Application for Interruption of Advanced Training

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| **About this form** |
| This form is for trainees who are taking leave from Advanced Training for more than two consecutive months (approximately 40 working days) in a clinical year. 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 that you have read and familiarised yourself with the following:* The relevant [Advanced Training Program Requirements Handbook](http://www.racp.edu.au/trainees/advanced-training)
* [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)
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| **Important information** |
| * Within your time limit to complete training, as set out in the Progression Through Training Policy, you may interrupt your training as many times and for as long as you wish. Please note that interruptions taken due to parental and medical leave are excluded from your training time limit.
* If training is interrupted for part of a training year, work-based assessment requirements for the remaining period will be determined on a pro-rata basis by the relevant training committee. You can view your training requirements on the at the relevant [Program Requirements webpage](http://www.racp.edu.au/trainees/advanced-training) or contact us for advice.
* If you interrupt Advanced Training for two continuous years or more, a Return to Training Plan must be completed.
* Where possible, when you plan to return to training, you must submit a **prospective** application for approval of training by the relevant registration deadline:

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| **Registration deadlines** | **Australia** | **Aotearoa New Zealand** |
| Annual applications | 15 February | 15 December |
| Mid-year applications | 31 August | 30 June |

* Training undertaken during interruption is not eligible to be considered towards Advanced Training.
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| **Submit your form** |
| Australian OfficePhone: 1300 697 227Email: AdvancedTraining@racp.edu.au | Aotearoa New Zealand Office Phone: +64 4 472 6713Email: AdvancedTraining@racp.org.nz |
| **What happens next?** |
| * You will receive an email confirming that we have received and processed your Interruption Form
* If you are training for less than a full year, training fees 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
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| **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 CPD requirements. The RACP will manage all administration and regulatory reporting on your behalf.
* If you are interrupting your training for more than six (6) months, 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).
* Post-Fellowship trainees interrupting training must continue to meet the CPD requirements for the specialty they have Fellowship in.
* Find out more about the [RACP MyCPD Home](https://www.racp.edu.au/fellows/continuing-professional-development/mycpdhome) or contact memberservices@racp.edu.au.
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| **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).  |

Application for Interruption of Advanced Training

**Personal details**

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| --- | --- | --- |
| Full Name of Trainee |       |       |
|  | Surname / family name Given / first name(s) |
|  |  |  |  |
| MIN |       | Mobile |       |
| E-mail |       |  |  |
|  |
| Specialty Training Program |       |       |
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**MyRACP**

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

* update your address details
* change your online password
* pay training fees
* choose communications preferences

Need help using MyRACP? Contact memberservices@racp.edu.au

**Interruption of training / extended leave**

|  |  |
| --- | --- |
| 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 accruing towards your time limit to complete training, please provide a medical certificate/letter of confinement to confirm your eligibility.

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 or Supervisor, where applicable, that I am interrupting my training with the College for the period listed in this form.

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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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