SPECIALIST ASSESSMENT OF OVERSEAS TRAINED PHYSICIANS AND PAEDIATRICIANS – GUIDELINES FOR APPLICANTS (AUSTRALIA)
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IMPORTANT INFORMATION FOR OVERSEAS TRAINED PHYSICIANS SEEKING SPECIALIST RECOGNITION

Please read these guidelines before making general enquiries about the specialist assessment process.

These guidelines provide essential information for overseas trained physicians and paediatricians (OTPs) seeking assessment to be recognised to practise as a specialist in Australia.

You must:
- familiarise yourself with the information in this publication
- understand and satisfy the requirements of the specialist assessment process and procedures
- understand and meet your roles and responsibilities as an applicant on the specialist pathway.

WHO IS ELIGIBLE TO APPLY FOR ASSESSMENT?

To be eligible to apply for specialist assessment with the RACP, you must:
- have completed specialist training overseas in one of the specialties that is assessed by the RACP (listed below)
- be recognised as a consultant physician or paediatrician in your country of training
- have applied to the Australian Medical Council (AMC) for primary source verification of both your primary medical degree and specialist qualification(s)
- have completed an English language test. Please refer to the Medical Board of Australia’s (MBA) registration standards for further information on English language requirements: https://www.ahpra.gov.au/registration/registration-standards/english-language-skills.aspx.

To be eligible to apply for area of need assessment, you must:
- meet the criteria for specialist assessment
- concurrently apply for specialist assessment
- have been offered a designated area of need position.
WHAT IS SPECIALIST ASSESSMENT?

Specialist assessment is the process by which overseas trained physicians and paediatricians gain registration to practise as specialists in Australia.

Before you can apply for specialist registration with the Medical Board of Australia, the RACP will assess whether your training, assessment, experience, recent practice and continuing professional development are comparable to an Australian trained physician or paediatrician.

The RACP assesses overseas trained specialists in the following specialty areas:

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Faculties

• Occupational and Environmental Medicine
• Public Health Medicine
• Rehabilitation Medicine
Multiple specialties

You may apply for specialist recognition in multiple specialties in which you are qualified. You may be required to undertake separate periods of top up training and/or peer review for each specialty. The RACP may consider applications for positions that address concurrent progress in both specialties.

If you cannot find your specialty, another Australasian Specialist Medical College may assess it. Please refer to the list of Australasian Medical Colleges for further information.

SUMMARY OF SPECIALIST ASSESSMENT STAGES

Specialist assessment can take one to four years to complete, or potentially longer if there are interruptions to your assessments. Fees apply at each stage.

Application

Your application must be submitted to RACP with the required documentation.

Interim assessment

The RACP determines the requirements you must complete to become recognised as a specialist.

Ongoing assessment

You complete your assessment requirements, which may include: the RACP examinations, assessments in the workplace, top up training, and/or supervised practice under peer review. The RACP may require additional assessments depending on your progress.

Final assessment decision

The RACP decides whether you have successfully completed your requirements for specialist recognition.
WHAT IS AREA OF NEED ASSESSMENT?

Area of need assessment is for OTPs who have been offered a position in Australia in a designated ‘area of need’. An ‘area of need’ is determined by the relevant state or territory health authority. The RACP is not responsible for designating area of need positions, or assisting applicants to find an area of need position. Your employer will be able to advise you if the position you have been offered is designated an area of need.

If you have secured an area of need position, you will need to be assessed by the RACP before being eligible to practise in the position. Due to the demanding nature of area of need positions, the RACP will only support your appointment if there is suitable supervision available and you are found to be substantially comparable to an Australian trained specialist.

The RACP requires all applicants seeking area of need assessment to apply at the same time for specialist assessment in the relevant specialty/specialties.

APPLICANTS WHO ALREADY HAVE AUSTRALIAN GENERAL REGISTRATION

Most OTPs need to apply to the Australian Health Practitioner Regulation Agency (AHPRA) for limited registration for postgraduate training or supervised practice so that they can complete their assessment.

However, if you completed your medical degree and internship in Australia or New Zealand before completing specialist qualifications in another country, or if you have completed the Australian Medical Council Certificate, you may already have general registration as a non-specialist doctor.

If so, you do not need to apply to AHPRA for limited registration while undergoing specialist assessment. In all other respects, the process is the same.

WHAT IS ASSESSMENT IN A LIMITED SCOPE OF PRACTICE?

The Medical Board of Australia (MBA) registration standard recognises that a specialist may be registered in a limited scope of practice, in which case the MBA will impose conditions on the specialist’s registration limiting their practice to that scope. The conditions will be published on the public Register of Medical Practitioners.

Registration in a limited scope of practice should not be confused with limited registration granted to OTPs who do not hold general registration to progress their specialist assessment requirements. Specialists with registration in a limited scope of practice do not have to work under supervision although they must practise within their registered scope.

You may apply for specialist recognition in a limited scope of practice within a recognised specialty. To be considered you should demonstrate a high level of subspecialist skill within your limited scope without being able to demonstrate substantially comparable skill across the full scope of the recognised specialty.
A 'high level of subspecialist skill' refers to high level skills in a particular subspecialty that are substantially comparable to the skills of an Australian trained subspecialist whose practice is predominantly in one subspecialty area. The applicant will generally have substantial experience in their country of training as a subspecialist.

Interim assessment of your application in a limited scope may determine that you are:

- Not comparable to an Australian specialist or
- Partially or substantially comparable to an Australian trained specialist in the full scope of the specialty and/or
- Substantially comparable to an Australian trained specialist in a limited scope of practice. You cannot be found partially comparable in a limited scope of practice because you must demonstrate a high level of subspecialist skill within the limited scope of practice for which you are applying.

If your interim assessment is substantially comparable in a limited scope of practice you will be advised of what further peer review or assessment you must successfully complete for specialist recognition.

If you complete assessment in a limited scope of practice you will be recommended for specialist recognition with conditions placed on your registration restricting your scope of practice.

**WHO WILL ASSIST WITH YOUR APPLICATION?**

The OTP Unit at the RACP manages all specialist assessment applications. When you have submitted your application, your case officer will contact you. This case officer will guide you through the assessment process.

**Email address:** OTP@racp.edu.au

**Contact numbers:**

Adult Medicine: (+61) 2 8247 6206 or (+61) 2 8076 6352  
Paediatrics & Child Health: (+61) 2 8247 6205  
Faculties & Chapters: (+61) 2 8247 6205

**Postal address:**

OTP Unit  
The Royal Australasian College of Physicians  
145 Macquarie Street  
Sydney, NSW, 2000
### THE SPECIALIST ASSESSMENT PROCESS

#### Specialist assessment application

**Apply for primary source verification via the AMC**

Before applying to the RACP for specialist assessment, you must apply for primary source verification of your **primary medical degree and your specialist qualifications via the AMC**. Primary source verification confirms that your qualification documents are genuine.


**Send application to the RACP**

After applying for primary source verification of your qualifications, submit your specialist assessment application to the RACP. The RACP will invoice you for the OTP Application Submission Fee (p11) upon receipt of your application.

If you have been offered an area of need position, submit your area of need assessment application with your specialist assessment application and the additional Area of Need Assessment Fee (p11).

#### Interim assessment of comparability

**Interim assessment of comparability by the RACP**

If your application shows that you are eligible, you must pay the OTP Assessment of Comparability Fee (p11) to proceed to interim assessment.

You will usually be required to attend an **interview** as part of your interim assessment. The interview provides an opportunity for suitably qualified Fellows of the RACP to discuss your training and experience with you.

Further information on [OTP interviews](p14).

You will have the opportunity to review your application documents, including referee reports and the interview report before the RACP makes an interim assessment decision.

**Interim assessment decision sets requirements for specialist recognition**

The RACP determines your comparability to an Australian trained specialist. This interim assessment decision will specify the requirements you must complete to gain specialist recognition in Australia.

If you are found **not comparable** to an Australian trained physician or paediatrician, the specialist assessment process will end at this stage.

Further information on the [Interim assessment of comparability](p14).
**Ongoing assessment**

| Complete requirements for specialist recognition | If the interim assessment decision is that you are substantially or partially comparable to an Australian trained physician or paediatrician, you can commence your requirements for specialist recognition. You must pay the OTP Work-Based Assessment Annual Fee (p11) at this stage. Your requirements may include one or more of the following:

- RACP written examination
- RACP clinical examination
- work-based assessment tasks
- top up training
- clinical practice under peer review
- a practice visit
- OTP orientation program.

Further information on Ongoing assessment (p18). |

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**Final assessment**

| Final assessment decision | The RACP assesses whether you have satisfactorily completed your requirements for specialist recognition.

If you have satisfactorily completed your requirements, the RACP will notify the Australian Health Practitioner Regulation Agency (AHPRA) and recommend you for specialist recognition. In most cases, the RACP will also recommend you for Fellowship of the appropriate Division, Faculty or Chapter of the RACP. The RACP’s member services team will contact you to advise how to apply for Fellowship.

Further information on Final assessment (p23).

If you do not complete the requirements within the allotted time, you may fail to achieve specialist recognition. |

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**Contact AHPRA to apply for specialist registration**

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**Apply for Fellowship of the RACP**
ASSESSMENT FEES

There are fees at each stage of the specialist assessment and area of need assessment processes. You should be aware of the required fees before submitting an application to the RACP.

At each stage, your assessment will not advance until you pay the required fee.

You are advised to review the RACP price list on our website for up to date OTP assessment fees.

OTP Application Submission Fee

You must pay this fee upon submission of your OTP application form for specialist assessment.

OTP Assessment of Comparability Fee

When all of the documentation for your application has been received, the RACP will determine whether you are eligible to proceed to the assessment stage. You pay this fee before interview or paper-based review of your application.

OTP Work-Based Assessment Annual Fee

You must pay this fee with your first application for the approval, monitoring and assessment of a top up training position or a peer review position, and then again each year that you are continuing in work based assessment.

Area of Need Assessment Fee

You must pay this fee if you submit an area of need application.

Practice Visit Fee

You are required to pay this fee only if the RACP determines that you require a practice visit as part of your specialist assessment.
# APPLYING FOR SPECIALIST ASSESSMENT

1. Review the information in these guidelines before submitting a specialist assessment application.
2. Apply for primary source verification of your qualifications via the AMC before applying to the RACP.
3. Collect the relevant documentation (as detailed below).

The following items are mandatory. Your application will not progress until all of the below documents are received by the RACP. All documents can be submitted electronically to the OTP email address: OTP@racp.edu.au. The Certificate of Good Standing must be received directly from the overseas regulator.

- Proof of primary source verification (PSV) via the Australian Medical Council (AMC).
  
  Before applying to the College, applicants must submit an application to the AMC for primary source verification of their primary medical degree and specialist qualification(s). Applicants can obtain the PSV application form from the AMC website, www.amc.org.au/assessment/psv (Original language and English translations must comply with the APHRA translation policy)

- Completed RACP specialist assessment application form

- Payment of the OTP application submission fee online (you will receive a link from the RACP upon submission of your application)

- Certificate of specialist registration from the appropriate overseas registration body to demonstrate your status as a specialist in your country of training. This certificate must confirm your eligibility for practice as a consultant physician/paediatrician in the specialty in which you are applying for assessment

- Certificate of Good Standing submitted directly to the OTP Unit from the appropriate registration body stipulating that you are currently in good standing. Certificates received from applicants will not be accepted. This certificate must cover the most recent two year period of practice and must be dated within six months of the application being received

- EPIC identification form (including a certified copy of your passport) or a certified copy of your passport

- Proof of completion of an appropriate English Language examination. Applicants should refer to the Medical Board of Australia’s (MBA) registration standards for English language: https://www.ahpra.gov.au/registration/registration-standards/english-language-skills.aspx

The following items may be required. Please submit if applicable to your application.

- Certified copy of change of name documentation (if applicable)
- Disclosure of personal information form (if applicable)
- AoN application form (if concurrently applying for Area of Need assessment)
Your Case Officer will advise you of any missing documents upon receipt of your specialist assessment application and payment. The College may also request further documents if required. You will be given six months to submit the required documents or your application will expire.

INTERIM ASSESSMENT OF COMPARABILITY

Interim assessment of comparability to an Australian trained physician or paediatrician determines the requirements you must complete to be recognised as a specialist.

To determine comparability, the RACP will:

- review the documentation you have provided in your application
- request reports from your nominated referees
- conduct an interview if necessary
- make any other enquiries it considers necessary.

The RACP will consider your training, assessment, experience, recent practice and continuing professional development as a whole to assess your comparability. It will establish the requirements you must complete to be recognised at the level of an Australian trained specialist in the same specialty currently entering the workforce.

- In assessing competency, the RACP considers technical clinical skills and the non-technical professional attributes described in the RACP’s professionalism and performance guidelines for members.

An interim assessment determines if you are substantially comparable, partially comparable or not comparable to an Australian trained physician or paediatrician. It is not a conclusive decision that you are competent to practise as a specialist in Australia. It enables you to progress to ongoing assessment to complete the requirements stipulated by the RACP. An interview is usually required as part of your interim assessment by the RACP.

OTP interviews

The interview provides an opportunity for suitably qualified Fellows of the RACP to discuss your training and experience with you. They will be seeking to assess how well prepared you are to practise as a specialist in Australia. The interview lasts for about one hour. You are encouraged to ask questions about the Australian health system.

Normally the College can offer an interview via videoconference and may be able to arrange an interview in person at an RACP office. Interviews are arranged according to the availability of your interview panel. An interview in person cannot be guaranteed.

If relevant, information about the videoconferencing equipment used by the RACP will be sent to you when your interview date is confirmed. You will need to cover all costs related to your interview.

- If you are being interviewed in person, your costs will include (but not be limited to) your travel to an RACP office.
- If you are being interviewed by video conference your costs will include (but not be limited to) access to a fast and secure cable internet connection, a computer or laptop, and a webcam.

How to prepare for your interview
The interviewers will prepare questions based on the information you have provided in your application. Questions may cover the following areas:

- basic or core training
- advanced or specialist training
- specialist practice
- participation in continuing professional development
- your quality assurance practices
- attainment of higher qualifications
- contributions to the field of medicine
- your readiness for practice in Australia.

Interviewers will assess your comparability taking into consideration your technical clinical skills and the non-technical professional attributes described in the RACP’s *Professional qualities curriculum* and other professionalism and performance guidelines available on the RACP website.

It is useful for you to have a good understanding of the Australian physician/paediatrician training program to demonstrate how your training, assessment and experience compare. You should familiarise yourself with the RACP’s *Basic Training curricula* and the relevant *Advanced Training curricula*, available on the RACP website.

You should also consider the RACP *Professional practice framework* and professional standards available on the RACP website.

**After your interview**

You will be given a copy of your interview report and redacted versions of your referee reports within 21 working days of the interview date. You will be given the opportunity to review the interview report before it is considered by an assessment subcommittee of the RACP. You will have up to 21 days to provide additional documentation to support your application. Assessment subcommittee meetings usually take place monthly and your Case Officer will advise you when your application will be considered.

**Important considerations**

- There will be a waiting period for your interview. The RACP processes applications in the order that they are received. Your Case Officer will advise you of the timeframe when confirming your availability for an interview.
- If you are seeking to attend the interview in person, the RACP cannot guarantee the availability of an interview in your preferred location, or that all parties will be in the same location. Interviewers may be drawn from anywhere in Australia, and may attend by videoconference.

**Area of need assessment**

An area of need assessment is always conducted in relation to a specific area of need position. You must have an offer of a specific position before applying for an area of need assessment.
If you have secured an area of need position when you apply for specialist assessment you can submit an area of need assessment at the same time. You may also submit an area of need assessment after your interim assessment decision or during the completion of your requirements if you have secured such a position.

The RACP will consider the application to determine whether you have the specific training and experience required for the position.

Peer review for specialist recognition may be undertaken in a prospectively approved AON position if suitable peer review arrangements can be put in place and approved by the RACP.

Definition of suitability for an area of need position

The RACP will advise that the OTP is either suitable or not suitable to undertake the responsibilities of the area of need position as described.

If the OTP is found to be suitable, the RACP will determine any recommendations including proposed restrictions on scope of practice.

If the OTP is found not suitable, they will not be eligible to take up the area of need position. An OTP’s specialist assessment will be considered separately.

Specialist assessment definitions of comparability

The RACP assessment determines your comparability to an Australian trained specialist, using the definitions of comparability provided by the Medical Board of Australia. We have adapted these definitions only to make them specific to the RACP.

Substantially comparable

Applicants are assessed as suitable to undertake the intended scope of practice, taking full responsibility for individual patients with oversight by a peer reviewer.

In order to be considered substantially comparable an applicant must have satisfied the RACP’s requirements in relation to previous training, assessment, recent specialist practice and continuing professional development (CPD). The OTP may be required to undertake a period of up to 12 months full time equivalent practice under peer review which is to be approved by the RACP. This may involve the satisfactory completion of a workplace-based assessment (WBA). Peer review ensures that an OTP’s level of performance is similar to that of an Australian trained specialist and assists with their transition to the Australian health system. It also provides professional support and enables access to CPD. The length of peer review and nature of assessment is determined by the RACP on a case-by-case basis, but the peer review period will not exceed 12 months. Following satisfactory completion of peer review (and any other requirements set by the RACP), the applicant will be eligible for Fellowship without formal examination, and may apply for registration as a specialist.

Substantially comparable applicants will not be eligible to apply for specialist registration during the period of peer review.

Partially comparable

Applicants are assessed as suitable to undertake a defined scope of practice in a supervised capacity.

In order to be considered partially comparable an applicant must have satisfied the RACP’s requirements in relation to previous training, assessment, recent specialist practice and continuing professional development (CPD) that will enable them to reach the standard of an

Specialist assessment of OTPs - Guidelines for Applicants (Australia)
Australian trained specialist within a maximum period of 24 months full time equivalence of practice. During this period, the OTP will undertake upskilling with associated assessment under a supervisor(s) approved by the RACP and may be required to undertake formal examination(s). This is to ensure that the level of performance reaches that of an Australian trained specialist. This period of supervised practice will assist the OTP with the transition to the Australian health system, will provide them with professional support and enable access to CPD. The length of supervised practice and nature of assessment is determined by the RACP on a case-by-case basis, but the supervised practice period must not exceed 24 months. Following satisfactory completion of this process (and any other requirements set by the RACP), the applicant will be eligible for Fellowship and may apply for registration as a specialist.

Partially comparable applicants will not be eligible to apply for specialist registration during the period of supervised practice.

**Not comparable**

Applicants do not meet the requirements of the RACP with regard to previous training, assessment, recent specialist practice and continuing professional development (CPD) or the applicant is assessed as requiring more than 24 months full time equivalent of practice to be at the level of an Australian trained specialist. They may be eligible to seek registration to practise in another capacity that will enable them to gain the AMC certificate, and subsequently seek formal training and assessment with the RACP.

(Source: Medical Board of Australia. Information for international medical graduates. Guide to the Specialist Pathway 1 July 2014.)

**Registration while undertaking specialist recognition requirements**

If you receive an interim assessment decision of partially comparable or substantially comparable, the RACP will notify AHPRA that you are eligible for limited registration for the purposes of progressing your specialist assessment requirements. (This will not be necessary if you already have general [non-specialist] registration.)
ONGOING ASSESSMENT

If your interim assessment is partially or substantially comparable, the RACP monitors the ongoing training and assessments and/or peer review you are required to complete for specialist recognition. Ongoing assessment requirements are determined on a case by case basis. You will be notified of your requirements and the timeframe for completion when receiving your interim assessment decision. Your requirements will include:

- clinical practice under peer review
- OTP orientation program
- participation in continuing professional development (CPD).

Your requirements may also include:

- RACP written examination
- RACP clinical examination
- work-based assessment tasks
- top up training in the workplace
- long or short courses
- multi-source feedback exercises
- a practice visit.

The RACP may require you to complete additional assessments depending on your progress. You must complete your training and assessments in the order specified by the RACP. Any requirement for top up training must be completed before commencing practice under peer review.

Purpose of training and assessments

The purpose of top up training is to develop particular competencies required in Australian specialist practice and to raise the skills of a partially comparable OTP to substantially comparable.

The purpose of the assessments for specialist recognition is to confirm that you are able to practise safely and competently as a specialist in Australia.

Supervision during assessment

During specialist assessment you will practise under supervision even if you have considerable senior experience overseas.

You must ensure you have appropriate registration to practise while completing your specialist recognition requirements. Limited specialist registration should be obtained for this purpose (unless you already have general registration). Limited registration is registration to practise under supervision, not independently.

OTP orientation program & continuing professional development (CPD)

You must complete the online OTP Orientation Program as part of your specialist assessment and participate in CPD. The orientation program will familiarise you with the Australian health environment in preparation for practice in Australia. You should complete the program within the first three months of commencing these requirements.
Work-based assessment

Top up training

If found partially comparable, you may be required to undertake top up training as part of your work based assessment. You must secure a suitable training position and apply to the RACP for approval before you begin your top up training. Top up training must be undertaken in Australia.

What is top up training?

Top up training is a period of advanced training that allows a partially comparable OTP to address identified gaps in the competencies required for Australian specialist practice. Top up training is usually required for 6 months or 12 months. You can be required to undertake top up training in conjunction with the RACP Clinical Examination or the RACP Written Examination. Top up training is assessed at the level of a final year advanced trainee and is followed by a period of clinical practice under peer review.

Top up training requirements

The requirements for top up training are determined on a case by case basis. If applicable, you will be notified of these requirements when you receive your interim assessment decision. The following requirements generally apply:

- All top up training positions must be prospectively approved by the RACP. Previous practice in Australia cannot be retrospectively approved for top up training.
- You must secure a suitable top up training position independently.
- Top up training positions must be undertaken in a site accredited for RACP advanced training, unless otherwise specified by the RACP.
- You should have at least two onsite supervisors that are registered consultants in the same subspecialty, unless otherwise specified by the RACP.

How to apply for top up training

You have to find your own top up training position. When you have secured an appropriate position, you must submit a top up training application form with the OTP work based assessment annual fee. Your Case Officer will provide you with these documents when you need them. The RACP will assess the roles and responsibilities of the position to ensure that it meets your top up training requirements. The suitability of the supervisors will also be assessed.

What happens during top up training?

During top up training, the supervisors will assess whether you are operating at the level of a final year advanced trainee. Top up training requires you to have regular meetings with your supervisors and for there to be direct supervision of your clinical practice. Supervisors should guide and facilitate your development of knowledge and skills as outlined in the advanced training curricula. Both technical clinical skills and non-technical professional attributes described in the RACP’s Professional qualities curriculum are considered important. Satisfactory reports of competency are required in all specified domains.
If your progress during top up training is unsatisfactory or if you fail an assessment, the RACP may require you to undertake further assessments (in addition to or instead of satisfactorily completing the failed assessment) and may revise its interim assessment of your comparability. You must pay additional fees for examinations and practice visits if you are required to undertake these assessments. Applicants should review the College price list for up to date fees.

**Peer review**

*What is peer review?*

Peer review is used to ensure that as an OTP your performance is comparable to locally trained physicians and paediatricians. It is a supportive process that helps familiarise you with the Australian health system and connects you with experienced Australian physicians who can be mentors while you are new to specialist practice in Australia. All OTPs are required to undertake peer review.

**Peer review requirements**

- The RACP determines the duration and specific peer review requirements for each OTP.
- All peer review positions must be prospectively approved by the RACP. Your previous practice in Australia cannot be retrospectively approved for peer review.
- You must secure a suitable peer review position independently. Ideally this position will be at the level of a consultant physician but must be at least at the level of a senior registrar.
- The position should allow you to practise independently and the role of the peer reviewer is to provide you with oversight and constructive feedback as opposed to the close supervision that would be expected during training.
- The position must expose you to the full range of clinical activities required in your specialty so that the RACP can assess your safety and competence for independent practice.
- Both technical clinical skills and the professional attributes described in the RACP’s *Professional qualities curriculum* will be observed and assessed by your peer reviewers.
- You may be able to undertake peer review in a private practice setting but it is not normally appropriate for private practice to make up more than half of your time in the position.
- Generally, you must have at least two onsite peer reviewers that are registered consultants in your subspecialty. Where only one on-site peer reviewer is in your subspecialty, you will be required to have a second on-site peer reviewer in a different subspecialty and a third external peer reviewer in the relevant subspecialty. All peer reviewers must have held Fellowship of the RACP or the relevant Faculty or Chapter for a minimum of 12 months.

*How to apply for peer review*

When you have secured a position that meets these requirements, you must submit a peer review application form with the work based assessment annual fee. Your Case Officer will provide you with these documents at the appropriate time. The RACP will then assess the
roles and responsibilities of the position as well as the suitability of the peer reviewers.

**What happens during peer review?**
During peer review, the peer reviewers will assess whether you are operating at the level of an Australian trained specialist. Peer review requires you to have regular meetings with your peer reviewers, and for them to have direct observation of your clinical practice including technical clinical skills and also observation of your professional behaviour.

Your peer reviewers must provide you with the support you need to orient you to specialist practice in Australia. They will provide regular reports to the RACP on your progress under peer review. These reports will be shared with you.

You must meet the responsibilities for peer review specified by the RACP and enable the effective monitoring of practice under peer review.

If your progress under peer review is unsatisfactory or if you fail an assessment, the RACP may require you to complete further assessments (in addition to or instead of satisfactorily completing the failed assessment) and may change its interim assessment of your comparability. You must pay additional fees for examinations and practice visits if required to take these assessments. You should review the College price list for up to date fees.

**Changes to peer review arrangements must be approved by RACP**
The approved peer review position and peer reviewers must be in place throughout the period of peer review. If the RACP is not advised of changes, including the approved arrangements for your contact time with peer reviewers, the period of peer review may not be recognised for specialist assessment.

You must disclose any changes in peer reviewers, peer review arrangements or work timetables to the RACP for approval.

If a peer reviewer is going to be absent for more than four weeks, alternative peer review arrangements need to be proposed to the RACP for approval.

If you do not comply with the requirements for peer review, the RACP may withdraw support for the continuation of your peer review and change its assessment of your comparability.

**Problems and disagreements**
Most peer review relationships are effective and supportive, but sometimes there can be disagreement between an OTP and peer reviewers. You and your peer reviewers should make every effort to work together professionally to resolve any issues, communication problems or disagreements in your regular meetings. Serious issues may be mediated through the human resources personnel and procedures at the hospital where the position is based.

You must communicate with the RACP as soon as possible if you consider that the peer review relationship is not effective or that peer reviewers are not meeting their responsibilities as peer reviewers. For example: if you are not having regular meetings with peer reviewers, if a peer reviewer is not giving you feedback, or if you cannot reach agreement with a peer reviewer about your performance, you must inform the RACP. The RACP can review peer review arrangements and make changes if necessary. It is much more effective to raise these issues early than to make a complaint after your peer review reports are missing or unsatisfactory at the end of your peer review period.
Other requirements

Continuing professional development (CPD)

You must enrol and actively participate in the RACP continuing professional development program (MyCPD) when undertaking clinical practice under peer review.

You will be required to record learning in MyCPD at regular intervals. Your participation will be monitored and form part of your peer review assessment.

Many activities undertaken during peer review are eligible to be claimed as CPD, such as completing the OTP orientation program, peer view meetings, teaching, research, and self-assessment activities.

There is no additional cost for overseas trained physicians under peer review to participate in MyCPD.

Review the relevant section of the RACP website for more information on MyCPD.

Examinations

The written and/or clinical examinations of the RACP or relevant Faculty or Chapter may be requirements for OTPs who are assessed as partially comparable to an Australian trained physician or paediatrician. Satisfactory completion of the examinations may be followed by a period of top up training and must always be followed by a period of clinical practice under peer review.

Examination requirements are determined on a case by case basis. You will be notified of these requirements when you receive your interim assessment decision. Further information on the RACP or relevant Faculty or Chapter examinations is accessible on the RACP website examinations page.

Monitoring

Additional requirements depending on progress

During your ongoing assessment, the RACP may require you to undertake additional training or assessments that are appropriate to develop and assess the competencies required in Australian specialist practice, as described in RACP advanced training curricula and assessment guidelines. Further requirements may include, but are not limited to, a multisource feedback exercise, a practice visit, a research project and/or a logbook.

Practice visits consist of a one day site visit by two assessors, including a review of records, observation of procedures, observation of interactions with patients, and a discussion with the peer reviewers and the OTP. You must pay the practice visit fee if you are required to undertake this assessment.

If your progress in undertaking your requirements is unsatisfactory or if you fail an assessment, the RACP may require further assessments (in addition to or instead of satisfactorily completing the failed assessment) and may revise its interim assessment of your comparability to an Australian trained physician or paediatrician.

The RACP may withdraw support for your specialist assessment if you do not meet RACP requirements throughout the assessment process.
**FINAL ASSESSMENT**

The RACP will conduct a final assessment to establish whether you have achieved the standard of an Australian trained physician or paediatrician currently entering the workforce in your subspecialty and that you are competent to practise as a specialist in Australia.

If you are comparable at the final assessment stage, the RACP will:

- provide you with a report confirming that you have completed the RACP’s requirements for specialist recognition
- notify AHPRA that you have completed the RACP’s requirements for specialist recognition and are eligible for specialist registration
- determine whether you are eligible for Fellowship of the RACP or relevant Faculty or Chapter and, if so, invite you to complete the relevant admission forms.

The RACP is not responsible for and cannot assist you with:

- applications for specialist registration
- applications for Medicare provider status.

**TIMEFRAMES FOR SPECIALIST ASSESSMENT**

The RACP follows the MBA guidelines on the timeframes for assessment and will provide you with clear instructions on the timeframes for your specialist assessment requirements.

**Partially comparable**

If you are partially comparable, the maximum timeframe for completing your specialist assessment requirements is four years to complete up to 24 calendar months (full time equivalent) of supervised practice and upskilling with associated assessment including formal examinations if required.

**Substantially comparable**

If you are substantially comparable, the maximum timeframe for completing your specialist assessment requirements is two years to complete up to 12 calendar months (full time equivalent) of peer review.

**Starting point**

The RACP defines the starting point for the maximum timeframes as up to 24 months after the date of the RACP communication advising you of your interim assessment decision or the date when you commence your assessment requirements (including any examination requirements) whichever is sooner.

**Extensions**

During ongoing assessment the RACP may consider your circumstances and grant an extension to the timeframe due to interruptions to your specialist assessment, for example due to parental leave, sickness or other interruption to be considered.

You must put any request for an extension in writing before the timeframe for completion expires.
Non-completion
If you do not successfully complete all required assessments and peer review within the maximum timeframe or during any extension granted to you, your specialist assessment will expire. You will be deemed not comparable.

RE-ASSESSMENT

The RACP follows the MBA guidelines on re-assessment. Applications for re-assessment should not be confused with an appeal of a RACP decision on comparability or where the RACP initiates a re-assessment.

You may request a re-assessment because there has been a material change to your training and experience since you were initially assessed by the RACP. You may apply for re-assessment of comparability only where you can provide evidence of a further significant period of training or experience that is verifiable and acceptable to the RACP.

WITHDRAWAL

You may withdraw your specialist assessment application at any stage. This may include, but is not limited to:

• withdrawing from one specialty and continuing in another
• withdrawing from only the specialist recognition or area of need component of an assessment
• withdrawing an entire application if you do not wish to undertake the prescribed assessments.

Please note all fees for the specialist assessment process are non-refundable.
ROLES AND RESPONSIBILITIES OF THE APPLICANT

Understanding the specialist assessment and area of need assessment processes
You will have a case officer to guide you through the assessment process, but it is your responsibility to familiarise yourself with all aspects of assessment, registration and employment regulation in Australia. This includes understanding the role of the AMC, the RACP, the MBA and the Department of Human Services (Medicare provider status) as well as organisations that can assist with immigration and employment opportunities.

You should research prospective employment opportunities in Australia. Securing a suitable position is likely to be very competitive. You should also familiarise yourself with the timeframes for completing ongoing assessment requirements that are required by the MBA and the RACP. Grounds for extensions will be considered in particular circumstances. You should contact the RACP for further information before your assessment expires.

Timeframes
Completion of specialist assessment and area of need assessment can take significant time. To be fair to all applicants, applications are processed as they are received. You can assist the process by ensuring that you provide all the required documents and by responding promptly to requests for information or action including payment of fees.

The RACP will inform you at every stage of the timeframes within which you are required to take actions to advance your application. It is your responsibility to act within these timeframes.

Applicants should refer to the information on maximum timeframes for completion of ongoing assessment requirements in these guidelines (p.22) and to the current MBA Good Practice Guidelines for the specialist international medical graduate assessment process.

Duty to disclose all relevant information
It is your responsibility to communicate adequate information to support the assessment of your comparability with an Australian trained physician or paediatrician at all stages of the specialist assessment process. You must fully and openly disclose all information that may be relevant throughout the application, interim assessment, ongoing assessment and final assessment processes. Non-disclosure of relevant information may result in the RACP rejecting your application.

Confirming the specialties for your specialist assessment application
You may apply for specialist assessment in multiple specialties. It is your responsibility to clearly indicate in which specialties you wish to be assessed. Once your application has progressed to interim assessment, you cannot amend your application to include additional subspecialties. You will be required to submit a new application with the relevant fees if you wish to be assessed in an additional specialty after the interim assessment stage of your application.
Communication with the RACP and supervisors

You must communicate to the RACP any change in circumstances that has an impact on your application, interim assessment, ongoing assessment or final assessment decision. This includes a duty to clearly communicate any changes to peer review or top up training arrangements. You must notify the RACP as soon as possible if you consider that the arrangements with your peer reviewers or top up training supervisors are not operating effectively or that your peer reviewers or supervisors are not meeting their responsibilities. Applicants and supervisors should familiarise themselves with MBA Guidelines – Supervised practice for IMGs.

Peer review duration

If you have been assessed as substantially comparable, you will be required to complete a period of satisfactory peer review. The required period of peer review will usually be 12 months but a minimum peer review period of 6 months may be required subject to satisfactory progress.

In exceptional circumstances, if 12 months of peer review have been required, a reduction may be considered for approval by the RACP. Generally, the RACP does not grant a reduction in peer review unless you have previously practised in Australia in an appropriately supervised environment for a period of more than six months. A reduction in peer review will not be considered before a satisfactory six month peer review report has been provided by each peer reviewer.

Summary of OTP responsibilities during top up training and peer review

Your responsibilities for your required periods of top up training and peer review include:

• securing a suitable position which must be prospectively approved with appropriate supervision/peer review arrangements

• ensuring you have regular meetings with your supervisors/peer reviewers and that the required documentation and communications and monitoring are completed for each reporting period and throughout the top up training/peer review process

• engaging fully with the top up training/peer review process and responding constructively to feedback and areas for development

• communicating with the RACP at all times on concerns, changes and developments that impact on your top up training and peer review arrangements.

Important information

The RACP is not responsible for and cannot assist OTPs with:

• finding employment

• immigration or visa requirements

• medical registration matters

• (in Australia) Medicare provider status

• (in New Zealand) MCNZ supervision and vocational practice assessment (VPA)

• English language testing requirements

• primary source verification of overseas qualifications.
APPLICATION FORMS

Specialist assessment application form – Available on the RACP website.
Area of need assessment form – Available on the RACP website.

CONTACT DETAILS

Email address: OTP@racp.edu.au
Contact numbers:
Adult Medicine: (+61) 2 8247 6206 or (+61) 2 8076 6352
Paediatrics & Child Health: (+61) 2 8247 6205
Faculties & Chapters: (+61) 2 8247 6205

Postal address:
OTP Unit
The Royal Australasian College of Physicians
145 Macquarie Street
Sydney, NSW, 2000
DEFINITIONS

AHPRA  Australian Health Practitioner Regulation Agency
AMC   Australian Medical Council
AON   Area of need
Chapters  The chapters of the RACP, namely the Chapter of Addiction Medicine, Chapter of Palliative Care Medicine and the Chapter of Sexual Health Medicine. The Chapters each award distinct fellowships (eg, Fellow of the Australasian Chapter of Palliative Medicine, FACHPM).
Comparability A determination of how the OTP’s training, qualifications, experience and achievements compare with the standard of an Australian trained specialist in the same specialty currently entering the workforce.
Competency An assessment of an OTP’s level of clinical practice compared with the standard of an Australian trained specialist in the same specialty currently entering the workforce.
CPD   Continuing professional development
Peer review Supervised work in a particular field for a specified duration at a specified level of professional responsibility.
Divisions The divisions of the RACP, namely the Adult Medicine Division and the Paediatrics and Child Health Division.
Faculties The Faculties of the RACP, namely the Faculty of Occupational and Environmental Medicine, the Faculty of Public Health Medicine, and the Faculty of Rehabilitation Medicine. The Faculties each award distinct fellowships (eg, Fellow of the Australasian Faculty of Public Health Medicine, FAPHM).
MBA   Medical Board of Australia
OTP   Overseas trained physician or paediatrician
PSV   Primary source verification (of qualifications)
Practice visit A one day site visit by two assessors who assess the practice of the OTP, including a review of records, observation of procedures, observation of interactions with patients, and a discussion with the peer reviewers and the OTP.
RACP   Royal Australasian College of Physicians
Registration body The government body empowered by law to register medical practitioners (at the time of writing, the Medical Board of Australia).