals Process

- 27.4 Trainees dissatisfied with training or assessment outcomes must first address their concerns with their supervisor, Director of Advanced Training, or the SATFP. Should the issue remain unresolved, they are to raise the matter promptly as possible with the relevant RANZCP Education Committee for further review and resolution.
- 27.5 Trainees are referred to the [RANZCP Appeals and complaints](#) webpage which provides guidance for those who aren't satisfied with the outcome of a decision relating to training or assessment, in accordance with the [RANZCP Review, Reconsideration and Appeal Policy and Procedure](#)

## REVISION RECORD

Regulation owner:	Education and Training Department		
Contact:	Policy Development Officer (Education), Education and Training		
Date	Version	Approver	Description
30.10.2024	v2.0	Board - B2024/9 R19	Expansion of the regulations into the new format.
08/08/2019	v1.6	N/A	Addition of Certificate award process.
15/06/18	v1.5	SATPOA	Clarification that if a trainee is undertaking a prospectively approved research rotation, they will be required demonstrate that they have adhered to the
20/04/18	v1.4	Education Committee	Updated to reflect research project exemption for passed. Fellowship Scholarly Project
16/08/16	v1.3	SATPOA	Updated to clarify that only passed Fellowship Scholarly Projects can be submitted for marking.
21/12/15	v1.2	N/A	Clarification of Certificate OCA requirement will be considered for Fellowship OCA requirement
15/12/15	v1.1	N/A	Minor amendment: Final summary report replaced by checklist & sign off.
21/10/15	v1.0	Education Committee	New document. Approved by CFT 08/10/15. Approved EC out of session 14/10/15.
2027			<b>NEXT REVIEW</b>

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## APPENDIX I: Psychiatry of Old Age EPAs

EPA number	EPA title
ST3-POA-FELL-EPA1	Formal capacity assessment and report.
ST3-POA-FELL-EPA2	Demonstrate leadership skills in a multidisciplinary team setting (POA).
ST3-POA-FELL-EPA3	Assessment of older people in general medical settings.
ST3-POA-FELL-EPA4	Older adult psychopharmacology, including the use of psychotropic medications in patients with treatment-resistant depression and those with complex general medical needs.
ST3-POA-AOP-EPA5	Management of behavioural and psychological symptoms of dementia.
ST3-POA-AOP-EPA6	Neuropsychological testing, neuroimaging and rating scales.
ST3-POA-AOP-EPA7	Assessing older people in complex domiciliary settings, including those with problems such as hoarding, squalor and homelessness.
ST3-POA-AOP-EPA8	Residential aged care facility assessment and management planning.
ST3-POA-AOP-EPA9	Psychological treatments in older people.