Application for Interruption of Basic Training

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| **About this form** | |
| This form is for trainees who are taking leave from Basic Training for more than 2 consecutive months (8 weeks) in a training year. The training year is typically from February to February and refers to the calendar year in which the majority of the annual training experiences occur.  Applications must be submitted prior to the commencement of the nominated period of interruption. Interruptions from training without prospective approval may be grounds for discontinuation of training.  **Before you complete this form,** please ensure you have read and familiarised yourself with the following:   * [Basic Training Program Requirements Handbook](https://www.racp.edu.au/trainees/basic-training/basic-training-handbooks-and-curricula) (‘Adult Medicine’ or ‘Paediatrics & Child Health’) * [Flexible Training Policy](https://www.racp.edu.au/trainees/education-policies-and-governance/education-policies) * [Progression through Training Policy](https://www.racp.edu.au/trainees/education-policies-and-governance/education-policies) * [Medical Board of Australia Registration standard: Continuing Professional Development](https://www.medicalboard.gov.au/Registration-Standards.aspx) | |
| **Important information** | |
| * You may interrupt your training as many times and for as long as you wish. However, you should consider the time limit to complete Basic Training (8 years, excluding interruptions taken due to parental and medical leave). * If you interrupt your training for part of the training year only, you may have the option of completing pro rata work based learning and assessment (PREP) requirements. You can view these requirements in the [Divisional Handbook](https://www.racp.edu.au/trainees/basic-training) or contact us for advice. * If you interrupt Basic Training for 2 continuous years or more, a Return to Training Plan must be completed. * When you plan to return to training, you must submit, where possible, a prospective application by the relevant registration deadline. Registration deadlines are **28 February** for annual applications and **31 August** for mid-year applications. * Training undertaken during interruption is not eligible to be considered towards Basic Training. | |
| **Submit your form** | |
| Australian Office  Phone: 1300 697 227  Email: [BasicTraining@racp.edu.au](mailto:BasicTraining@racp.edu.au) | Aotearoa New Zealand Office  Phone: +64 4 472 6713  Email:[BasicTraining@racp.org.nz](mailto:BasicTraining@racp.org.nz) |
| **What happens next?** | |
| * You will receive an email confirming we have processed your Interruption Form * If you are training for less than a full year the training fee will be charged on a pro-rata basis * Please contact us with any questions about your interruption application, the timeframe to complete training, your progression through training, or your outstanding training requirements | |
| **Continuing Professional Development (CPD) during interruptions of 6 or more months (Australia)** | |
| From January 2024, all trainees based in Australia will need to comply with the new CPD requirements as set by the [Medical Board of Australia Registration standard: Continuing Professional Development](https://www.medicalboard.gov.au/Registration-Standards.aspx).   * If you are actively training in an RACP Training Program, your training will inherently satisfy the CPD requirements. The RACP will manage all administration and regulatory reporting on your behalf. * If you are taking more than six (6) months of interruption, and you do not meet the exemption criteria for parental or medical leave as outlined in the standard, you need to nominate a CPD Home and meet the Medical Board of Australia (MBA) CPD requirements. * To maintain uninterrupted access to MyCPD, you can nominate the RACP as your natural CPD Home for a [nominal fee](https://www.racp.edu.au/become-a-physician/fees). Find out more about the [RACP CPD Home](https://www.racp.edu.au/fellows/continuing-professional-development/mycpdhome) or contact [memberservices@racp.edu.au](mailto:memberservices@myracp.edu.au). | |
| **Privacy Legislation** | |
| The College complies with the requirements of the national Privacy Act 1988 (Cwlth) (Australia) and the Privacy Act 1993 (New Zealand) and has adopted the Australian National Privacy Principles as the guidelines for ensuring the protection of personal information in its care. This policy applies to all personal information collected, stored, used and disclosed by the College. Further details can be found on the College [website](https://www.racp.edu.au/docs/default-source/default-document-library/pol-privacy-personal-information.pdf?sfvrsn=2). | |

**Personal details**

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|  |  | | | |  | |
| Full Name of Trainee |  | | | |  | |
|  | Surname / family name Given / first name(s) | | | | | |
| MIN |  | | Mobile | |  | |
| E-mail |  | |  | |  | |
|  | | | | | | |
| Division | Adult Medicine |  | | Paediatrics and Child Health | |  |

**MyRACP**

Log in to [MyRACP](https://www.racp.edu.au/) to:

* update your contact information
* change your password
* pay training fees
* choose communications preferences

Need help using MyRACP? Contact [memberservices@racp.edu.au](mailto:memberservices@myracp.edu.au)

**Interruption of training / extended leave**

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| **OFFICE USE ONLY** | **Training start date** | **Years in training** | **>2 years interrupted letter sent?** SEE TSU  (initials of staff) | **FTP letter sent**  (initials of staff) | **DATE RECEIVED** | **ACKNOWLEDGED BY**  (initials of staff) | **PROCESSED BY**  (date & initials of staff) |
|  |  |  |  |  |  |  |

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|  |  | | |
| Clinical Year |  | | |
|  | (yyyy) | | |
| I will not be  training from |  | until |  |
|  | The period of interruption approved at any one time will not be greater than 12 months. | | |
| Type of leave: |  | | |
|  | (e.g. annual leave longer than two months, parental leave\*, medical leave\*, personal leave, locum / research / voluntary, work not accredited with the College) | | |

\* If this period of Interruption is due to parental leave or medical leave reasons and you would like this period excluded from your time limit to complete Basic Training, evidence must be provided to confirm eligibility. For example:

* **Parental leav**e: a medical, employer or legal certificate/letter/document confirming eligibility for parental leave as defined in the Flexible Training Policy.
* **Medical leav**e: a medical certificate confirming you are not fit to undertake physician training throughout the period of interruption.

Trainees in Australia: If you are taking more than six (6) months of interruption, and you do not meet the exemption criteria for parental or medical leave as outlined in the [MBA standard](https://www.medicalboard.gov.au/Registration-Standards.aspx), you need to nominate a CPD Home and meet the MBA CPD requirements.

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| **Acknowledgement** |

I understand the following:

* I must renew my registration with the College annually by the relevant deadline, ensuring that my College registration is current and ongoing
* Where possible, I will apply to the College for prospective approval when I decide to recommence training, before the end of my interruption and by the relevant applications deadline
* It is my responsibility to familiarise myself with the Flexible Training and Progression Through Training policies and understand how this interruption impacts my training
* It is my responsibility to advise my Training Setting and Director of Physician/Paediatric Training, where applicable, that I am interrupting my training with the College for the period listed in this form

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

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