About the 2017–18 handbook

This handbook outlines the complete program requirements for the RACP Physician Readiness for Expert Practice (PREP) Basic Training in Adult Internal Medicine 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 Australian and New Zealand based trainees registered in a PREP program in 2017 and/or 2018, regardless of the year in which they commenced PREP Basic Training. A trainee is considered to be in a PREP Basic Training Program if they first enrolled in that program from 2008 onwards. Where not specified as being particular to either Australia or New Zealand, information applies to Trainees and supervisors in both countries.

Both PREP and Pre-PREP Continuing Basic Trainees are required to complete PREP assessments and activities outlined in this handbook until the Clinical Examination is passed.

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. Note that there have been no program requirement changes to this program for 2017–18.
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Basic Training in Adult Internal Medicine

Basic Training is the first step in a minimum six-year training program with the RACP to become a physician.

Program overview

The purpose of Basic Physician Training is to:

- develop a workforce of physicians who provide safe, high-quality care to meet the needs of the community
- build on existing knowledge, skills and attitudes to develop competence, confidence, and professional and ethical qualities
- ensure broad clinical exposure to a wide variety of patients and problems across medical specialties
- establish a solid foundation for entry into Advanced Training and lifelong practice as a physician
- help trainees make informed decisions about future career paths.

<table>
<thead>
<tr>
<th>Program</th>
<th>Basic Training in Adult Internal Medicine</th>
</tr>
</thead>
</table>
| Overseeing committee(s) | Adult Medicine Division Basic Training Committee (Australia)  
                           New Zealand Adult Medicine Division Education Committee (New Zealand) |
| Entry requirements | • Current Medical registration  
                       • Completion of an accredited medical degree  
                       • Completion of an intern year  
                       • Appointment to an appropriate training position in a hospital accredited by the College to provide Basic Training  
                       • Approval from the local Director of Physician Education (DPE) to enter Basic Training |
| Minimum duration | 3 years (full-time equivalent (FTE)) |
| Curricula | • [Download the Basic Training Adult Internal Medicine Curriculum (PDF 1MB)](#)  
             • [Download the Professional Qualities Curriculum (PDF 1MB)](#) |
| Outcome | Letter of completion if requested. |

Quick links

- [Apply or re-register](#)
- [Program requirements overview](#)
- [Important dates](#)
- [Basic Training Portal](#)
- [Accredited training sites](#)
- [Part-time training](#)
- [Membership fees (including training fees)](#)
- [Supervision](#)

Contact us

**Australia**

Phone: +61 2 9256 5454  
Email: PREP_BT@racp.edu.au

**New Zealand**

Phone: +64 4 472 6713  
Email: Basic.Training@racp.org.nz
Apply for Basic Training

Eligibility
To apply to the Basic Training program at the RACP, you must have:

- General medical registration with the Medical Board of Australia if undertaking training in Australia, or medical registration with general scope of practice with the Medical Council of New Zealand (MCNZ) if undertaking training in New Zealand
- Completed a medical degree accredited by the Australian Medical Council (AMC) or MCNZ
- Satisfactorily completed at least one intern year (post graduate year one)
- An appointment to an appropriate training position at an accredited training hospital or health service (where you will do your Basic Training)
- Discussed your application and received approval to apply for Basic Training from the hospital (or network) Director of Physician Education (DPE). The DPE’s approval is subject to selection processes, training capacity and/or performance of the prospective trainee

Basic Training positions
Training needs to be undertaken at an accredited training site as determined by the overseeing committee for Basic Training.

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 Basic Training each year. Each application for re-registration must have the approval of the local DPE.

Apply online for Basic Training 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 in Australia

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 February</td>
<td>Closing date for applications for prospective approval of rotations in the current year</td>
</tr>
<tr>
<td>31 August</td>
<td>Closing date for applications for prospective approval of rotations in the second half of the current year</td>
</tr>
</tbody>
</table>
Closing dates for applications in New Zealand

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 January</td>
<td>Closing date for applications for prospective approval of rotations in the current year</td>
</tr>
<tr>
<td>31 July</td>
<td>Closing date for applications for prospective approval of rotations in the second half of the current year</td>
</tr>
</tbody>
</table>

International Medical Graduates
All International Medical Graduates (IMGs) wishing to enter any of the College’s training programs must provide proof of general medical registration with the Medical Board of Australia if undertaking training in Australia, or medical registration with general scope of practice with the Medical Council of New Zealand if undertaking training in New Zealand.

Assessment of Previous Overseas Training and Experience
Training completed previously outside Australia or New Zealand, may be applied for as Recognition of Prior Learning (RPL). Applications for RPL must be received within 3 months of the date of commencement of the first training rotation (and before 1 September each year for Australian trainees). Applications received outside this timeframe will not be accepted. Please see the RPL Policy and contact Basic Training to confirm your eligibility before submitting your application.
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 Basic Training Adult Internal Medicine Curriculum (PDF 1MB)
- Download the Professional Qualities Curriculum (PDF 1MB)

Basic Training Portal
Resources for many of the requirements of this training program can be accessed through the Basic 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

Flexible training options
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 Basic Training 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
Training must be undertaken in 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 Basic and Advanced Training. New Fellows will receive formal notification from the College that they have been admitted to Fellowship.

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, are aware of the current program requirements and are familiar with current RACP education policies.
Program requirements overview - Australia

Basic Training (Australia)
(36 months)

Content

- Adult Internal Medicine Basic Training Curriculum
- Professional Qualities Curriculum

Supervision

- Director of Physician Education
- Educational Supervisor
- Professional Development Advisor
- Ward/Service Consultant (i.e. term supervisor, one per training rotation)

Teaching and learning requirements

Per year:
- 2 Learning Needs Analysis (minimum; ideally, trainees will prospectively complete one LNA for each major substantive rotation of 10 weeks or more)
- 2 Professional Qualities Reflections (ideally one every 6 months)

Assessment

Per rotation:
- 1 Ward/Service Consultant Report

Per year:
- 4 Mini-Clinical Evaluation Exercises (ideally one per rotation)
- 2 Progress Reports (1 Mid-Year, 1 Annual)

By the end of Basic Training:

36 months of certified training time consisting of:

- A minimum of 24 months core training, which includes the following compulsory rotations:
  - 12 months minimum in medical specialties
  - 3 months minimum in general and acute care medicine
- A maximum of 12 months non-core training (can be replaced by additional core training)
- At least 12 months at a Level 3 Teaching Hospital
- At least 3 months outside a Level 3 Teaching Hospital
- Completion of an Advanced Life Support course or equivalent

Before commencing Advanced Training:

- Successful completion of the RACP Written Examination in Adult Internal Medicine
- Successful completion of the RACP Clinical Examination in Adult Internal Medicine

Note: No exemptions are offered for the RACP Written and Clinical Examinations. Trainees must successfully complete both examinations to fulfill the requirements of Basic Training.
### Program requirements overview – New Zealand

**Basic Training**

(36 months)

**Content**

- Adult Internal Medicine Basic Training Curriculum
- Professional Qualities Curriculum

**Supervision**

- Director of Physician Education
- Educational Supervisor
- Professional Development Advisor
- Ward/Service Consultant (i.e. term supervisor, one per training rotation)

**Teaching and learning requirements**

Per year:

- 2 Learning Needs Analysis (minimum; ideally, one for each major substantive rotation of 10 weeks or more)
- 2 Professional Qualities Reflections (one every 6 months; recommended)

**Assessment**

Per rotation:

- 1 Ward/Service Consultant Report

Per year:

- Mini-Clinical Evaluation Exercises (1 per quarter/rotation)
- 2 Progress Reports (1 Mid-Year, 1 Annual)

By the end of Basic Training:

36 months of certified training time consisting of:

- A minimum of 24 months core training in general medicine and its specialties, including:
  - 6 months minimum in general and acute care medicine
  - No more than 6 months in one specialty*
- A maximum of 12 months non-core training (can be replaced by additional core training)
- Completion of an Advanced Life Support course or equivalent

*Acute Assessment is a medical subspecialty

Before commencing Advanced Training:

- Successful completion of the RACP Written Examination in Adult Internal Medicine
- Successful completion of the RACP Clinical Examination in Adult Internal Medicine

Note: No exemptions are offered for the RACP Written and Clinical Examinations. Trainees must successfully complete both examinations to fulfil the requirements of 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.

**Total training time**
3 years (36 months FTE)

**Core training**

*Australia*
- A minimum of 24 months core training, which includes the following compulsory rotations:
  - 12 months minimum in medical specialties
  - 3 months minimum in general and acute care medicine

All rotations must be approved by the DPE

*New Zealand*
- A minimum of 24 months core training in general medicine and its specialties, including:
  - 6 months minimum in general and acute care medicine
  - No more than 6 months in one specialty*

All rotations must be approved by the DPE

*Acute Assessment is a medical subspecialty*

Please also refer to the Location of Training to ensure you are aware of the minimum and maximum amount of time a trainee may spend at various accredited hospitals.

**Non-core training**

A maximum of 12 months non-core training in the rotations specified below. Non-core training can be replaced with additional core training. All rotations must be approved by the DPE.

Please also refer to the Location of Training to ensure you are aware of the minimum and maximum amount of time a trainee may spend at various accredited hospitals.

**Training time in Australia/New Zealand**

At least 24 of the 36 months of Basic Training must be undertaken in Australasia. This is to ensure that trainees receive adequate exposure to local practices and health services.
Core training (Australia)

Trainees must complete a minimum of 24 months from the following required core training rotations. The minimum required time for each type of core training rotation is shown in the table below.

<table>
<thead>
<tr>
<th>Core training rotation (Australia)</th>
<th>Optional/required</th>
<th>Minimum time required</th>
<th>Maximum time allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>General medicine</td>
<td>Required</td>
<td>3 months (ideally 6 months)</td>
<td>6 months at any one training site Total of 12 months as core training</td>
</tr>
<tr>
<td>Can include, but not exclusively consist of:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• peri-operative medicine</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• obstetrics medicine</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• admitting medical registrar</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• medical assessment unit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• acute assessment unit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical specialties^</td>
<td>Required</td>
<td>12 months</td>
<td>6 months in any one specialty Total of 33 months</td>
</tr>
<tr>
<td>(not including general medicine and nuclear medicine)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To be counted as adequate specialty training time, trainees will need to spend at least 50 per cent of their time in the particular specialty, in at least two of the following areas:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• inpatients</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• consults</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• ambulatory care</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>^ Please see a list of medical specialities below</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency medicine</td>
<td>Optional</td>
<td>No minimum</td>
<td>3 months</td>
</tr>
<tr>
<td>Anaesthetics</td>
<td>Optional</td>
<td>No minimum</td>
<td>3 months</td>
</tr>
<tr>
<td>General paediatrics</td>
<td>Optional</td>
<td>No minimum</td>
<td>6 months (including paediatric rotations approved as non-core)</td>
</tr>
</tbody>
</table>
**Non-core training (Australia)**

Of the 36 months of Basic Training in Adult Internal Medicine, trainees may complete up to a maximum of 12 months of the following non-core training rotations provided that they are approved by the DPE.

Non-core training can be replaced with additional core training.

<table>
<thead>
<tr>
<th>Non-core training rotation (Australia)</th>
<th>Maximum time allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Medicine</strong>&lt;br&gt;As non-core training, in addition to general medicine rotations that have been counted as core training</td>
<td>12 months</td>
</tr>
<tr>
<td><strong>Internal Medicine</strong>&lt;br&gt;Any one or a combination of:&lt;br&gt;  • nuclear medicine&lt;br&gt;  • dermatology&lt;br&gt;  • supervised research</td>
<td>6 months</td>
</tr>
<tr>
<td><strong>Non-Internal Medicine</strong>&lt;br&gt;The DPE must agree that these rotations have adequate supervision and provide good clinical exposure.&lt;br&gt;Any one or a combination of:&lt;br&gt;  • surgery&lt;br&gt;  • psychiatry&lt;br&gt;  • post-acute community care&lt;br&gt;  • medical and humanitarian aid organisations ~&lt;br&gt;  • radiation oncology&lt;br&gt;  • general practice&lt;br&gt;  • other rotations considered appropriate by the DPE</td>
<td>3 months</td>
</tr>
<tr>
<td>~ Please see a list of medical and humanitarian aid organisations below</td>
<td></td>
</tr>
<tr>
<td><strong>Emergency Medicine</strong></td>
<td>6 months</td>
</tr>
<tr>
<td><strong>Medical specialties</strong>&lt;br&gt;As non-core training, in addition to medical specialty rotations that have been counted as core training*</td>
<td>6 months</td>
</tr>
<tr>
<td><strong>Nights</strong></td>
<td>6 months</td>
</tr>
<tr>
<td><strong>Relieving</strong></td>
<td>6 months</td>
</tr>
<tr>
<td><strong>Paediatric Medicine</strong>&lt;br&gt;All paediatric rotations count as non-core training time, with the exception of general paediatrics which can be considered core training (see Core training section above)</td>
<td>6 months</td>
</tr>
</tbody>
</table>

* In total, no more than 6 months paediatric training (including core and/or non-
The list of medical specialities that may be certified toward Adult Internal Medicine Basic Training includes, but is not limited to, the following (subject to approval from the Site Director of Physician Education):

- Cardiology
- Clinical Genetics
- Clinical Haematology
- Clinical Immunology & Allergy
- Clinical Pharmacology
- Endocrinology
- Gastroenterology
- Geriatric Medicine
- Infectious Diseases
- Medical Oncology
- Nephrology
- Neurology
- Palliative Medicine
- Respiratory & Sleep Medicine
- Rheumatology
- Intensive Care Unit

The list of Medical Aid agencies that may be certified toward Adult Internal Medicine Basic Training includes, but is not limited to, the following (subject to approval from the Site Director of Physician Education):

- Médecins Sans Frontières
- Royal Flying Doctor Service
- Red Cross

Core and non-core training (New Zealand)

### Core training (New Zealand)

A minimum of 24 months must be spent in general medicine and its specialties (which may include the acute assessment unit)

- A minimum of 6 months must be spent in general medicine
- A maximum of 6 months may be spent in one specialty

### Non-core training (New Zealand)

A maximum of 12 months may be spent in non-medical specialties

- A maximum of 6 months each for:
  - emergency medicine
  - intensive care
  - paediatrics
  - psychiatry
  - relieving rotations

OR

- A maximum of 3 months each for:
  - surgical rotations
  - other rotations considered appropriate by the DPE
Location of training

Basic Training takes place in teaching hospitals accredited by the College. Basic Training in Adult Internal Medicine is undertaken in the following categories of hospital. The minimum and maximum amount of time a trainee can spend in each type of hospital is shown in the table below.

<table>
<thead>
<tr>
<th>Level 3 teaching hospitals (Australia)</th>
<th>Minimum time required: 12 months</th>
<th>Maximum time allowed: 33 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>• At least 12 of the 36 months of Basic Training must be spent in a Level 3 teaching hospital.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Up to 33 of the 36 months of Basic Training may be undertaken in Level 3 teaching hospitals.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• At least 3 of the 36 months must be satisfactorily completed outside a Level 3 teaching hospital. Ideally this will be in a Level 1 teaching hospital or a rural secondment site. If adequate rural rotations are available in the state or territory, a 3-month period must be spent in these locations. However, it is recognised that differences exist between states and territories and therefore it is acceptable that the required 3 months be spent in a Level 2 teaching hospital in a non-metropolitan site.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• If only 12 of the 36 months of Basic Training are spent in a Level 3 teaching hospital, only up to 3 months in a secondment term will be considered as part of the 12 months of the Level 3 teaching hospital experience.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 2 teaching hospitals (Australia)</th>
<th>Minimum time required: no minimum</th>
<th>Maximum time allowed: 24 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Up to 24 of the 36 months of Basic Training may be undertaken in Level 2 teaching hospitals.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 1 teaching hospitals (Australia)</th>
<th>Minimum time required: no minimum</th>
<th>Maximum time allowed: 12 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Up to 12 of the 36 months of Basic Training may be undertaken in Level 1 teaching hospitals.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• An additional 6 months of Basic Training may be undertaken in a Level 1 teaching hospital on rotation from a Level 2 or Level 3 teaching hospital.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Secondment hospitals (Australia)</th>
<th>Minimum time required: no minimum</th>
<th>Maximum time allowed: 6 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Secondment sites are a specific accreditation category recognised by the College, which does not necessarily refer to any secondment that a trainee may be sent on. Please refer to the College website for a list of recognised secondment sites.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Training in a secondment hospital will be on rotation from a Level 3 or Level 2 teaching hospital.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• A total of 6 of the 36 months of Basic Training may be spent in secondment hospitals.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 3 teaching hospitals (New Zealand)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>----------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Minimum time required:</strong> 12 months (or less in exceptional circumstances – see below)</td>
<td><strong>Maximum time allowed:</strong> 36 months</td>
<td></td>
</tr>
<tr>
<td>• Up to 36 months of Basic Training may be undertaken in a Level 3 teaching hospital (although it need not be in the same hospital).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Trainees are encouraged to spend up to 3 of the 36 months outside a Level 3 teaching hospital.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• At least 12 of the 36 months of Basic Training must be spent in a Level 3 teaching hospital (unless the overseeing committee – grants special dispensation to remain at a Level 2 hospital for all 36 months of training).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 2 teaching hospitals (New Zealand)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum time required:</strong> 0 months</td>
<td><strong>Maximum time allowed:</strong> 24 months</td>
</tr>
<tr>
<td>• Up to 24 of the 36 months of Basic Training may be undertaken in a Level 2 teaching hospital (although it need not be in the same hospital).</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 1 teaching hospitals (New Zealand)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum time required:</strong> 0 months</td>
<td><strong>Maximum time allowed:</strong> 12 months</td>
</tr>
<tr>
<td>• Up to 12 months of the 36 months of Basic Training may be undertaken in a Level 1 teaching hospital (although it need not be in the same hospital).</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Secondment hospitals (New Zealand)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum time required:</strong> 0 months</td>
<td><strong>Maximum time allowed:</strong> 6 months</td>
</tr>
<tr>
<td>• Training in a secondment hospital will be on rotation from a Level 3 or Level 2 teaching hospital.</td>
<td></td>
</tr>
<tr>
<td>• A total of 6 of the 36 months of Basic Training may be spent in secondment hospitals, or hospitals which form part of the rotation network.</td>
<td></td>
</tr>
</tbody>
</table>

**Training outside Australia and New Zealand**

Registered Basic Trainees who are considering undertaking a short period of training overseas will need to gain the support of their DPE, and then apply prospectively to the College for approval. Whilst undertaking overseas training, trainees must comply with the requirements for Basic Training outlined in this handbook, including completion of workplace-based assessments and teaching and learning tools, appropriate supervision, and achievement of learning objectives outlined in the Basic Training and Professional Qualities Curricula.

Once the DPE has confirmed the suitability of the post, trainees should contact the relevant Basic Training Unit at the College for more information.
Supervision requirements

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

**Roles**
- Director of Physician Education, Educational Supervisor, Professional Development Advisor, Ward/Service Consultant (i.e. term supervisor, one per training rotation)

**More information**
- Supervision

**Director of Physician Education (DPE)**
There is typically one DPE per geographic network or large hospital.

**Focus**
Foster a strategic/macro level educative leadership link between the College and hospital(s).

**Responsibilities**
- Provide leadership within their workplace/geographic area.
- Oversee the Basic Training Program and support within the network/hospital.
- Establish and facilitate local support networks.
- Complete program administrative work as required.

**Educational Supervisor (ES)**
Depending on location, there is typically at least one dedicated position for Basic Training within each hospital. It is recommended that each Educational Supervisor has 3 to 5 trainees; up to 10 trainees may be necessary in busy institutions.

At New Zealand sites that do not have Education Supervisors, this role is undertaken by the DPE.

**Focus**
To assist with assembling evidence of educational activities and progress in order to complete the Mid-Year Progress and Annual Progress Reports.

**Responsibilities**
- Oversee the training program for a small group (3 to 5) of Basic Trainees within their hospital.
- Meet with each trainee at least twice per year to produce Mid-Year and Annual Progress Reports to submit to the College.
- Consider the evidence of learning produced by the trainee and submitted through the tools and Ward Service Consultant Report/s, in order to prepare the reports.
- Provide direct guidance and support for Ward Service Consultants working with their trainees.
- Facilitate/assist with teaching and learning, formative assessments and the provision of regular and timely feedback to their trainees.
- Complete program administrative work as required.
### Professional Development Advisor (PDA)

The College recommends one Professional Development Advisor per trainee. Ideally the Professional Development Advisor will remain in the role for the duration of a trainee’s training in the PREP program, i.e. throughout Basic and Advanced Training.

**Focus**
To facilitate the personal and professional development of the trainee in alignment with the Professional Qualities Curriculum.

**Responsibilities**
- Guide and facilitate development of knowledge and skills as detailed in the Professional Qualities Curriculum.
- Meet with the trainee at least twice per year (minimum).
- Guide the trainee to critically reflect on their practice and develop a habit of professional reflection.
- Provide timely and comprehensive feedback to the trainee.

### Ward/Service Consultant (rotation/term supervisor)

Depending on location, there is typically at least one Ward/Service Consultant (or rotation/term supervisor) per Basic Trainee.

**Focus**
To actively supervise and support the trainee to complete the main clinical tools in the PREP Program - the Learning Needs Analysis and the mini-Clinical Evaluation Exercise. The Ward/Service Consultant provides direct teaching and learning support to their trainee(s). The Ward/Service Consultant is a clinician, and may not be a Fellow of the RACP.

**Responsibilities**
- Provide direct teaching and learning support for their trainee(s).
- Guide and facilitate the development of knowledge and skills as outlined in the Basic Training Curriculum.
- Role model exemplary clinical practice and procedures.
- Conduct formative assessments (e.g. Mini-Clinical Evaluation Exercise) and provide direct feedback to the trainee.
- Guide the learning plans of their trainees (e.g. through completion of the Learning Needs Analysis).
- Complete the Ward/Service Consultant’s Report.
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.

### Learning Needs Analysis (LNA)

**Purpose**
To embed the process of planning and evaluating learning in the trainee’s practice. This is a formative assessment.

**Requirement**
Two per year, ideally one per substantive rotation of 10 weeks or more (core or non-core). The LNA is initiated at the beginning of the rotation, with the self-evaluation completed at the end of the rotation.

**Australia:** Due at the end of each rotation (by 31 January of the following year at the latest)

**New Zealand:** Due by 20 December

**More information**
- Complete and submit the LNA via the [Basic 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**
One per quarter/rotation, a minimum of four per year

**Australia:** Due by the end of each rotation (by 31 January of the following year at the latest)

**New Zealand:** Due by 20 December

**More information**
- Complete and submit the mini-CEX via the [Basic Training Portal](#)
- [Mini-Clinical Evaluation Exercise information sheet, rating form, workflow 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. This is a formative assessment.

**Requirement**
One per six-month period

Australia: Due by 31 January of the following year at the latest (recommended due date is by the end of each six-month period))

New Zealand: Due by 20 December

**More information**
- Complete and submit the PQR via the Basic Training Portal
- Professional Qualities Reflection information sheet, workflow and other resources

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**Progress Report**

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

**Requirement**

Australia: The Mid-Year Progress Report is due by 31 August. The Annual Progress Report is due by 31 January the following year

New Zealand: The Mid-Year Progress Report is due by 31 July. The Annual Progress Report is due by 20 December

**More information and resources**
Access the Progress Reports via the Basic Training Portal
- Progress Report information sheet
- Progress Report workflow
- Progression through Training policy

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**Ward/Service Consultant Report**

**Purpose**
For the trainee to receive structured feedback on their performance. Ward Consultant Reports also assist the Educational Supervisor to complete the Mid-Year and Annual Progress Reports. This is a formative assessment.

**Requirement**
One per rotation at the end of each rotation, This report does not need to be submitted to the College and should be retained by the trainee.

Australia: Due at the end of each rotation

New Zealand: Due at the end of each rotation

**More information and resources**
Access the Ward/Service Consultant Report via the Basic Training Portal
- Ward/Service Consultant Report information sheet
- Ward/Service Consultant Report
### Examinations

#### Written Examination

**Purpose**
To ensure that a Basic Trainee has achieved a standard of knowledge that will enable them to apply to enter an Advanced Training Program. This is a summative assessment.

**Requirement**
Once after certification of 24 months of Basic Training

**Timing and location**
The Written Examination is held in February each year in capital cities and main centres in Australia, and in several sites in New Zealand.

**Eligibility requirements**
A candidate must:
- be registered with the College by the due date in the Apply for Basic Training section of this handbook
- have 24 months FTE of certified Basic Training before the beginning of the clinical year in which the exam is held
- have completed all necessary training requirements as specified in this handbook
- comply with the limit on the number of examination attempts and other requirements for progression through training, which are detailed in the Progression through Training policy
- comply with the relevant Written Examination application closing date
- be fully current with all College training fees. Trainees with outstanding training fees will not be eligible to sit the Written Examination unless they have made an application in writing to the Honorary Treasurer requesting special consideration.

**Exam attempt limit**
Trainees should note recent changes to Written and Clinical Examination attempts

**More information and resources**
- Written Examination information, Instructions to Candidates and Frequently Asked Questions
- Physician Education Program lecture series
Clinical Examination

Purpose
To ensure that a Basic Trainee has achieved a standard of knowledge and skill that will enable them to apply to enter an Advanced Training Program. This is a summative assessment.

Requirement
Once over the course of Basic Training, after passing the Written Examination

Timing
Australia: July each year
New Zealand: June each year

Eligibility requirements
A candidate must:
- have passed the Written Examination
- be registered with the College by the due date in the Apply for Basic Training section of this handbook
- have satisfactorily completed 24 months FTE of certified Basic Training before the beginning of the clinical year in which the exam is held
- have completed all necessary training requirements as specified in this handbook
- comply with the limit on the number of examination attempts and other requirements for progression through training, which are detailed in the Progression through Training policy
- comply with the relevant Clinical Examination application closing date
- Be fully current with all College training fees. Trainees with outstanding training fees will not be eligible to sit the Clinical Examination unless they have made an application in writing to the Honorary Treasurer requesting special consideration.

Exam attempt limit
Trainees should note recent changes to Written and Clinical Examination attempts

More information and resources
- Clinical Examination information, important dates, Instructions to Candidates and Frequently Asked Questions
- Physician Education Program lecture series
**Written and Clinical Examination attempts**

As part of recent policy changes, the number of examination attempts has reduced from five to three effective from 2017. The following table sets out the transitional arrangements in place to ensure current Basic Trainees are not disadvantaged.

<table>
<thead>
<tr>
<th>Basic Trainees examination status as of 1 January 2017</th>
<th>Attempts at the Divisional Written Examination</th>
<th>Attempts at the Divisional Clinical Examination</th>
<th>Maximum allowable time extension to complete Divisional Examination attempts</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Basic Trainees (commencing from 2017)</td>
<td>Three attempts at the Written Examination</td>
<td>Three attempts at the Clinical Examination</td>
<td>Extension not applicable. Examinations are to be completed within eight years of commencing training.</td>
</tr>
<tr>
<td>Current Basic Trainees with no Examination attempts</td>
<td>Three attempts at the Written Examination</td>
<td>Three attempts at the Clinical Examination</td>
<td>Eight years from 1 January 2017 implementation, (complete by 2025)</td>
</tr>
<tr>
<td>Current Basic Trainees with no examination attempts who have registered in 2016 for the 2017 Written Examination</td>
<td>Five attempts at the Written Examination</td>
<td>Three attempts at the Clinical Examination</td>
<td>Eight years from 1 January 2017 implementation, (complete by 2025)</td>
</tr>
<tr>
<td>Basic Trainees with one attempt or more at the Written Examination</td>
<td>Up to five attempts at the Written Examination</td>
<td>Five attempts at the Clinical Examination</td>
<td>Eight years from 1 January 2017 implementation, (complete by 2025)</td>
</tr>
<tr>
<td>Basic Trainees with one or more attempt at the Clinical Examination</td>
<td>N/A</td>
<td>Up to five attempts at the Clinical Examination</td>
<td>Five years from 1 January 2017 implementation, (complete by 2022)</td>
</tr>
</tbody>
</table>

Please Note:

- Time requirements exclude parental leave as set out in the Flexible Training Policy.
- These transitional arrangements provide additional time to complete examination attempts and do not extend the time limit to complete other Basic Training requirements as set out in the Progression through Training Policy (item 3.)

The full policy document, summary and FAQs can be found on the [Education Policies page](#).
Other requirements

### Advanced Life Support (ALS) course or equivalent

<table>
<thead>
<tr>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>To provide trainees with the necessary skills and guidelines to support patients requiring resuscitation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Trainees are required to submit a certified copy of their Advanced Life Support (ALS) certificate prior to completion of Basic Training. The College recommends that Basic Trainees complete an ALS course within the first year of Basic Training. It is also acceptable to submit a certificate gained in the 12 months prior to entry into Basic Training.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Guidelines on ALS course</th>
</tr>
</thead>
<tbody>
<tr>
<td>The RACP does not endorse any particular provider of ALS courses in Australia or New Zealand. To help trainees meet the competencies of the ALS requirement the following is suggested as a guide only:</td>
</tr>
<tr>
<td>Australian trainees may refer to the <a href="https://www.racp.org.au">minimum standards for resuscitation competency in basic physician trainees guide (PDF 55KB)</a>.</td>
</tr>
<tr>
<td>New Zealand trainees may refer to the Standards for the Advanced Cardiac Life Support Level 7 (ACLS Level 7).</td>
</tr>
</tbody>
</table>

### Requirements for Continuing Basic Trainees

Continuing Basic Trainees are trainees who have previously completed the time-based training requirements but have other outstanding requirements (such as examinations) to complete before progressing to Advanced Training.

Both PREP and pre-PREP Basic Trainees who have completed the equivalent of 36 months (FTE) of certified Basic Training and who are yet to pass the Written and/or Clinical Examinations must continue to work in an accredited Basic Training site. They must continue to complete training requirements, including PREP assessments and teaching and learning activities, as outlined in this handbook, under supervision, unless they are in a period of approved interruption, until they pass the Clinical Examination.
## Important dates

**Australia**

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
</tr>
</thead>
</table>
| 31 – Annual Progress Report for previous year due | 28 – Deadline for annual applications for Basic Training, including applications for Continuation of Registration and interruptions  
  - Written Exam held  
  - Learning Needs Analysis to be completed¹ | • Written Exam results released  
  • Clinical Exam applications open  
  • Mini-Clinical Evaluation Exercise to be completed² | • Clinical Exam applications close  
  • Professional Qualities Reflection to be completed³  
  • Learning Needs Analysis self-evaluation to be completed¹ |

<table>
<thead>
<tr>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
</tr>
</thead>
</table>
| | • Mini-Clinical Evaluation Exercise to be completed² | • Clinical Exam held | 31 – Applications for second half of the year for Basic Training due  
  31 – Mid-Year Progress Report to be submitted  
  • Clinical Exam results released  
  • Learning Needs Analysis to be completed³ |

<table>
<thead>
<tr>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
</table>
| 1 – Applications for assessment of RPL close⁴  
  • Mini-Clinical Evaluation Exercise to be completed² | • Professional Qualities Reflection to be completed³  
  • Learning Needs Analysis self-evaluation to be completed¹ | • 1 – Annual applications for Basic Training for following year open  
  • Written Exam online applications for following year open | • Written Exam applications for following year close  
  • Mini-Clinical Evaluation Exercise to be completed² |

| January | |
|---------| |
| 31 – Annual Progress Report for previous year to be submitted  
  31 – PREP assessments for previous year due | 1 The Learning Needs Analysis should be completed at the beginning of a training rotation and self-evaluated at the end of that rotation.  
  2 A Mini-Clinical Evaluation Exercise should be completed each training rotation. This table provides a guide for when these should be completed.  
  3 A Professional Qualities Reflection should be completed every 6 months.  
  4 Applications must be submitted within 3 months of the date of commencement of the first training rotation / by September 1. Please refer to the College RPL policy.  
  |
### New Zealand

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
</tr>
</thead>
</table>
| 31 – Applications for Basic Training in the first half of the year | • **Written Exam held** | • **Clinical Exam applications open**  
• **Written Exam results released**  
• **Clinical Exam applications close**  
• Mini-Clinical Evaluation Exercise to be completed\(^2\) | • Professional Qualities Reflection to be completed\(^2\)  
• Learning Needs Analysis self-evaluation to be completed\(^1\) |
| Learning Needs Analysis to be completed\(^1\) | | | |

<table>
<thead>
<tr>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
</tr>
</thead>
</table>
| | • **Clinical Exam held**  
• **Clinical Exam results released**  
Mini-Clinical Evaluation Exercise to be completed\(^2\) | 31 – Applications for second half of the year for Basic Training due | 31 – Mid-Year Progress Report to be submitted  
• Learning Needs Analysis to be completed\(^1\) |
| | | 31 | |

<table>
<thead>
<tr>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
</table>
| • Mini-Clinical Evaluation Exercise to be completed\(^2\)  
• Professional Qualities Reflection to be completed\(^2\) | • Learning Needs Analysis self-evaluation to be completed\(^1\) | • **Written Exam applications for following year open**  
• Mini-Clinical Evaluation Exercise to be completed\(^2\) | 20 – PREP assessments due  
20 – Annual Progress Report due  
• **Written Exam applications for following year close** |

\(^1\) The Learning Needs Analysis should be completed at the beginning of a training rotation and self-evaluated at the end of that rotation.

\(^2\) This table provides a guide for when these should be completed.
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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Member Services Contact Centre</strong></td>
</tr>
<tr>
<td>First point of contact for general enquiries.</td>
</tr>
<tr>
<td><strong>Australia</strong></td>
</tr>
<tr>
<td>Email: <a href="mailto:racp@racp.edu.au">racp@racp.edu.au</a></td>
</tr>
<tr>
<td>Phone: 1300 MyRACP</td>
</tr>
<tr>
<td>1300 69 7227</td>
</tr>
<tr>
<td><strong>New Zealand</strong></td>
</tr>
<tr>
<td>Email: <a href="mailto:racp@racp.org.nz">racp@racp.org.nz</a></td>
</tr>
<tr>
<td>Phone: 0508 MyRACP</td>
</tr>
<tr>
<td>0508 69 7227</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other College contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education Officers</strong></td>
</tr>
<tr>
<td>Education Officers administer the training program and can respond to training-related enquiries.</td>
</tr>
<tr>
<td><strong>Australia</strong></td>
</tr>
<tr>
<td>Email: <a href="mailto:PREP_BT@racp.edu.au">PREP_BT@racp.edu.au</a></td>
</tr>
<tr>
<td>Phone: +61 2 9256 5454</td>
</tr>
<tr>
<td><strong>New Zealand</strong></td>
</tr>
<tr>
<td>Email: <a href="mailto:basic.training@racp.org.nz">basic.training@racp.org.nz</a></td>
</tr>
<tr>
<td>Phone: +64 4 472 6713</td>
</tr>
</tbody>
</table>

| **Examinations Unit** |
| Enquiries regarding applying for and sitting the Written and Clinical Examinations can be directed to the Examinations Unit in Australia or the Basic Training Unit in New Zealand. |
| **Australia** |
| Email: [examinations@racp.edu.au](mailto:examinations@racp.edu.au) |
| **New Zealand** |
| Email: [examinations@racp.org.nz](mailto:examinations@racp.org.nz) |

| **Accreditation Unit** |
| All enquiries regarding the accreditation of training sites should be directed to the Accreditation Unit in Australia or the Basic Training Unit in New Zealand. |
| **Australia** |
| Email: [accreditation@racp.edu.au](mailto:accreditation@racp.edu.au) |
| **New Zealand** |
| Email: [accreditation@racp.org.nz](mailto:accreditation@racp.org.nz) |

<p>| <strong>Training Support</strong> |
| The Training Support Unit supports trainees and supervisors of trainees who are experiencing difficulties in their training. |
| <strong>Australia</strong> |
| Email: <a href="mailto:trainingsupport@racp.edu.au">trainingsupport@racp.edu.au</a> |
| Phone: +61 2 9256 5457 |
| <strong>New Zealand</strong> |
| Email: <a href="mailto:trainingsupport@racp.org.nz">trainingsupport@racp.org.nz</a> |</p>
<table>
<thead>
<tr>
<th>Other College contacts</th>
<th>Phone: +64 4 472 6713</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supervisor Support</strong></td>
<td>Email: <a href="mailto:supervisor@racp.edu.au">supervisor@racp.edu.au</a> Phone: +61 2 8076 6300</td>
</tr>
<tr>
<td>The Supervisor Learning Support Unit provides and coordinates supervisor skills training.</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>
</tr>
<tr>
<td>The College Trainees’ Committee (CTC) reports to the College Board and represents and advocates on behalf of trainees.</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>
</tr>
<tr>
<td>The New Zealand Trainees' Committee represents and advocates on behalf of trainees.</td>
<td></td>
</tr>
</tbody>
</table>