



## Approval process for trainee transfers

### Guidelines for Regional Training Accreditation Committees

#### Background

Trainees in the FRANZCOG Training Program seeking to transfer from one state to another, or from Australia to New Zealand (or vice-versa), are required to formally apply to the two relevant Regional Training Accreditation Committee (TAC) Chairs, using the *FRANZCOG Training Transfer Application Form*.

The decision to approve or not approve the transfer application is made by the relevant Chairs. This document is a guide for Regional TACs to assist them in dealing with transfer applications and ensure consistency in the decision-making process across all regions.

**Important note:** When accepting the offer of a place in the FRANZCOG Training Program trainees agree to remain in their allocated state/region and ITP unless exceptional circumstances apply. These guidelines only apply in those instances where exceptional circumstances exist and a transfer is a possible option. In the event a trainee is applying for a transfer to a state/region where there are no vacancies, the relevant TAC Chair can only reject the application.

#### Approval process

1. As indicated on the Transfer Application Form, the trainee must obtain the approval, firstly, of their current ITP Co-ordinator (if they are a Core trainee) or their current Training Supervisor. If they have no objections to the proposed transfer, the ITP Co-ordinator or Training Supervisor must sign the form before it goes to the relevant Regional Office for consideration by the TAC Chair. Forms which lack this signature will not be forwarded to the Chair.
2. Before signing the form, the ITP Co-ordinator or Training Supervisor must discuss the proposed transfer with the relevant Head of Unit (i.e. where the ITP Co-ordinator and Head of Unit are not the same person). It is essential that all parties affected by the transfer are aware of what is proposed since the transfer will impact on both training delivery and service delivery at the trainee's hospital.
3. On receiving the transfer application, the TAC Chair of the state/region in which the trainee is currently located should consider the transfer request (not necessarily the actual transfer application) in consultation with their TAC. If, due to timing, it is not possible for the request to be considered at the next meeting of the TAC, the Chair or his/her nominee (e.g the Executive Officer of the relevant Regional Office) should advise TAC members by email of the proposed transfer and ask for comment. If any TAC members indicate concern about the transfer, particularly if it may affect the planned rotation structure for that semester/year, this should be discussed further before a final decision is made.
4. If the TAC Chair, after appropriate consultation with the TAC, has no objection to the transfer, he/she should sign the application form. The form is then sent by the Executive Officer of the relevant Regional Office to the Training Services Department at College House for forwarding to the Regional Office in the state/region to which the trainee wishes to transfer. The Executive

Officer at that Regional Office is responsible for forwarding the application to their TAC Chair for his/her consideration.

5. In order to decide whether or not to approve the transfer, that TAC Chair, or his/her nominee should check that the transfer is agreeable to the relevant hospital (e.g. through discussion with the relevant ITP Co-ordinator and/or Head of Unit). The fact that the trainee has listed a particular hospital on their application form does not automatically indicate that the unit would be supportive of the proposed transfer.
6. The TAC Chair, or his/her nominee, should also obtain as much information as possible about the training history of the applicant. This can include contacting the TAC Chair and/or the relevant ITP Co-ordinator/Training Supervisor in the state/region where the trainee is currently located, or the Training Services Manager at College House and/or the Executive Officer of the trainee's current Regional Office.
7. If the above checking indicates significant concerns about the trainee's suitability, the proposed transfer should be discussed with the ITP Co-ordinator/Head of Unit at the hospital to which the trainee plans to move.
8. While the final decision on whether to approve the transfer rests with the TAC Chair, he/she should consult appropriately, as indicated above, in arriving at their decision.
9. Transfer applications are not finalised until both of the relevant TAC Chairs have signed off on the application.
10. Neither TAC Chair is under any obligation to approve the proposed transfer if he/she has valid reasons for regarding it as not in the best interests of either the trainee or the hospital to which they wish to transfer. In the event that the application is not approved, the reasons for the decision should be communicated to the trainee in writing (e.g. formal letter or an email from the trainee's current Regional Office).