

## Selection into Training Policy

<b>Policy Name</b>	Selection into Training Policy
<b>Department</b>	Education Services
<b>Approved By</b>	College Education Committee, College Board
<b>Approval Date</b>	College Education Committee (21 August 2015)
<b>Effective Date</b>	Staged implementation from 1 January 2017 <i>Implementation dates for each training program will be confirmed and published in an implementation schedule.</i>
<b>Review Date</b>	1 January 2022
<b>Policy Status:</b>	New

### 1. Purpose and scope

This policy sets out the principles which underpin selection into RACP training programs. It outlines criteria for eligibility and selection into RACP training programs, and standards for the process of selection into training at RACP accredited training settings.

Training takes place in settings which have been accredited by the RACP. RACP trainees are concurrently postgraduate students in specialist training and employees of the health services.

The RACP is responsible for identifying doctors eligible to participate in its training programs. The RACP is not responsible for determining who will be employed in a training position; this is a decision of the employing body.

The processes of recruitment for employment and selection for training can often be interlinked. It is important for both the RACP and employers to be involved in selection of trainees.

### 2. Principles of selection into RACP training

Four key principles underpin RACP selection into training:

**2.1. Selecting for excellence:** to identify candidates with the capabilities and attributes required to successfully complete the training program and progress to competent independent practice as defined in the *RACP Standards Framework*.

**2.2. Rigour and fairness:** to use criteria and a process that is evidence-based, merit-based, transparent, current, sustainable, objective, equitable and procedurally fair.

**2.3. Embracing diversity:** to support a diverse range of candidates to apply for and progress through training.

**2.4. Continuity:** to advocate for the continued recognition of trainees who are progressing satisfactorily and support them to complete training.

### **3. Roles and responsibilities in selection of trainees**

**3.1. The RACP** is responsible for identifying doctors who are eligible to participate in its training programs by:

- i. Defining the principles and standards for selection into training
- ii. Determining the eligibility criteria and the selection criteria
- iii. Developing resources to support implementation of the process and provide guidance

**3.2. The RACP accredited training setting** is required to either conduct its own selection into training process or participate in a coordinated selection into training process for example as part of a local or regional training network, a state, or whole of specialty group. The selection process must comply with *The standards for selection into training at RACP accredited training settings (Attachment 1)*.

**3.3. The health service jurisdictions and employing institutions** provide employment and infrastructure for training. They are solely responsible for making employment decisions. Their responsibility is to provide adequate service to meet the needs of the population.

### **4. Eligibility to apply for selection into RACP training**

**4.1.** To be eligible for selection into training candidates must meet the published eligibility criteria for the training program as set out in the relevant RACP training program handbook.

**4.2.** Meeting the RACP eligibility criteria does not guarantee selection into training, nor does it guarantee appointment to a training position and continuing employment. Employment decisions rest solely with the employer.

### **5. Selection into an RACP training program**

**5.1.** Selection into training is undertaken at the entry point to each Divisional, Faculty, Chapter and Joint College training program.

**5.2.** For the purposes of this policy, Divisional Basic and Advanced Training are considered to be separate training programs. To commence Advanced Training, trainees must successfully complete a Divisional Basic Training program and then be selected into an Advanced Training program.

**5.3.** Selection into training will occur in accordance with *The standards for selection into training at RACP accredited training settings (Attachment 1)* and *The stages of selection into RACP training programs (Attachment 2)*.

**5.4.** Trainees are selected using the selection criteria published in the RACP training program handbook for the relevant training program.

**5.5.** The published selection criteria for each RACP training program will include:

**5.5.1.** The candidate demonstrates a commitment to pursuing career as a physician.

**5.5.2.** The candidate demonstrates the appropriate level of ability, and willingness to progress toward competence, in each domain of *The RACP standards framework (Attachment 3)*:

- a) Medical expertise
- b) Communication
- c) Quality & safety
- d) Teaching & learning
- e) Research
- f) Cultural competence
- g) Ethics & professional behaviour
- h) Judgement & decision-making
- i) Leadership, management & teamwork
- j) Health policy, systems & advocacy

## **6. Registration and commencement of training**

**6.1.** Candidates who have been selected into training and obtained a suitable training position are required to register with the RACP.

**6.2.** An applicant cannot register to commence training without having been selected into training and obtained a suitable training position.

**6.3.** Subject to prospective approval of the proposed training by the relevant Training Committee, and payment of required fees, the candidate is recognised as a trainee and commences in the training program.

## **7. Monitoring and evaluation**

Compliance with this policy will be monitored through the process for accreditation of RACP training settings.

## **8. Related policies and other documents**

**8.1.** Attachment 1 The standards for selection into training at RACP accredited training settings

**8.2.** Attachment 2 The stages of selection into RACP training programs

**8.3.** Attachment 3 The RACP standards framework

**8.4.** Progression through Training Policy

**8.5.** Accreditation of Training Settings Policy

## 8.6. Training Support Policy

### 9. Acknowledgements

The RACP would like to acknowledge and thank those who participated in the development, consultation and peer review process for this policy.

### 10. Definitions

#### i. Accredited training setting

The College accredits training settings to support the provision of quality training. The term “settings” refers to sites, facilities, individual posts, networks and consortia.

#### ii. Prospective approval of training

The process of applying for approval of a proposed training program with the relevant training committee (or delegate thereof) before commencement of the training position, or by the relevant deadline.

#### iii. RACP training program

Refers to any of the training programs of the RACP’s Divisions, Faculties and Chapters, and joint training programs with other medical colleges. Basic Training is a separate training program as are each of the specialty Advanced Training programs.

#### iv. Selection into training

Assessment of candidates to predict success in the training program, and ability to progress to competent independent practice. Assessment is based on demonstrated merit and excellence, and uses fair and transparent processes.

#### v. Training requirements

All training components which must be satisfactorily completed within a given training period, or prior to completion of the entire training program.

Revision History					
Version	Date Effective	Author	Approved by	Sections Modified	Details of Amendments

## **Standards for selection into training at RACP accredited training settings**

RACP accredited training settings are required to either conduct their own selection into training process or participate in a coordinated selection into training process as part of a local or regional training network, a state, or whole of specialty group. Examples include participation in the advanced training selection matching system and specialty society coordinated selection process for the training program.

The process for selection into training must comply with the RACP principles for selection into training and the standards set out below.

**Valid:** The selection methods used are fit for purpose and effectively predict which candidates will successfully complete the training program and progress to competent independent practice.

**Reliable:** The selection process is based on rigorous selection methods and is designed to produce consistent outcomes.

**Transparent:** The selection process is clear. Eligibility and selection criteria are publicly available. There is national awareness of training opportunities through clear advertising including the number of training positions available. Information provided to candidates is sufficient to allow informed decisions. All candidates are advised of the outcome of the selection process and offered feedback.

**Procedurally fair:** The selection process is fair and impartial with defensible, merit-based outcomes. Selection panels operate without prejudice. Any conflict of interest is declared. Selection panels consider only matters that are pertinent to the selection process, in accordance with anti-discrimination legislation. There is a process for formal review of decisions which is outlined to candidates prior to the selection into training process.

**Evidence-based:** Selection processes are based on current evidence-based practice aimed to select the highest quality of candidate. The process is the subject of regular review and evaluation for continual quality improvement.

**Sustainable:** The selection process is sustainable for trainees, the College, and the employing institutions. The requirements are reasonable for candidates.

**Collaborative:** Selection into training is interlinked with the process of recruitment for employment wherever possible. Selection panels include a Fellow of the relevant training program chosen to represent the interests of the RACP in assessing the candidate's suitability for the training program wherever possible.

**Accountable:** The selection process is conducted in accordance with the RACP principles for selection into physician training and there is clear responsibility and rationale for decisions.

### The stages of selection into RACP training programs

In order to be eligible to commence in an RACP training program, candidates must progress through all four stages and successfully complete all requirements described below.

#### Stage one – Eligibility to apply

Prospective candidates must meet the published eligibility criteria for the training program as set out in the relevant RACP training program handbook.



#### Stage Two – Selection into Training

Stage Two is undertaken in accordance with the *RACP standards for selection into training at RACP accredited training settings*.

Stage Two is a two-part process. It involves both selection into training as well as securing an employment position suitable to enable training. These two activities may take place simultaneously or independent of each other, depending on the arrangements of the relevant training setting or program.

A candidate must be selected into training and obtained a suitable training position to progress to Stage Three.



#### Stage Three – Registration with the RACP

Candidates are required to register as a trainee before the published registration deadline and must have:

- demonstrated their eligibility for the relevant training program
- obtained a suitable training position and have been selected to join the training program
- applied for prospective approval of training, with their selection letter of recommendation (from Stage Two)
- signed the training agreement



#### Stage Four – Commence Training

The candidate is a trainee of the RACP when they have:

- successfully registered as a trainee
- been granted prospective approval by a College Training Committee
- paid all required fees