

Re-entry to practice, Re-training and Reinstatement Policy

Purpose and scope

The vision of the College is to pursue excellence in the delivery of health care to women throughout their lives.

The re-entry to practice and re-training policy has been developed to support the vision by assisting RANZCOG Fellows who require:

- reinstatement to Fellowship within 12 months of the removal
- a re-entry pathway for return to active practice following an extended absence or
- guidance to develop a retraining plan for Fellows who have self-identified or have been identified by a Health Board or Regulatory Body as requiring retraining.

Pathways for re-entry or re-training support individuals who recognise that their knowledge, skill and/or confidence may not be at the same level as when engaged in active practice and that this should be balanced with the level of experience. The Pathways also align to the RANZCOG curriculum, which outlines the essential attributes and clinical competencies expected within the following three domains:

- **Clinical Expertise** (medical expertise and effective communication);
- **Academic Abilities** (self-learning and research abilities and the capacity to teach); and
- **Professional Qualities** (management responsibilities, practice review and development, teamwork, ethical attitudes and conduct, a commitment to what is best for the patient and health advocacy).

Periods of absence or extended absence may be for a variety of reasons, e.g. including but limited to:

- prolonged illness
- parental leave
- absence following non-payment of membership fees
- absence following resignation
- absence following retirement
- other extended periods of non-clinical work

1. Re-entry and reinstatement pathways

Re-entry and reinstatement pathway requirements are relevant to a duration of absence as follows:

- [up to and including 12 months](#)
- [more than 12 months up to and including 24 months](#)
- [more than 24 months up to and including 36 months](#)
- [more than 36 months](#)

Up to and including 12 months

- Fellows who are removed from Fellowship due to not meeting their financial requirements within 12 months of receipt of fee invoice can submit a [Fellowship Reinstatement Request](#) to the CPD Department with payment of the [Fellowship Review Application Fee](#).
 - If reinstatement is accepted, the [Fellowship Re-instatement Application Fee](#), together with any outstanding fees, must be paid.
 - Once review has occurred and fees have been paid, reinstatement may occur.
- There are no re-training requirements for Fellows who have been absent from clinical practice up to and including 12 months. Fellows are strongly encouraged to seek out a suitable mentor (Fellow of the College) to discuss their return to work.

More than 12 months and up to and including 24 months

Fellows must complete a minimum of one calendar year of CPD activities (50 hours) as outlined in the [RANZCOG CPD Framework](#), relevant to their intended scope of practice and designed to maintain and update their knowledge and clinical judgement. The CPD activities must be completed and logged in the online CPD portal prior to recommencement of practice.

Fellows are also strongly encouraged to seek out a suitable mentor (Fellow of the College) to discuss their return to work.

More than 24 months up to and including 36 months

A formal re-entry to practice plan is required as outlined under *Formal plan for re-entry to practice pathway for Fellows*.

More than 36 months

Fellows returning to practice after an absence of more than 36 months are also required to complete the specific re-entry requirements in accordance with the relevant Regulatory Authority, i.e., Medical Board of Australia or Medical Council of New Zealand

1.1 Formal plan for re-entry to practice pathway for Fellows

Where a Fellow has had an absence from practice of more than 24 months and up to and including 36 months (including returning from retirement) they are required to select an appropriate supervisor (should be a Fellow of the College) to discuss their return to work and supervision requirements. If the Fellow is unable to find a suitable supervisor, contact should be made with the hospital Credentialing Committee for Australia and the hospital Clinical Director for New Zealand

The Fellow considering re-entry to practice should refer to the following documents when undertaking a self-assessment:

- The [RANZCOG Code of Conduct](#) which provides information about the attributes expected of a RANZCOG Fellow.
- [FRANZCOG Curriculum](#) which provides information about the key competencies and abilities required of a RANZCOG Fellow.

- The Clinical Training Reports that form the basis of the 6 monthly summative reports for RANZCOG Advanced Trainees and;
- Procedural and Surgical Skill levels expected as outlined in the [FRANZCOG Curriculum](#).
- [Medical Board of Australia \(MBA\) Registration standard: Recency of practice, effective from 1 October 2016](#).
- [Medical Council of New Zealand \(MCNZ\) 2Policy on doctors returning to medical practice after an absence from practice for three or more years. Effective from January 2018](#).

Fellows returning to hospital practice should be supported by the hospital infrastructure and the credentialing requirements. An appropriate training and assessment plan should be tailored to enable the Fellow to resume practice in their specified practice profile.

For Fellows returning to private practice, it is recommended that consideration be given to a clinical attachment focusing on the key clinical skills required.

The re-entry to practice process must be underpinned by the principles of natural justice and procedural fairness.

Preparing a Plan for re-entry to practice

- Complete the [Re-entry to Practice Plan](#). The Fellow is required to identify the key clinical skills required to resume practice and to make a self-assessment of their current skill level. Contact the CPD team at cpd@ranzcog.edu.au for further support.
- Submit the completed plan to cpd@ranzcog.edu.au for review by the Fellowship Review Committee.

Re-entry to practice Plan outcome

- Following consideration of the report by the Fellowship Review Committee, the College will communicate the outcome of the decision to the Fellow and Supervisor within six to eight weeks of receiving the plan.
- If the plan is approved, the Fellow can implement their re-entry to practice.

Supervisor Re-entry to Practice Report

- At the conclusion of the agreed timeframe for implementing the plan for re-entry to practice, the principal supervisor will need to submit a [Re-entry to Practice Supervisor Report](#) to the RANZCOG Fellowship Review Committee (FRC) to include the extent to which the goals of the plan have been achieved.
- Submit the completed report to cpd@ranzcog.edu.au for review by the FRC.

Supervisor Re-entry to Practice Report outcome

- Following consideration of the report by the FRC, the College will communicate to the Fellow the outcome of their re-entry to practice supervisor report within six to eight weeks of receiving the Report.
- If the re-entry to practice plan has not been satisfactorily achieved, the College may communicate this to the appropriate Regulatory Authority.

2. Re-training pathway

The retraining pathway aims to enable the Fellow to achieve the same standard of safe practice on return to unsupervised clinical practice and assist Fellows who have identified themselves or have been identified by a Regulatory Authority as requiring retraining. Retraining is directed at those areas of clinical competence in which the Fellow intends to practice (subject to appropriate health jurisdiction credentialing).

All requests for retraining must be made in writing to the President or Chief Executive Officer via ceo@ranzcog.edu.au.

Following receipt of the retraining request, a Board Member, to be approved by the President, will be assigned to oversee the process.

In consultation, as required, with the State and Territory Committee and/or Te Kāhui Oranga ō Nuku Chair, the Subspecialty Chair, in the case of a Subspecialist, and others as appropriate, the Board Member will review the retraining request to determine if retraining is appropriate.

All processes must be underpinned by the principles of natural justice, namely a right to be heard and freedom of bias from the procedure.

In this determination, consideration will be given inter alia to:

- adverse events, complaints or Regulatory Authority reports of unsatisfactory performance and;
- if the Fellow is not currently practicing, the length of time since the Fellow was in active practice.
- Key areas of concern and/or deficiencies in clinical practice will be identified.
- If following the review, it is considered that retraining is not appropriate, this will be communicated to the person or organisation making the request, and reasons for the decision provided.
- If retraining is considered appropriate, the Board Member will select an appropriate supervisor to co-ordinate a retraining plan focusing on the key areas of concern.

Preparing a Re-training Plan

- The supervisor and the Fellow must agree on the need for retraining and on the content and possible outcomes of the retraining plan for retraining to commence.
- In consultation with the supervisor and the Fellow, complete the [Retraining Plan](#) that has been developed to assist Fellows. Contact cpd@ranzcog.edu.au for further support.

In preparing the plan, please note that:

- Clinical privileges and medical indemnity for the Fellow in the training institution must be in place.
- Indemnity for the Board Member must be confirmed in writing through the relevant Regulatory Authority requesting the assessment.
- Where the request originated from a College Fellow, the Board Member must satisfy they are appropriately indemnified through either the College Insurer or some other vehicle (e.g. the medical insurer of the Fellow or the Board Member).

Submit the Retraining plan to cpd@ranzcog.edu.au for review by the Board Member.

Re-training plan application outcome

- The Fellow and supervisor will be notified of the decision of the Board Member within six to eight weeks of receipt. If the retraining plan is approved, the Fellow can commence retraining.

- The Fellow should be encouraged to seek support from a colleague or may be offered the support of an independent RANZCOG Councillor/ State and Territory Committee and/or Te Kāhui Oranga ō Nuku Chair.

Supervisor Re-training Report

At the conclusion of the retraining timeframe, the supervisor will prepare a report for the Board Member. The report will include the extent to which the goals of retraining have been achieved.

- Complete the RANZCOG [Re-training Plan Supervisor Report](#) for review by the Board Member.
- Submit the completed report to cpd@ranzcog.edu.au for review by the Board Member.

Supervisor Retraining Report outcome

- Following consideration of the report by the Board, the Board Member will communicate with the person or organisation making the request within 6-8 weeks of receipt of the report.
- If the goals of retraining have not been satisfactorily achieved, the Board may communicate this to the appropriate Regulatory Authority.

3. Retired Fellows seeking reinstatement to Active Fellowship

Retired Fellows wishing to be reinstated to active Fellowship must apply in writing to the Chair, FRC via cpd@ranzcog.edu.au and provide documentation as per the requirements of the relevant duration of absence as outlined in **Section 1, Re-entry and Reinstatement Pathways of this policy**.

Retired Fellows returning to practice must be compliant with all CPD requirements that were in place at the time of retirement¹. If, at the time of retirement, CPD requirements were not recorded into the online CPD portal, they can be recorded retrospectively. Therefore, in order to proceed with your re-entry pathway, incomplete or outstanding requirements specified for the current CPD cycle at the time of retirement must be finalised.

¹Taken from the date on the correspondence indicating receipt by the College of the Fellow's completed Retirement Declaration Form

The Fellowship Review Committee will review the application and recommend a re-entry or retraining pathway based on the applicant's proposed clinical profile and the duration of the absence from practice.

4. Monitoring and evaluation

This policy and the impact on the outcomes of Fellows re-entry or retraining pathway following the processes outlined, will be monitored and evaluated by the College's Fellowship Review Committee.

5. Other suggested reading

Medical Board Australia: [Good medical practice: a code of conduct for doctors in Australia](#)

Medical Board Australia: [Professional Performance Framework](#)

Medical Board of Australia (MBA): [Registration standard: Recency of practice, effective from 1 October 2016. 1](#)

Medical Council New Zealand [Recertification and professional development](#)

Medical Council of New Zealand (MCNZ) [Policy on doctors returning to medical practice after an absence from practice for three or more years. Effective from January 2018.](#)

6. Related RANZCOG documents

[Application for Re-entry to Practice and Plan](#)

[Re-entry to Practice Supervisor Report](#)

Re-entry to Practice Plan Approval (FRC)

[Application for Retraining and Plan](#)

[Retraining Supervisor Report](#)

Retraining Approval – Board Member

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Nov 2016	First publication
v2	August 2022	Policy updated to be clearer and include reference to supporting documentation

Policy Version:	Version 2
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