

Fellowship Review Policy and Procedure

Purpose and Scope

The purpose of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) Fellowship Review Committee (FRC) is to support the RANZCOG Board in accordance with Regulation A5 by

- Reviewing and making recommendations in regard to the progress of Fellows who fail to complete the requirements of the College's Continuing Professional Development (CPD) Programs.
- Considering applications for reinstatement to active Fellowship of RANZCOG from:
 - Resigned/Retired Fellows;
 - Fellows who submit plans for re-entry to practice; or
 - Suspended Fellows whose Fellowship was suspended as a result of a recommendation from this Committee.

1. Procedure

1.1. CPD Requirements

1.1.1. Review of Membership

Prior to the end of a Fellow's CPD period, College staff will endeavour to assist the member in understanding and meeting their RANZCOG CPD requirements without recourse to the FRC process.

1.1.2. Request for additional time

Fellows in active practice may request and be granted additional time to complete the requirements of their current CPD period, noting that extensions cannot be granted beyond one (1) month. An extension does not change the requirements and dates of the subsequent CPD period will not change. Once all requirements have been met, the Fellow will move to their next standard CPD period.

CPD activities can only be recorded that have been completed within the CPD Cycle to which the extension applies.

Notwithstanding anything to the contrary in any other policy, all requests for an extension of time should be submitted no later than six (6) weeks before the end of the CPD cycle. All requests will be reviewed by the Chair of the CPD Committee.

Having reviewed the standing of a Fellow, the FRC may grant additional time to the CPD period (in addition to any already granted under Regulation A5.2.1.2), as long as the aggregate additional time to a CPD period given to any Fellow does not exceed four (4) months.

1.1.3. Referral to FRC

Fellows who have failed to accumulate the requisite number of CPD hours, or any other CPD requirement after the expiry date of their current CPD period, including those who have been granted additional time, will automatically be referred to the FRC for review.

Prior to the referral of a Fellow to the FRC, a member of the FRC or another member from the relevant State and Territory Committee or Te Kāhui Oranga ō Nuku may be asked to approach any member(s) who have not met their CPD requirement to clarify or assist with their situation.

1.1.4. Outcomes from FRC referral

Having reviewed the standing of a Fellow, the FRC may grant additional time to the CPD period (in addition to any extensions of time already granted), as long as the aggregate additional time to a CPD period does not exceed four (4) months.

1.1.5. Notification process

The FRC shall endeavour to ensure that the procedures for the prior notification of Fellows of their progress towards the completion or otherwise of the CPD program as set out in the program requirements are strictly followed.

At least 21 days prior to the FRC meeting date, the Fellow concerned will be contacted regarding the:

- given written notice, by registered mail of the time and date of the meeting;
- presenting their case to the FRC either in writing or in person;
- provided with details of the procedure followed by the FRC;
- the potential outcomes of their case; and
- the right of the Fellow to have a support person, colleague or mentor present at the meeting in an observer capacity. The concerned person is not entitled to be accompanied by a legal representative (or any other person who shall act as an advocate).

1.1.6. Fellowship Review Proceedings

Fellows wishing to make a submission must do so in writing addressed to the FRC Chair. All submissions must be received no later than 14 days prior to the FRC meeting.

The Fellow may join the FRC (in person or by teleconference as appropriate) at the appropriate time on the agenda, accompanied by a personal advocate, colleague or mentor.

As far as possible, all proceedings of the FRC leading to a decision shall remain confidential, with the outcome of the proceedings communicated through recommendation to the Board.

1.1.7. . Recommendations to Board

In accordance with RANZCOG Regulation A5.2 as may be amended from time, the FRC may make one of the following recommendations to the Board:

- a) to grant additional time to the CPD period of a Fellow of up to, but not exceeding 3 months from the current CPD Period original due date.
- b) that the Fellow, having failed to satisfy the requirements of the program, not have their Fellowship renewed and, in line with sub-clause 3.3.4 of the RANZCOG Constitution, will have their Fellowship suspended.

1.1.8. Outcome Notification

The College Chief Executive Officer will notify the Fellow in writing of the decision, and reasons for the decision, within three (3) weeks of the meeting of the FRC. Such notification will include information on the applicant's right of appeal according to the College appeals processes.

1.2. Reinstatement to Active Fellowship

1.2.1. Fees

An administration fee will be charged for processing any applications for reinstatement. This fee is payable prior to the commencement of the meeting.

1.2.2. Resigned or Retired Fellows

A Fellow requesting reinstatement following a period of retirement must apply in writing addressed to the FRC Chair

The FRC coordinator will acknowledge receipt of the application and:

- advise the Fellow of the date of the next FRC meeting;
- request payment of the Administration Fee; and
- provide the Fellow with a copy of the *RANZCOG Re-entry to Practice and Retraining Policy*.

1.2.3. Suspended Fellows Seeking Reinstatement

Any Suspended Fellow requesting reinstatement to Fellowship following a decision or recommendation from this Committee must apply in writing addressed to the FRC Chair.

The FRC coordinator will acknowledge receipt of the application and:

- advise the Suspended Fellow of the date of the FRC meeting at which the application will be considered;
- request payment of the Administration Fee; and
- provide the Suspended Fellow with a copy of the *RANZCOG Re-entry to Practice and Retraining Policy*.

1.2.4. *Fellowship Reinstatement Proceedings*

Applicant wishing to make a submission must do no later than 14 days prior to the FRC Committee meeting to the Chair.

In accordance with RANZCOG Regulation A5.3 as may be amended from time to time, the FRC may make a decision as follows:

- a) request that the applicant provides further information on their further education, retraining planned, or already undertaken. The application will be considered at a subsequent meeting of the FRC; or
- b) request that the applicant participate in an approved education or retraining program prior to their reinstatement as a Fellow; or
- c) the application is granted; or
- d) the application is denied.

1.2.5. *Recommendations to Board*

In accordance with RANZCOG Regulation A5.3 as may be amended from time to time, the FRC can make recommendations to the Board as follows. That:

- a) that, following the receipt of evidence of successful completion of a specified retraining program, the applicant be reinstated to active Fellowship.
- b) that the applicant be reinstated to active Fellowship.
- c) that the applicant not be reinstated to active Fellowship

1.2.6. *Outcome Notification*

The Chief Executive Officer will notify the applicant in writing of the decision, and reasons for the decision, within three (3) weeks of the meeting. Such notification will include information on the applicant's right of appeal.

Where the decision of the FRC is to recommend to the Board that the applicant be reinstated to active Fellowship, either following completion of a specified retraining program or not, the recommendation will not be forwarded to the Board for consideration before the applicant completes and returns to the College a declaration relating to matters that may affect an individual's Fellowship pursuant to sections of Clause 5 of the RANZCOG Constitution.

Where a completed Elevation to Fellowship declaration indicates matters that may potentially have an effect on renewal of an individual's Fellowship, pursuant to the relevant sections of Clause 5 of the RANZCOG Constitution, the matter will be referred in the first instance to the Chair of the subcommittee of the Board appointed for such purposes prior to the forwarding of the recommendation to the Board. that the applicant be reinstated to Fellowship. This subcommittee will determine whether the matters are such that they be:

- dealt with under relevant provisions of Clause 5 of the RANZCOG constitution; or
- referred under the regulations or policies relating to the Professional Standards Committee; or
- noted with no further action.

Any reinstatement to Fellowship following a decision of the FRC shall not be complete until all administrative and other requirements set by RANZCOG, have been met. This includes payment of all fees and completion of the Elevation to Fellowship declaration.

Applicants have two (2) months from the date of the offer of reinstatement to Fellowship in which to pay the required subscription fee(s). If this and all other administrative requirement are not met by that time, the offer of reinstatement will lapse, and the applicant must re-apply to the FRC.

1.2.7. Publishing Outcomes

In relation to any decision of the Board arising from recommendations of the FRC, the Board may, in its absolute discretion, give notice of, publish or communicate the decision to:

- all or any of the members of the College;
- any Authority or professional body or organisation in or connected with the field of medicine;
- the public generally.

2. Appeal of College decisions

Following notification of the outcome made pursuant to this policy, applicants may request Appeal under the College's established Appeals Procedures, which may be accessed via the College website.

3. Related RANZCOG documents

- RANZCOG Regulation
- RANZCOG Privacy Policy
- RANZCOG Re-entry to Practice and Retraining Policy
- Exceptional Circumstances and Special Consideration Policy and Procedure
- RANZCOG Reconsideration Review and Appeal of Decisions Policy

Version	Date of Version	Pages revised / Brief Explanation of Revision
Version 1	November 2022	New policy created from regulation extraction.

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