About the 2017–18 handbook

This handbook outlines the complete program requirements for the RACP Physician Readiness for Expert Practice (PREP) Advanced Training in Dermatology Program. Satisfactory completion of these requirements is necessary for admission to Fellowship of the College or completion of post-Fellowship training.

The 2017–18 handbook applies to all New Zealand based trainees registered in a PREP program in 2017 and/or 2018, 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.

2017–18 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.

<table>
<thead>
<tr>
<th>Changes to program requirements for 2017–18</th>
<th>Rationale for changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numbers of work-based learning and assessment tool requirements increased and timeframes updated to 2 per 6 month period.</td>
<td>To align all requirement submission timeframes.</td>
</tr>
<tr>
<td>New Research Project requirement for trainees commencing training in 2017 onwards.</td>
<td>To align with College-wide implementation of research projects to enable trainees to gain research skills and experience.</td>
</tr>
<tr>
<td>Final Supervisor’s Report renamed ‘Supervisor’s Report’; additional Supervisor’s Report replaces Mid-Year Progress Report for 12-month positions.</td>
<td>To ensure trainees and committees are better informed about trainee progress throughout the year.</td>
</tr>
</tbody>
</table>
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Dermatology
Dermatology is the science concerned with the diagnosis and treatment of diseases of the skin, hair, and nails. Dermatology involves, but is not limited to, the study, research and diagnosis of disorders, diseases, cancers, cosmetic and ageing conditions of the skin, fat, hair, nails, and oral and genital membranes.

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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Advanced Training in Dermatology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overseeing committee(s)</td>
<td>Advanced Training Committee in Dermatology (ATC)</td>
</tr>
</tbody>
</table>
| Entry requirements           | • Completion of RACP Basic Physician Training, including the RACP Written and Clinical Examinations  
                                 • Current Medical registration  
                                 • Appointment to an appropriate Advanced Training position |
| Minimum duration             | 4 years (full-time equivalent (FTE))                        |
| Curricula                    | • Download the Dermatology Advanced Training Curriculum (PDF 1MB)  
                                 • Download the Professional Qualities Curriculum (PDF 1MB) |
| Qualification                | 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 Dermatology Supervisor’s Report (.doc 150KB)
- Download the Dermatology Supervisor’s Report attachment (.doc 38KB)

**Trainee’s Reports**
- Download the Dermatology Trainee Report Cover sheet (.doc 103KB)
- Download the Dermatology Trainee Report Guidelines (.doc 62KB)

**Logbooks**
- Download the Dermatology Logbook and Summary Templates (.xls 499KB)
- Download the Dermatology Mohs Logbook (PDF 35KB)
Contact us
Phone:  +64 4 472 6713
Email:  dermatology@racp.org.nz
Apply for Advanced Training

Eligibility
Basic Trainees who are interested in training in dermatology should contact the College office to register their interest. At an appropriate time, they will be invited to attend an interview for selection into a dermatology Advanced Training post. When trainees have been selected as the preferred candidate at a site, they should apply directly to the hospital to secure their appointment.

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.

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

New Zealand Trainees
Download, complete and submit the application form to apply for Advanced Training in Dermatology (.doc 475KB) by the due dates below.

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

Closing dates for applications

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 March</td>
<td>Closing date for applications for prospective approval of April to August rotations.</td>
</tr>
<tr>
<td>31 May</td>
<td>Closing date for applications for prospective approval of rotations in the second half of the current year.</td>
</tr>
<tr>
<td>31 October</td>
<td>Closing date for applications for prospective approval of rotations in the first half or whole of the following year.</td>
</tr>
</tbody>
</table>
Training post-vocational registration or post-Fellowship

**Mohs micrographic surgery**
Trainees wishing to practise Mohs surgery for skin cancers in New Zealand are recommended to complete a formal one- or two-year fellowship, such as those administered by the American College of Mohs Surgery (ACMS) or the Accreditation Council for Graduate Medical Education (ACGME) Procedural Dermatology Fellowship. This formal fellowship training must see the trainee perform at least 550 cases of Mohs surgery, supervised on-site by the program director.

**Cosmetic procedural dermatology**
Due to the Medical Council of New Zealand’s Statement on Cosmetic Procedures (October 2011), the overseeing committee in Dermatology requires those trainees wishing to include Category 1 procedures (such as blepharoplasty, brow-lift, superficial plane rhytidectomy, liposuction, breast reduction or augmentation, otoplasty, fat transfer, hair transplantation, phenol peels and other cosmetic procedures of the skin and fat) to complete a formal 12-month procedural or cosmetic dermatology fellowship such as those administered by the ACGME and/or ACMS. Trainees completing procedural or cosmetic dermatology training should confirm with the overseeing committee prior to enrolment that their chosen training program fulfils this requirement.
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 Dermatology Advanced Training Curriculum (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:

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

Education policies

Education policies underpin all training requirements.

Key education policies include the following:

- Academic Honesty and Plagiarism
- Flexible Training
- Progression through Training
- Recognition of Prior Learning
- Special Consideration for Assessments
- Trainee in Difficulty Support Policy

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.

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 log in 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.

Advanced Trainees in Dermatology are eligible for Fellowship of the College after the satisfactory completion of 36 months of Advanced Training in Dermatology, and continue in their fourth year as post-FRACP trainees.

On the satisfactory completion of all 48 months of Advanced Training in Dermatology, trainees will receive formal notification from the College that they have completed all of the requirements of the training program. The overseeing committee will provide the documentation that will enable the trainee to obtain vocational registration as a dermatologist by the Medical Council of New Zealand and to practise independently as a dermatologist in New Zealand.

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 clinical 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

<table>
<thead>
<tr>
<th>Domain 1 (24 months)</th>
<th>Domain 2 (24 months)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content</strong></td>
<td><strong>Content</strong></td>
</tr>
<tr>
<td>• Dermatology Advanced Training Curriculum</td>
<td>• Dermatology Advanced Training Curriculum</td>
</tr>
<tr>
<td>• Professional Qualities Curriculum</td>
<td>• Professional Qualities Curriculum</td>
</tr>
<tr>
<td><strong>Supervision</strong></td>
<td><strong>Supervision</strong></td>
</tr>
<tr>
<td>Supervision per rotation:</td>
<td>Supervision per rotation:</td>
</tr>
<tr>
<td>• 2 supervisors (wherever possible)</td>
<td>• 2 supervisors (wherever possible)</td>
</tr>
<tr>
<td><strong>Teaching and learning requirements</strong></td>
<td><strong>Teaching and learning requirements</strong></td>
</tr>
<tr>
<td>Per year:</td>
<td>Per year:</td>
</tr>
<tr>
<td>• 1 Professional Qualities Reflection (recommended)</td>
<td>• 2 Professional Qualities Reflections (recommended)</td>
</tr>
<tr>
<td>Per 6 months:</td>
<td>Per 6 months:</td>
</tr>
<tr>
<td>• 1 Supervisor’s Report</td>
<td>• 1 Supervisor’s Report</td>
</tr>
<tr>
<td>• 1 Trainee’s Report</td>
<td>• 1 Trainee’s Report</td>
</tr>
<tr>
<td>Per year:</td>
<td>Per year:</td>
</tr>
<tr>
<td>• 1 360 Degree Appraisal</td>
<td>• 1 360 Degree Appraisal</td>
</tr>
<tr>
<td>• 4 mini-Clinical Evaluation Exercises (including 1 paediatric case)</td>
<td>• 4 mini-Clinical Evaluation Exercises (including 1 paediatric case)</td>
</tr>
<tr>
<td>• 4 Direct Observation of Procedural Skills</td>
<td>• 4 Direct Observation of Procedural Skills</td>
</tr>
<tr>
<td>• 4 Logbooks</td>
<td>• 4 Logbooks</td>
</tr>
<tr>
<td>◦ Procedure log (Domain 1 dermatology surgery)</td>
<td>◦ Procedure log (dermatology surgery)</td>
</tr>
<tr>
<td>◦ Paediatric cases</td>
<td>◦ Cases seen over a one-month period</td>
</tr>
<tr>
<td>◦ Cases seen over a one-month period</td>
<td>◦ Other</td>
</tr>
<tr>
<td>◦ Other</td>
<td></td>
</tr>
</tbody>
</table>

### By the end of Advanced Training:

48 months of **certified training time** consisting of:

- 24 months of Domain 1 Dermatology Training
- All trainees are required to complete 100 paediatric consultations during domain 1 dermatology training. If this requirement is not met during domain 1 training, the remainder may be documented during domain 2 training.
- 24 months of Domain 2 Dermatology Training
- 160 **Surgical cases** (in first two years) (recommended)
- **Meeting attendance**
- **Publications**
- 1 **Research Project** (required for trainees commencing training from 2017 onwards and recommended for trainees who commenced training before 2017)
- **Developmental and Psychosocial Training** (Paediatric & Child Health trainees only)
- **Advanced Life Support Course** (Paediatrics & Child Health trainees only if not already completed during Basic Training)
### 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.

<table>
<thead>
<tr>
<th>Total training time</th>
</tr>
</thead>
<tbody>
<tr>
<td>48 months of certified training time</td>
</tr>
</tbody>
</table>

**Training rotations**

**Domain 1**
- A minimum of 24 months (FTE) must be spent in an accredited dermatology training position, rotating through at least two accredited New Zealand sites.

**Domain 2**
- Upon satisfactory completion of 24 months Domain 1 training, trainees are required to undertake a minimum of 24 months of Domain 2 in clinical training posts in approved overseas institutions. Approval will be made on a case-by-case basis.

**Training time in New Zealand**

**Domain 1**
- 24 months must be spent in a dermatology training position, rotating through at least two accredited New Zealand sites.

**Domain 2**
- 24 months must be spent overseas in clinical training/research posts in approved institutions.

In an instance where the trainee commences overseas training before completing the entire 24 months in NZ, the overseeing committee may consider the certification of additional overseas training towards the remaining NZ time requirement (up to a maximum of 3 months). This will only be considered when additional NZ training is not deemed necessary for adequate training and the trainee has demonstrated sufficient performance while overseas.

**Other requirements**

Domain 1 must include 15 half-days diagnosing and treating patients with sexually transmitted infections and diseases of the genitalia.

Domain 2 may include a maximum of 1 year primarily focussed on research. The research year must include at least 2 clinical sessions/half days per week.

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### Supervision requirements

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

<table>
<thead>
<tr>
<th>Domain 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 supervisors per rotation (wherever possible)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Domain 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 supervisors per rotation (wherever possible)</td>
</tr>
</tbody>
</table>

**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.

### 360 Degree Appraisal

<table>
<thead>
<tr>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>To evaluate the trainee’s professional qualities in the workplace. It assesses communication, professionalism and teamwork behaviours, and supports trainee decision making.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>One per year in Domain 1 during the first three months of the year, due by the end of the training rotation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>More information</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Contact the Education Officer for Dermatology</td>
</tr>
</tbody>
</table>

### Direct Observation of Procedural Skills (DOPS)

<table>
<thead>
<tr>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>To guide trainee learning and achievement of competency in procedural skills through direct observation and the provision of structured feedback. This is a formative assessment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two per 6 month period, due by the end of the training rotation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Acceptable procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Training year 1 – two identical or different procedures from list 1 and two identical or different procedures from list 2</strong></td>
</tr>
</tbody>
</table>

**List 1**
- Cryosurgery (LN)
- Curettage (C&C)
- Punch biopsy (PBx)
- Shave biopsy (SBx)

**List 2**
- Incisional biopsy (IBx)
- Excision of lesion on trunk (EBx1)
- Intrallesional injections (IL)
Direct Observation of Procedural Skills (DOPS)

Training year 2 – two identical or different procedures from list 1 and two identical or different procedures from list 2

List 1
- Excision of a carcinoma on a non-facial site with simple closure (EBx2)
- Application and removal of standard series patch tests (PT)

List 2
- Excision of a carcinoma of a facial site with simple closure (EBx3)
- Excision of a carcinoma on a non-facial site with complex closure (EBx4)
- Excision of a carcinoma on a facial site with complex closure (EBx5)

Training years 3 and 4
- Direct Observations of Procedural Skills do not need to be completed in any particular procedure for years 3 and 4 of Dermatology training. Appropriate procedures for Direct Observation of Procedural Skills in these training years should be agreed by the trainee and the supervisor.

More information
- Enter DOPS rating form data into the Advanced Training Portal
- DOPS Information sheet, rating form, workflow and procedure lists

Logbooks

Purpose
To document trainees’ skill acquisition and assist trainees and their supervisors to monitor the acquisition of skills and identify those skill areas which require more exposure.

Requirement
- One each per year for Domain 1 and 2 as indicated below to be submitted by 31 May or 31 October (or at the end of the rotation when training overseas)
- Logbooks are reviewed by supervisors and the overseeing committee at regular intervals during training.
- Logbooks may be requested mid-year if any concerns are raised by the supervisor or trainee in the reports.
- Logbooks will only be accepted on Microsoft Excel in the format supplied by the College. All data should be de-identified and not include any patient names. Logbook summaries are to be provided.

Logbook 1: Procedure log
- Dermatological surgery (do not include punch or shave biopsies)
- Domain 1 and 2

Logbook 2: Paediatric cases
- All trainees to submit a cumulative log once a year until 100 consultations completed
- Domain 1 only (unless not met in Domain 1, then log required until requirement met)

Logbook 3: Cases seen over a one-month period
- Domain 1 and 2

Logbook 4: Other procedures e.g. patch testing, Mohs surgery, laser treatment, photodynamic therapy, cosmetic procedures (as applicable)
- Involves other logbooks in areas such as the above.
- Domain 1 and 2
### Logbooks

**More information**
- [Learning and assessment tool forms](#)

### 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**
Two per 6 month period, including one per year dedicated to a paediatric case, due by the end of the training rotation

**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 in Domain 1 (recommended) due by the end of the rotation
Two per year in Domain 2 (recommended) due by the end of the rotation

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

### Research Project

**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 over the course of training due by 31 October in any year before the end of Advanced Training.

The research project must be marked as satisfactory prior to admission to Fellowship. It is recommended that trainees submit their research project by 31 October in their penultimate year of training to allow time for marking and resubmission of research projects initially marked ‘Resubmit’.
### Research Project

**For trainees who commenced training before 2017:**
Recommended only, not required.

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

### 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 6-month period (core and non-core)

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 six-month positions:
- 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.
Trainee’s Report

**Requirement**
One per 6-month period (core and non-core) submitted with each Supervisor’s Report

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

Other requirements

**Advanced Life Support (Paediatrics) course or equivalent (for Paediatrics & Child Health trainees only)**

**Purpose**
To provide trainees with the necessary skills and guidelines to support patients requiring resuscitation.

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

Trainees must complete an ALS course, or equivalent, prior to the completion of Advanced Training if not already completed in Basic Training. Trainees must submit a certified copy of their ALS certificate to the relevant Advanced Training Unit (New Zealand) as proof of their completion of the course.

**Dermatology paediatric requirements**

**Requirement**
This is a requirement for all Advanced Trainees in Dermatology.

100 paediatric cases to be completed, if possible, during the first two years of Domain 1 Dermatology training to be submitted 31 May or 31 October until paediatric requirements fulfilled.

Trainees are required to record details of 100 paediatric cases over the two years of Domain 1 dermatology training. If the requirement is not fulfilled during Domain 1 dermatology training, then trainees will need to continue the cumulative logbook during Domain 2 dermatology training until the required number has been met.

Cases are to be recorded in a logbook of paediatric cases and submitted with each Trainee’s Report.

**Dermatological surgery cases (recommended)**

**Requirement**
160 surgery cases to be completed, if possible, during the first two years of Domain 1 to be submitted 31 May or 31 October following 24 months training

Domain 1 dermatology training and Domain 2 dermatology training (only if requirement is not fulfilled during Domain 1 dermatology training).

Surgical cases defined as procedures under local anaesthetic: simple excisions, incisional biopsies, simple reconstructions (primary closures) and complex reconstructions (grafts and flaps); not punch biopsies.

Cases are to be recorded in a logbook of surgery cases and submitted with each Trainee’s Report.
### Developmental and Psychosocial Training

**Requirement**

This is a requirement for Paediatrics & Child Health trainees only. 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](#)

### Meeting attendance

**Requirement**

It is required that trainees attend and present at the Annual Scientific meeting of the New Zealand Dermatological Society Incorporated (NZDSI) during Domain 1.

### Publications

**Requirement**

It is recommended that trainees prepare a minimum of two papers for publication in peer-reviewed journals, preferably the *Australasian Journal of Dermatology* (AJD), during the course of Dermatology training.

It is also recommended that trainees prepare a minimum of two [Dermnet](https://dermnetnz.org) articles per year during Domain 1.
## Important dates

<table>
<thead>
<tr>
<th>December–June</th>
<th>31 March</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>• Applications for Approval of Advanced Training for April–August rotations due</td>
</tr>
<tr>
<td></td>
<td>• Applications for Approval of Advanced Training for the second half of the current year due</td>
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<tr>
<td></td>
<td>• Supervisor’s Report for past six months of training due</td>
</tr>
<tr>
<td></td>
<td>• Trainee’s Report for the first half of the year due</td>
</tr>
<tr>
<td></td>
<td>• Logbooks June to June rotations due</td>
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</tbody>
</table>

**Other activities to be completed this quarter**

|               | • Mini-Clinical Evaluation Exercises |
|               | • Direct Observations of Procedural Skills |
|               | • 360 Degree Appraisal for December to December rotations |

| June–December |
|---------------|----------|
| 31 October    | • Supervisor’s Report for past six months of training due |
|               | • Trainee’s Report for the first half of the year due |
|               | • Logbooks for December to December rotations 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**

|               | • Mini-Clinical Evaluation Exercise |
|               | • Direct Observation of Procedural Skills |
|               | • 360 Degree Appraisal for June to June rotations |
More information

RACP policies

- Education policies
- Privacy Policy for Personal Information
- Code of Conduct and Working Together Policy

RACP initiatives

Pomegranate Podcasts (Pomcast) is a monthly medical podcast created by physicians, for physicians.
Evolve is a physician-led initiative to ensure the highest quality patient care through the identification and reduction of low-value practices and interventions.

Useful contacts

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

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

**New Zealand Dermatological Society**

The New Zealand Dermatological Society is the peak professional body representing Dermatology physicians/paediatricians in New Zealand.

Additional training resources

This is a list of training resources independent of the College that trainees may find useful

- [www.dermnetnz.org](http://www.dermnetnz.org)
- [www.uptodate.com](http://www.uptodate.com)
- [www.practiceupdate.com](http://www.practiceupdate.com)
- [http://www.derm.edu.au](http://www.derm.edu.au)