



**RACP**  
Specialists. Together  
EDUCATE ADVOCATE INNOVATE

*Physician Readiness for Expert Practice*

# Advanced Training in Medical Oncology 2019–20 Program Requirements Handbook

*Adult Medicine Division*

*Paediatrics & Child Health Division*



## About the 2019–20 handbook

This handbook outlines the complete program requirements for the RACP Physician Readiness for Expert Practice (PREP) Advanced Training in Medical Oncology Program.

Satisfactory completion of these requirements is necessary for admission to Fellowship of the College or completion of post-Fellowship training.

The 2019–20 handbook applies to all Australian and New Zealand based trainees registered in a PREP program in 2019 and/or 2020, regardless of the year in which they commenced PREP Advanced Training. A trainee is considered to be in a PREP Advanced Training Program if they first enrolled in that program from 2011 onwards. Where not specified as being particular to either Australia or New Zealand, information applies to trainees and supervisors in both countries.

### 2019–20 Program requirement updates

Overseeing committees evaluate training requirements every two years (previously annually) to ensure that they are in line with educational best practice. Requirements are published and communicated accordingly. Changes to the training program that may substantially impact a trainee's plan for training will be implemented following an extended period of notice. It is the trainee's responsibility to ensure that they are following the correct handbook.

Changes to program requirements for 2019–20	Rationale for changes
<a href="#">Supervisions Requirements</a> Changes to supervisions requirements for core and non-core training	To align Australian and New Zealand Requirements
<a href="#">Professional Qualities Reflection</a> New requirement for New Zealand trainees.	To align Australian and New Zealand Requirements

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## Medical Oncology

A Medical Oncologist is a consultant physician specialising in the investigation, study, diagnosis, management and treatment of benign and malignant growths, tumours, cancers and diseases.

### Program overview

Advanced Training provides a ‘depth’ of specialty training under supervision to prepare trainees for independent practice as consultants. It builds on the skills developed in preceding training through work-based assessments and learning tools as outlined in this handbook.

<b>Program</b>	Advanced Training in Medical Oncology
<b>Overseeing committee(s)</b>	Advanced Training Committee in Medical Oncology (Australasia) (ATC) New Zealand Advanced Training Subcommittee in Medical Oncology (New Zealand) (NZ ATS)
<b>Entry requirements</b>	<ul style="list-style-type: none"> <li>• Completion of RACP Basic Physician Training, including the RACP Written and Clinical Examinations</li> <li>• Current medical registration</li> <li>• Appointment to an appropriate Advanced Training position</li> </ul>
<b>Minimum duration</b>	3 years (full-time equivalent (FTE))
<b>Curricula</b>	<ul style="list-style-type: none"> <li>• <a href="#">Download the Medical Oncology Advanced Training Curriculum Adult Medicine (PDF 1MB)</a></li> <li>• <a href="#">Download the Medical Oncology Advanced Training Curriculum Paediatrics &amp; Child Health (PDF 1MB)</a></li> <li>• <a href="#">Download the Professional Qualities Curriculum (PDF 1MB)</a></li> </ul>
<b>Qualification</b>	Fellowship of the Royal Australasian College of Physicians (FRACP)

### Quick links

- [Apply or re-register](#)
- [Program requirements overview](#)
- [Important dates](#)
- [Advanced Training Portal](#)
- [Accredited training sites](#)
- [Part-time training](#)
- [Membership fees \(including training fees\)](#)
- [Supervision](#)
- [Download the Advanced Training supervisor amendment form \(DOC 153KB\)](#)
- [Download the Advanced Training interruption of training form \(DOC 1.1MB\)](#)

### Learning and assessment tool forms

#### Supervisor’s Reports

- [Download the Medical Oncology Supervisor's Report \(DOC 352KB\)](#)

#### Trainee’s Reports (New Zealand only)

- [Download the Medical Oncology Trainee Report Cover Sheet \(New Zealand\) \(DOC 103KB\)](#)
- [Download the Medical Oncology Trainee Report Guidelines \(New Zealand\) \(DOC 62KB\)](#)

### Contact us

#### Australia

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#### New Zealand

Phone: +64 4 472 6713  
Email: [MedicalOncology @racp.org.nz](mailto:MedicalOncology@racp.org.nz)

## Apply for Advanced Training

### Eligibility

New trainees can apply for Advanced Training after completing Basic Training, including passing the Divisional Written and Clinical Examinations. They must have current medical registration and appointment to an appropriate Advanced Training position at a suitable training site.

### Advanced Training positions

Core training usually needs to be undertaken at [accredited training sites](#) that have been accredited by the overseeing committee for Advanced Training in the relevant specialty.

Some specialty groups conduct a coordinated [Advanced Trainee Selection and Matching](#) process for appointing trainees to training positions. Details of participating states, regions and specialties are available from June each year.

**Please note** that the College is not responsible for trainee recruitment and has no role in the recruitment process.

### Approval and certification of training

Once trainees have secured a training position, they must prospectively apply for approval as per the [Progression through Training Policy](#).

Approval of training periods will be determined by the overseeing committee. To be approved, a trainee's individual training program must be consistent with the training requirements and appropriate for the stage in training.

Upon completion of each rotation or calendar year of training, the overseeing committee considers each trainee's progress according to the program requirements. If all requirements of training have been satisfactorily completed, the overseeing committee will certify the period of training.

### *Prospective changes to approval of training*

Trainees should inform the relevant committee as soon as possible if information outlined in their application changes. Some changes may require a revision of the approval decision and may affect the certification of training.

Changes to applications which require prospective approval may include changes to supervision, sites, dates of rotations and flexible training arrangements.

## How to apply

Both new and current trainees need to apply for Advanced Training each year.

Trainees must organise the timely submission of all necessary documentation, keep a copy of the application for future reference and pay required [fees](#).

### **Australian Trainees**

[Apply online for Advanced Training](#) by the due dates below.

Where online registration is not available please [download, complete and submit the application form to apply for Advanced Training in Medical Oncology \(DOC 472KB\)](#).

### **New Zealand Trainees**

Download, complete and submit the [application form to apply for Advanced Training in Medical Oncology \(DOC 475KB\)](#) by the due dates below.

### **Closing dates for applications in Australia**

<b>15 February</b>	Closing date for applications for prospective approval of rotations in the current year.
<b>31 August</b>	Closing date for applications for prospective approval of rotations in the second half of the current year

### **Closing dates for applications in New Zealand**

<b>31 March</b>	Closing date for applications for prospective approval of April to August rotations.
<b>31 May</b>	Closing date for applications for prospective approval of rotations in the second half of the current year
<b>31 October</b>	Closing date for applications for prospective approval of rotations in the first half or whole of the following year

## College training program resources

This handbook should be used alongside the following resources.

### Curricula

RACP curricula outline the learning objectives and associated knowledge, skills, attitudes and behaviours required of graduates of College training programs across program-specific/clinical and non-program/non-clinical attributes.

- [Download the Medical Oncology Advanced Training Adult Medicine Curriculum \(PDF 1MB\)](#)
- [Download the Medical Oncology Advanced Training Curriculum Paediatrics \(PDF 1MB\)](#)
- [Download the Professional Qualities Curriculum \(PDF 1MB\)](#)

### Advanced Training Portal

Resources for many of the requirements of this training program can be accessed through the [Advanced Training Portal](#). These include:

- detailed information on training rotations, including approval and certification decisions
- information sheets, workflows, rating forms and interactive video tutorials for online tools
- online teaching and learning and formative assessment tools
- past examination results
- summary of training completed and required.

### Education policies

[Education policies](#) underpin all training requirements.

Key education policies include the following:

- Academic Integrity in Training
- Flexible Training
- Progression through Training
- Recognition of Prior Learning (RPL)
- Special Consideration for Assessments
- Trainee in Difficulty Support (TIDS).

### Variations in training and flexible training options

[Variations in training](#) processes cover dual, joint, conjoint and post-fellowship training.

[Flexible training option](#) information covers part-time training, interruptions to training, withdrawing from training and exceptional circumstances.

### Trainee responsibilities

All trainees are adult learners who must understand [trainee responsibilities](#) and play a role in teaching and mentoring junior doctors.

The College is committed to supporting trainees who are experiencing difficulty in their training. If trainees or supervisors are experiencing difficulty, they should contact their [Education Officer](#) and the [Training Support Unit](#).

The Training Support Unit has [Resources](#) for trainees covering topics including learning support and mentoring.

### Supervisor roles and responsibilities

[Supervision](#) in PREP training involves a comprehensive level of educationally-focused support for trainees. The College runs [supervisor workshops](#) to help develop required skills for this role.

### Accreditation of settings

Core training is usually conducted in training positions at [accredited training sites](#) that have been accredited by the overseeing committee.

## **eLearning@RACP**

[eLearning@RACP](#) is a central, online space which supports College members in their learning. It contains educational resources developed by the RACP or shared by other postgraduate medical colleges. College members can login and access courses and modules designed and developed in collaboration with Fellows, trainees and education committees, on topics including:

- communication
- Indigenous health
- research
- supervisor professional development
- telesupervision.

These courses and modules are optional and completion is not a program requirement.

## **Admission to Fellowship**

Trainees are eligible to be admitted to Fellowship of the College on the completion of all requirements of training. The College will invite trainees to apply for Fellowship once the overseeing committee has recommended them for admission. The admission process involves completion of an application form, and the payment of a fee.

New Fellows will receive formal notification from the College that they have been admitted to Fellowship. In addition to the award of Fellowship, individuals who complete training are issued a letter confirming the completion of their training. Fellows who complete another training program subsequent to admission to Fellowship receive a letter confirming all of the RACP training programs that they have completed.

All Fellows in Australia, New Zealand and overseas who are in active practice must meet the requirements of a [Continuing Professional Development \(CPD\) program](#).

## Program requirements

Program requirements are the components of a training program that a trainee must complete in order to progress through training. Mandatory program requirements are linked to the certification of training, progression through training and program completion.

Program requirements are made up of formative and summative assessments, teaching and learning activities, the type and duration of rotations, course work and other requirements, such as minimum overall duration of training.

Overseeing committees evaluate training requirements every two years (previously annually) to ensure that they are in line with educational best practice. Requirements are published and communicated accordingly. Changes to the training program that may substantially impact a trainee's plan for training will be implemented following an extended period of notice.

It is the trainee's responsibility to ensure that they are following the correct handbook and are aware of the current program requirements. They must also ensure that they are familiar with current RACP [education policies](#) and processes, such as those for [dual trainees](#).

## Program requirements overview

Core training (minimum 24 months)	Non-core training (maximum 12 months)
<b>Content</b>	
<ul style="list-style-type: none"> <li>• <a href="#">Medical Oncology Advanced Training Adult Medicine Curriculum</a></li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• <a href="#">Medical Oncology Advanced Training Paediatrics &amp; Child Health Curriculum</a></li> <li>• <a href="#">Professional Qualities Curriculum</a></li> </ul>	
<b>Supervision</b>	
<p><a href="#">Supervision</a> per rotation:</p> <ul style="list-style-type: none"> <li>• 1 supervisor with FRACP who is a practicing medical oncologist</li> <li>• 1 supervisor with FRACP (required)</li> </ul>	<p><a href="#">Supervision</a> per rotation:</p> <ul style="list-style-type: none"> <li>• 2 supervisors with FRACP or Fellowship of another college</li> </ul>
<b>Work-based learning and assessment tools</b>	
<p>Per rotation:</p> <ul style="list-style-type: none"> <li>• 1 <a href="#">Supervisor's Report</a> (2 for 12-month rotations)</li> <li>• 1 <a href="#">Trainee's Report</a> (NZ only)</li> </ul> <p>Per year:</p> <ul style="list-style-type: none"> <li>• 2 <a href="#">Case-based Discussions</a> (1 per 6 month rotation)</li> <li>• 2 <a href="#">Learning Needs Analysis</a> (1 per 6 month rotation)</li> <li>• 4 <a href="#">mini-Clinical Evaluation Exercise</a> (2 per 6 month rotation)</li> <li>• 1 <a href="#">Professional Qualities Reflection</a></li> </ul>	<p>Per rotation (clinical and research based):</p> <ul style="list-style-type: none"> <li>• 1 <a href="#">Supervisor's Report</a> (2 for 12-month rotations)</li> <li>• 1 <a href="#">Trainee's Report</a> (NZ only)</li> </ul> <p>Per year (clinical-based rotation only):</p> <ul style="list-style-type: none"> <li>• 2 <a href="#">Case-based Discussions</a> (1 per 6 month rotation)</li> <li>• 2 <a href="#">Learning Needs Analysis</a> (1 per 6 month rotation)</li> <li>• 4 <a href="#">mini-Clinical Evaluation Exercise</a> (2 per 6 month rotation)</li> <li>• 1 <a href="#">Professional Qualities Reflection</a></li> </ul> <p>Per year (research-based rotation only):</p> <ul style="list-style-type: none"> <li>• 2 <a href="#">Research Reports</a> (for trainees who commenced training before 2017 only)</li> </ul>

### By the end of Advanced Training:

36 months of [certified training time](#) consisting of:

- 24 months of core training
- 12 months of non-core training
- 2 [Research Reports](#) (for non-core research-based trainees who commenced training before 2017)
- 1 [Advanced Training Research Project](#) (for trainees commencing training in 2017 onwards)
- [Developmental and Psychosocial Training](#) (Paediatrics & Child Health trainees only)
- [Communication Skills Workshop](#) (Adult Medicine trainees only)

## Time-based requirements - Training time and rotations

### Purpose

To ensure adequate time for trainees to gain necessary learning experiences across a range of relevant rotations.

### Total training time

3 years (36 months FTE)

### Training rotations

36 months of certified training time consisting of:

- 24 months core training
- 12 months non-core training

The overseeing committees strongly recommend that trainees spend no more than 24 months at a single accredited training site. If a trainee does undertake more than 24 months of training at a single accredited training site, trainees must have a minimum of 6 months training (core or non-core) in a second accredited centre in Australasia, or equivalent training centre overseas, before full Fellowship is awarded. Exceptional circumstances that may prevent a trainee from moving to a second site will be considered on a case by case basis by the relevant committee.

New Zealand-based training positions, and their suitability, are well known by the overseeing committee. If a new position is proposed, the overseeing committee will assess the applications on a case-by-case basis, based on the information provided in the application. Trainees are encouraged to seek guidance from the relevant [Education Officer](#) prior to submitting their application.

### Core training

A minimum of 24 months FTE must be spent in accredited clinical training positions under the supervision of two Fellows of the College.

### Non-core training

In both Australia and New Zealand, a maximum of 12 months of non-core training – within the 36 months of Advanced Training – may be undertaken in research, laboratory-based training, or overseas training relevant and specific to cancer medicine. Trainees have the option to undertake one further year of clinical training beyond their 24-month core training period. This may include further medical oncology or, alternatively, other cancer-related specialties, including cancer genetics, palliative care, radiation oncology or malignant haematology.

The NZ ATS in Medical Oncology has a policy of not approving any non-core training before 12 months of core oncology training has been satisfactorily completed and certified. This relates to new trainees and trainees transferring from another specialty or applying for dual training with another specialty.

### Training time in Australia/New Zealand

At least 24 months of Advanced Training in Specialty must be undertaken in Australia and/or New Zealand. This is to ensure that trainees receive adequate exposure to local practices and health services.

## Supervision requirements

### Purpose

To provide trainees with appropriate support and guidance to complete the training program.

### Core training

- 1 supervisor with FRACP actively practising in Medical Oncology
- 1 supervisor with FRACP or equivalent

### Non-core training

- 2 supervisors with FRACP or Fellowship of another college

These two supervisors may be two direct clinical supervisors, or one direct clinical supervisor and one supervisor focusing on personal professional development, mentoring, project guidance, etc.

The NZ ATS recommends that trainees seek a mentor for their three years of Advanced Training. The mentor should have an understanding of the training requirements and curriculum so they can provide career advice, support and guidance.

### More information

- [Supervision](#)
- [Download the Advanced Training supervisor amendment form \(DOC 153KB\)](#)

## Work-based learning and assessment tools

PREP teaching and learning activities are designed to support reflective practice and self-directed learning. A variety of teaching and learning activities and assessments are used throughout PREP training. These activities cater to a range of learning needs, styles and situations that may arise in workplace training, and aim to facilitate learning and enhance the attainment of desired learning outcomes.

Trainees are required to complete all teaching and learning activities, including formative and summative assessments, throughout training.

Formative assessments focus on assessment for learning through feedback and guidance. The College's formative assessments aid the trainee and supervisor through a formal feedback discussion, prompting areas for discussion highlighted by the trainee's performance. The College's formative assessments are based on existing workplace-based assessment methods and best practice in medical education.

Summative assessments focus on judgements about trainee progression, resulting in pass or fail decisions on a trainee's performance.

### Case-based Discussion (CbD)

#### Purpose

To guide the trainee's learning through structured feedback and help the supervisor evaluate the expertise and judgement exercised in clinical cases. This is a formative assessment.

#### Requirement

Two per year, one per 6 month training period due later in the year by the end of the training rotation (core and non-core clinical-based training)

#### More information

- Enter CbD rating form data into the [Advanced Training Portal](#)
- [Case-based Discussion information sheet, workflow, rating form and other resources](#)

### Learning Needs Analysis (LNA)

#### Purpose

To embed the process of planning and evaluating learning in the trainee's practice.

#### Requirement

Two per year, one per 6 month training period (early in the year and mid-year) due by the end of the training rotation

#### More information

- Complete and submit the LNA via the [Advanced Training Portal](#)
- [Learning Needs Analysis information sheet, workflow and other resources](#)

### Mini-Clinical Evaluation Exercise (mini-CEX)

#### Purpose

For the trainee to receive timely, structured feedback on their performance in real clinical situations. This is a formative assessment.

#### Requirement

Four per year, two per 6 month training period due by the end of the training rotation (core and non-core clinical-based training).

## Mini-Clinical Evaluation Exercise (mini-CEX)

At least one mini-Clinical Evaluation Exercise must specifically address chemotherapy prescription.

### More information

- Complete and submit the mini-CEX via the [Advanced Training Portal](#)
- [Mini-Clinical Evaluation Exercise information sheet, workflow, rating form and other resources](#)

## Professional Qualities Reflection (PQR)

### Purpose

To help trainees to articulate and formalise ideas and insights about their professional development through the process of reflection.

### Requirement

One per year

### More information

- Complete and submit the PQR via the [Advanced Training Portal](#)
- [Professional Qualities Reflection information sheet and workflow](#)

## Supervisor's Reports

### Purpose

To evaluate and provide feedback on the trainee's progress, which informs the certification of training decision. This is a summative assessment.

### Requirement

One Supervisor's report is due per rotation, two per rotation for 12 month rotations

#### **Australia**

For Advanced Trainees in 12-month positions:

- One Supervisor's Report is to be submitted by 15 July for the first six months of the calendar year.
- One Supervisor's Report is to be submitted by 31 January of the following year covering the final six months of the calendar year.

For Advanced Trainees in positions of six months or less with separate supervisors, or at separate sites:

- One Supervisor's Report should be completed for each rotation and submitted to the College by 15 July (for first half of the year) and 31 January the following year (for the second half of the year).

Advanced Trainees approaching the end of their training should submit a report that covers the whole second half of the year by 15 October.

#### **New Zealand**

For Advanced Trainees in 12-month positions:

- One Supervisor's Report is to be submitted by 31 May for the first six months of the rotation.
- One Supervisor's Report is to be submitted by 31 October covering the full 12 months.

For Advanced Trainees in three, four, or six-month positions:

## Supervisor's Reports

- One Supervisor's Report must be completed for each rotation and submitted by 31 May (for rotations in the first half of the year) and 31 October (for rotations in the second half of the year).

The Supervisor's Report must be completed by supervisors who have directly supervised the trainee. If the supervisor has not directly supervised the trainee throughout the whole rotation, the supervisor should obtain individual reports from those who have directly supervised the trainee and provide a composite report.

Supervisors should discuss the report with the trainee prior to both parties signing the report, and trainees should be provided with a copy of each report.

It is the trainee's responsibility to ensure that all supervisors receive a copy of the Supervisor's Report. Failure to do this may result in delays or non-certification of a period of training.

Progression to the next year of training is dependent upon the College receiving satisfactory Supervisor's Report(s) covering the full year/period of training completed.

Trainees must provide copies of previous Supervisor's Report(s) to the next year's/rotation's supervisor. The College may provide subsequent supervisors with copies of past reports (and any other documents deemed relevant to the trainee's training).

### More information

- [More information on Supervisor's Reports](#)
- [Learning and assessment tool forms](#)
- [Progression Through Training Policy](#)

## Trainee's Report

### Purpose

To provide feedback to the College for use in future training program evaluations and to encourage trainees to reflect on their training rotations to embed reflection and review into their practice.

### Requirement

**Australia:** Not required

**New Zealand:** One per rotation submitted with the Supervisor's Report at the end of each rotation or due by 31 May/31 October

### More information

- [More information on Trainee's Reports](#)
- [Learning and assessment tool forms](#)

## Other requirements

### Communication Skills Workshop (Adult Medicine Trainees only)

#### Purpose

To enable trainees to develop the appropriate communication skills required during practice.

#### Requirement

**This is a requirement for Adult Medicine trainees only**

Once over the course of training to be completed by the end of Advanced Training

Trainees are required to participate in communication skills training, covering the areas of:

- breaking bad news
- discussing treatment options
- discussing prognosis

### Communication Skills Workshop (Adult Medicine Trainees only)

- end of active treatment.

Trainees should attend a minimum of one half-day workshop during the course of Advanced Training.

Further communication skills training may be mandated for individual trainees.

### Developmental and Psychosocial Training

#### Purpose

To assist trainees to develop a sophisticated understanding of child development, encompassing physical, cognitive, emotional, behavioural and social areas, which should be gained from the perspective of the child within the family and in the context of the community.

#### Requirement

**This is a requirement for Paediatrics & Child Health trainees only.**

**Australia:** Once over entire training period (Basic Training *and* Advanced Training) for six months due by the end of Advanced Training.

**New Zealand:** Once over entire training period (Basic Training *and* Advanced Training) for three months due by the end of Advanced Training.

#### More information

- [More information on Developmental and Psychosocial Training](#)
- [Learning and assessment tool forms](#)

## Research requirements

### Research Reports (for trainees who commenced training before 2017)

#### Purpose

To assess the capabilities of Advanced Trainees in the collection and analysis of data, critical review of published information, and the synthesis and expression of conclusions.

#### Requirement

##### ***For trainees commencing training in 2017 onwards:***

Not required - see above.

##### ***For trainees who commenced training before 2017:***

**Australia:** Two over the course of non-core research-based to be completed by the end of the training year with the Supervisor's Report, due by 31 January of the following year

**New Zealand:** Two over the course of non-core research-based to be completed every six months, due by 31 October.

Advanced Trainees who opt to undertake a research project as part of the non-core training year are required to submit two substantial pieces of scholarly work relevant to their research before the completion of that training year.

The year of research must be prospectively approved by the relevant committee.

#### More information

- [Learning and assessment tool forms](#)
- [Education policies](#)

### Advanced Training Research Project (for trainees commencing training in 2017 onwards)

#### Purpose

To enable trainees to gain experience in research methods; in interpretation of research literature; in participation in research at some stage of their career; and to develop quality improvement skills. Submission of a research project provides evidence of the skills of considering and defining research problems; the systematic acquisition, analysis, synthesis and interpretation of data; and effective written communication.

#### Requirement

##### ***For trainees commencing training in 2017 onwards:***

One Advanced Training Research Project over the course of training due by the annual submission date in any year before the end of Advanced Training.

**Australia:** Due by 15 September

**New Zealand:** Due by 31 October

The Advanced Training Research Project must be marked as satisfactory prior to admission to Fellowship. It is recommended that trainees submit their research project by the annual submission date in their penultimate year of training to allow time for marking and resubmission of research projects initially marked 'Resubmit'.

##### ***For trainees who commenced training before 2017:***

Not required - see below.

#### More information

- [More information on Research Projects](#)
- [Research Projects eLearning@RACP module](#)
- [Education policies](#)



## Important dates

### Australia

#### January–March

##### **15 February**

- Applications for Approval of Advanced Training due

*Other activities to be completed this quarter:*

- Learning Needs Analysis
- Mini-Clinical Evaluation Exercise

#### April–June

*Activities to be completed this quarter*

- Learning Needs Analysis self-evaluation
- Mini-Clinical Evaluation Exercise

#### July–September

##### **15 July**

- Supervisor's Report due for all trainees

##### **31 August**

- Applications for Approval of Advanced Training for the second half of the year due

*Other activities to be completed this quarter*

- Learning Needs Analysis
- Mini-Clinical Evaluation Exercise
- Case-based Discussion

##### **15 September**

- Research Project submission date

#### October–December

##### **15 October**

- Supervisor's Report and all PREP tools due for trainees eligible for December Fellowship

*Other activities to be completed this quarter*

- Learning Needs Analysis self-evaluation
- Mini-Clinical Evaluation Exercise
- Case-based Discussion
- Professional Qualities Reflection

#### January

##### **31 January**

- Previous year's Supervisor's Report and all PREP tools due for trainees *not* applying for Fellowship in December

## New Zealand

### December–February

*Activities to be completed this quarter*

- Learning Needs Analysis
- Mini-Clinical Evaluation Exercise

### March–May

#### **31 March**

- Applications for Approval of Advanced Training for April–August rotations due

#### **31 May**

- Applications for Approval of Advanced Training for the second half of the current year due
- Supervisor's report due for all trainees
- Trainee's Report for the first half of the year due

*Other activities to be completed this quarter*

- Case-based Discussion
- Learning Needs Analysis self-evaluation
- Mini-Clinical Evaluation Exercise

### June–August

*Activities to be completed this quarter*

- Learning Needs Analysis
- Mini-Clinical Evaluation Exercise

### September–November

#### **31 October**

- Supervisor's Report due for all trainees
- Trainee's Report for the second half of the year, or the whole year, due
- Research Project submission date
- Applications for Approval of Advanced Training for the first half or whole of the following year due

*Other activities to be completed this quarter*

- Case-based Discussion
- Learning Needs Analysis self-evaluation
- Mini-Clinical Evaluation Exercise
- Professional Qualities Reflection

## More information

### RACP policies

- [Education policies](#)
- [Privacy Policy for Personal Information](#)
- [Code of Conduct and Working Together Policy](#)

### RACP initiatives

- [Curated Collections](#) are learning resource guides based on the contributions and peer review of RACP Fellows and other experts.
- [Evolve](#) is a physician-led initiative to ensure the highest quality patient care through the identification and reduction of low-value practices and interventions.
- [Pomegranate Health Podcasts](#) (Pomcast) is a monthly medical podcast created by physicians, for physicians.

### Useful contacts

Contact the College	
<b>Member Services Contact Centre</b> First point of contact for general enquiries.	<b>Australia</b> Email: <a href="mailto:racp@racp.edu.au">racp@racp.edu.au</a> Phone: 1300 MyRACP 1300 69 7227 <b>New Zealand</b> Email: <a href="mailto:racp@racp.org.nz">racp@racp.org.nz</a> Phone: 0508 MyRACP 0508 69 7227

Other College contacts	
<b>Education Officers</b> Education Officers administer the training program and can respond to training-related enquiries.	<b>Australia</b> Email: <a href="mailto:MedicalOncology@racp.edu.au">MedicalOncology@racp.edu.au</a> Phone: +61 2 8247 6280 <b>New Zealand</b> Email: <a href="mailto:MedicalOncology@racp.org.nz">MedicalOncology@racp.org.nz</a> Phone: +64 4 472 6713
<b>Training Support</b> The Training Support Unit supports trainees and supervisors of trainees who are experiencing difficulties in their training.	<b>Australia</b> Email: <a href="mailto:trainingsupport@racp.edu.au">trainingsupport@racp.edu.au</a> Phone: +61 2 9256 5457 <b>New Zealand</b> Email: <a href="mailto:trainingsupport@racp.org.nz">trainingsupport@racp.org.nz</a> Phone: +64 4 472 6713
<b>Supervisor Support</b> The Supervisor Learning Support Unit provides and coordinates supervisor skills training.	Email: <a href="mailto:supervisor@racp.edu.au">supervisor@racp.edu.au</a> Phone: +61 2 8076 6300
<b>College Trainees' Committee</b> The <a href="#">College Trainees' Committee</a> (CTC) reports to the College Board and represents and advocates on behalf of trainees.	Email: <a href="mailto:traineescommittee@racp.edu.au">traineescommittee@racp.edu.au</a>

## Other College contacts

### **New Zealand Trainees' Committee**

The New Zealand Trainees' Committee represents and advocates on behalf of trainees.

Email: [traineescommittee@racp.org.nz](mailto:traineescommittee@racp.org.nz)

## Other contacts

### **Specialty Societies**

[Specialty societies](#) are medical/scientific societies that bring together research and clinical scientists and physicians who are actively involved in a particular area of medical practice, e.g. cardiology, geriatric medicine. The specialty societies are independent organisations that contribute to physician education through their members' involvement in College education committees and activities.

### **Medical Oncology Group of Australia (MOGA)**

The [Medical Oncology Group of Australia \(MOGA\)](#) is the peak professional body representing medical oncology physicians in Australia.

### **Australian and New Zealand Children's Haematology/Oncology Group (ANZCHOG)**

The [Australian and New Zealand Children's Haematology/Oncology Group \(ANZCHOG\)](#) is the peak professional body representing paediatric medical oncology physicians.

[www.racp.edu.au](http://www.racp.edu.au)

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