SHORT TERM TRAINING IN A MEDICAL SPECIALTY
GUIDELINES FOR APPLICANTS (AUSTRALIA)

Produced by the OTP Unit, Office of the Dean (May 2017)
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WHAT IS SHORT TERM TRAINING IN A MEDICAL SPECIALTY?

International medical graduates (IMGs) are able to work in Australia for a defined short term period using the short term training in a medical specialty pathway. This pathway applies to:

- Doctors who are currently undertaking specialist training overseas and who are no more than two years from completion (ie, postgraduate year 5) or
- Overseas trained specialists who wish to obtain experience which is not available in their country of training or practice.

The short term training in a medical specialty pathway provides temporary limited registration for the purposes of training. It does not lead to specialist registration in Australia. This pathway is appropriate for IMGs who intend to return home after a short period of training in Australia. The term of training is usually from 6 months to 24 months.

The Medical Board of Australia (MBA) published guidelines for this pathway on 1 July 2016. You should read and understand these guidelines before submitting an application to the RACP.

MBA Guidelines: Short term training in a medical specialty for international medical graduates who are not qualified for general or specialist registration

The short term training in a medical specialty pathway does not lead to general or specialist registration. If you intend to practise as a medical practitioner in Australia for more than two years, you need to meet the requirements for the competent authority pathway, standard pathway [AMC certificate] or specialist pathway (see below).

To apply for short term training in a medical specialty, you must obtain your own training position within Australia and have it approved by the RACP before you start work. There may be strong competition for relevant posts.

The RACP notifies the Australian Health Practitioner Regulation Agency (AHPRA) if the position is approved for the purposes of limited registration.

Approval for a position on this pathway does not relate to an applicant's eligibility to join an RACP training program.

Other pathways for IMGs

- Non-specialist pathways: There are other pathways for overseas trained doctors who are non-specialists and wish to work in Australia as generalist doctors. These pathways lead to general medical registration. For more information, see the Australian Medical Council website. [http://www.amc.org.au/assessment/pathways](http://www.amc.org.au/assessment/pathways)

- RACP training program: Open to overseas trained doctors who have general registration in Australia. The training program leads to specialist registration and fellowship of the RACP. For more information, see the RACP website. [http://www.racp.edu.au/become-a-physician/overseas-trained-physicians-and-international-medical-graduates](http://www.racp.edu.au/become-a-physician/overseas-trained-physicians-and-international-medical-graduates)
Specialist pathway: Open to overseas trained doctors who have completed specialist training overseas and who wish to be assessed for specialist registration in Australia. Assessment under the specialist pathway takes one to five years and leads to specialist registration and fellowship of the RACP. For more information, see the RACP website. [http://www.racp.edu.au/become-a-physician/overseas-trained-physicians-and-international-medical-graduates](http://www.racp.edu.au/become-a-physician/overseas-trained-physicians-and-international-medical-graduates)
RACP SPECIALTIES

The RACP assesses short term training in a medical specialty in the following specialty areas:

**Adult Medicine**
- Cardiology
- Clinical Genetics
- Clinical Pharmacology
- Clinical Haematology
- Endocrinology
- Gastroenterology
- Geriatric Medicine
- Immunology and Allergy
- Infectious Diseases
- Medical Oncology
- Nephrology
- Neurology
- Nuclear Medicine
- Respiratory Medicine
- Respiratory and Sleep Medicine
- Rheumatology
- Sleep Medicine

**Paediatrics & Child Health**
- Clinical Genetics
- Clinical Pharmacology
- Community Child Health
- General Paediatrics
- Paediatrics and Child Health
- Neonatal and Perinatal Medicine
- Cardiology
- Clinical Haematology
- Paediatric Emergency Medicine
- Endocrinology
- Gastroenterology
- Immunology and Allergy
- Infectious Diseases
- Medical Oncology
- Nephrology
- Neurology
- Nuclear Medicine
- Respiratory Medicine
- Rheumatology
- Sleep Medicine

If you cannot find your specialty, another Australian college may assess it. Please browse the list of Australasian Medical Colleges for further information.

When your application and required documentation have been received, your application will be assessed. The assessment decision will be communicated to you, and to AHPRA (Australian Health Practitioner Regulation Agency) and the employer.

If your application for short term training is supported by the RACP you will receive a letter of support. However it is important to note that it is the responsibility of the Medical Board of Australia (MBA) to grant registration for the purposes of short term training in a medical specialty. Potential applicants are advised to consider information on the MBA website prior to making an application.
WHO WILL ASSIST WITH MY APPLICATION?

The Overseas Trained Physicians (OTP) Unit manages all applications for short term training in a medical specialty submitted to the RACP. When you have submitted your application, a Case Officer will contact you and can advise you further if you have any questions.

Email address: IMG@racp.edu.au

Contact number
IMGs: (+61) 2 8076 6360

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

Please read these guidelines before making a general enquiry about the short term training in a specialty pathway.
A position for short term training in a medical specialty (6–24 months) must be prospectively approved by the RACP. You must submit a full application with the application fee before the RACP can make an assessment.

Your application should include payment of the application fee with the following documentation:

- Completed AAMC-30 application form
- Apply to the Australian Medical Council (AMC) for primary source verification (PSV) of your primary and specialist medical qualifications*. www.amc.org.au/assessment/psv.
- Curriculum vitae in format required by RACP [see template]
- Dated training program including: level of position, training objectives, assessments, nominated Supervisors and Declaration by Employer [see template]
- Position description
- Trainee statement (including personal training objectives)
- Statement of intention to return to home country [see template]

If your documentation is incomplete your assessment will be delayed.

*If you have not yet obtained your specialist medical qualification, you must provide a College or State Medical Council letter to confirm you are within two years of completion.

The RACP will conduct a paper-based assessment that is generally completed within 8 weeks of a complete application being received.

If the position is approved, the Case Officer will inform you, the training site and the Australian Health Practitioner Regulation Agency (through the AMC portal).

If the position is approved for short term training in a medical specialty the training site will contact the Australian Department of Immigration to obtain the appropriate visa. Before commencing practice in Australia, applicants will need to register with the Medical Board of Australia. You should contact AHPRA for more information on registration requirements. Your employer should also be able to advise you.

You can then commence in your approved position. You must advise the RACP of any changes to the position after approval (including start and end dates). Changes must be communicated immediately to the RACP through your Case Officer for additional assessment if required.

When you have completed your period of short term training in a medical specialty you must return to your country of training or join another pathway. All requests for renewal and/or extension of RACP approval (subject to total maximum of 24 months in short term training in a medical specialty) must be submitted as a fresh application (see step 2). A Progress report will be requested for renewal and/or extension applications.

You should allow 8 weeks for your application to be processed from receipt of all required information and documentation. Contact your Case Officer if you need further advice on your application.
ASSESSMENT FEES

The current fee for submitting an application for short term training in a medical specialty can be found on the RACP website here. You should be aware of the required fees before submitting an application.

APPLYING FOR SHORT TERM TRAINING IN A MEDICAL SPECIALITY

Eligibility Criteria

Applications for short term training will not be considered by the RACP unless:

- The applicant meets the MBA eligibility criteria; and
- All requested documentation is provided and complete (including the assessment fee); and
- A supervisor and co-supervisor are nominated (supervisors must comply with the MBA supervision requirements to be considered eligible) and are registered specialists in the same subspecialty as the training position; and
- The training position is not primarily a service position.

Before submitting an application

Review the information in this guide and submit an application to the Australian Medical Council (AMC) for primary source verification (PSV) of your primary and specialist medical qualifications (see below) www.amc.org.au/assessment/psv. The qualifications must be verified before your position can be approved.

Required documents

Collect the required documents (as detailed below). Please note that a trainee statement is required from you to state the relevance of the position for your training and professional development including your personal training objectives.

Missing documents will delay your application.

Proof of primary source verification (PSV) via the AMC

**AAMC-30 application form** for assessment by a medical college
(signed by the prospective employer). Undecipherable or scribbled forms will not be accepted. (Print clearly in block Letters as per form instructions)

Current RACP application fee for Short term training in a medical specialty

Curriculum vitae (in RACP template only) [see template]
Position description

Statement of intention [see template]
MBA guidelines require written confirmation from you that, at the time you make your application you have no intention of making further applications for registration at the end of the specified training period.

College or State Medical Council letter:
- confirming the applicant is within 2 years of completion of specialist training (if not completed)
- provides training objectives

Training program (in RACP template only)* [see template]
To include:
- level of position
- training objectives
- Nominated supervisor and co-supervisor(s)
- Assessments
- Employer declaration

*Generic training programs will not be accepted

Trainee statement
- including personal objectives for the training

The RACP does not accept handwritten documents. Please ensure that all RACP documentation is typed and submitted electronically to IMG@racp.edu.au.

If necessary, you can post your application to the following address:

OTP Unit
The Royal Australasian College of Physicians
145 Macquarie Street
Sydney, NSW, 2000

Your Case Officer will advise you of any missing documents when your application has been received. The RACP may also request additional documents if required.
**Timeframes**

Assessing your application can take up to 8 weeks. You can assist the process by ensuring that you provide all the required documents when submitting your application and by responding promptly to requests for follow up. Incomplete applications will not be processed until all documentation has been received and the assessment fee paid. This may delay the application process. You can apply for an extension of an approved position if the total period of your training will be no longer than 24 months.

Applications for short term training that remain incomplete will expire after three months (from the date of reception).

**Duty to disclose all relevant information**

It is your responsibility to communicate all of the information required to support your application. You must fully and openly disclose all information that may be relevant throughout the application process and your period of short term training in a medical specialty, if approved. RACP may require further information from the applicant or the Employer / Supervisor(s). Non-disclosure of relevant information may result in the RACP rejecting your application or withdrawing approval of your position.

**Communication with the RACP**

You must communicate to the RACP any change in circumstances that has an impact on your application, final assessment decision or training program. This includes (but is not limited to) clear communication of any changes to arrangements for your position, including the sites where you are employed and changes to the start and finish dates of your position.

**Summary of your responsibilities during short term training in a medical specialty**

To progress in a position for short term training in a medical specialty, you are responsible for:

- securing a suitable position which must be prospectively approved with appropriate supervision arrangements
- having regular meetings with your supervisors
- engaging fully with the training and responding constructively to feedback and areas for development
- communicating with the RACP at all times about concerns, changes and developments that impact on the arrangements for your training position
- ensuring that any request for an extension (if you have completed less than 24 months on the short term pathway) is submitted at least 12 weeks before your current approved period of training finishes. A Progress report will be requested for renewal and/or extension applications (a RACP report template will be made available by your Case Officer or, alternatively, you can submit a copy of the report submitted to AHPRA).

**Related guidelines**

You should be aware of the revised MBA Guidelines - Supervised practice for international medical graduates. The guidelines are published on the MBA website with information on the
changes and transitional arrangements:
### DEFINITIONS

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<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>AAMC-30</td>
<td>Medical Board of Australia form to apply for short term specialist training</td>
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<tr>
<td>AHPRA</td>
<td>Australian Health Practitioner Regulation Agency</td>
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<tr>
<td>AMC</td>
<td>Australian Medical Council</td>
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<tr>
<td>Chapters</td>
<td>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).</td>
</tr>
<tr>
<td>Divisions</td>
<td>The Divisions of the RACP, namely the Adult Medicine Division and the Paediatrics and Child Health Division.</td>
</tr>
<tr>
<td>Faculties</td>
<td>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).</td>
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<tr>
<td>IMG</td>
<td>International medical graduate</td>
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<tr>
<td>OTP</td>
<td>Overseas trained physician or paediatrician</td>
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<tr>
<td>RACP</td>
<td>Royal Australasian College of Physicians</td>
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