

Removal from Training Program Policy and Procedure

Purpose and Scope

The purpose of this policy is to outline the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) policy and procedure for trainees who fail to meet their training requirements and act in accordance with standards set by RANZCOG while undertaking their training. This policy applies to RANZCOG trainees, members of the relevant committees and staff who administer the process.

Programs Covered by this policy include:

- Fellowship of RANZCOG
- Certification in Gynaecological Oncology (CGO)
- Certification in Maternal Fetal Medicine (CMFM)
- Certification in Obstetrical and Gynaecological Ultrasound (COGU)
- Certification in Reproductive Endocrinology and Infertility (CREI)
- Certification in Urogynaecology (CU)

1. Policy

This policy outlines removal from a training program on the following grounds:

- Unless the Overseeing Committee accepts that exceptional circumstances exist as per the *Exceptional Circumstance and Special Consideration Policy and Procedure*, a trainee will be referred to the Progression Review Committee (PRC) for consideration for removal from the Training Program if a trainee fails to meet the commitments of their program. For the purpose of this policy an overseeing committee is the relevant RANZCOG Committee which has the decision making authority in relation to training programs as per their terms of reference.
- Where a trainee's behaviour breaches RANZCOG's Code of Conduct.

1.1. Removal from the RANZCOG Training Program

Unless the Training Accreditation Committee accepts that exceptional circumstances exist, a trainee will be referred to the Progression Review Committee (PRC) for consideration for removal from the RANZCOG Training Program if:

- 1.1.1. the requirements of Basic Training are not completed within the timeframe specified in these Regulations; or
- 1.1.2. the requirements of Advanced Training are not completed within the timeframe specified in these Regulations; or
- 1.1.3. for trainees who commenced training from 1 December 2003 to 30 November 2013, either the RANZCOG Written or Oral Examination is not passed within the maximum four (4) attempts, or

- 1.1.4. for trainees who commenced training from 1 December 2013, either the FRANZCOG Written or Oral Examination is not passed within the maximum three (3) attempts; or
- 1.1.5. a trainee has three (3) Six-monthly Summative Assessment Reports assessed as 'Not Satisfactory' during the course of the FRANZCOG Training Program;
- 1.1.6. the trainee fails on a second occasion in the course of the training program to submit a Six-monthly Summative Assessment Report to the Executive Officer at the relevant State and Territory or New Zealand Office within six (6) weeks of the end of the relevant training period to which the Six-monthly Summative Assessment relates; or
- 1.1.7. the trainee has exceeded 156 weeks of extended leave of absence from the FRANZCOG Training Program without prospective written authorisation from the Chair of the relevant State and Territory or New Zealand Training Accreditation Committee; or
- 1.1.8. the trainee has failed to indicate to the College their training intentions for the relevant training period whether by not submitting the prospective approval of training form by the required deadline or not lodging an application for prospective approval of extended leave of absence or not lodging an application for prospective approval of research leave; or
- 1.1.9. the trainee, at any time during FRANZCOG Training, is found not to be in a prospectively approved training position; or on a prospectively approved extended leave of absence, or on prospectively approved research leave; or
- 1.1.10. the trainee is found to be in a position (employment) other than that which was prospectively approved prior to commencement of the training period; without notification to the College; or
- 1.1.11. the trainee is found to have been subject to changed conditions of employment or medical registration without notification to the College.

1.2. Removal from a Subspecialty Training Program

Unless the Subspecialties Committee accepts that exceptional circumstances exist, a subspecialty trainee will be referred to the Progression Review Committee for consideration for removal from a subspecialty training program if:

- 1.2.1. either the applicable subspecialty Written or Oral Examination is not passed within the maximum four (4) attempts. For trainees commencing subspecialty training after 1 December 2016, the maximum number of attempts shall be three (3) as specified in Examinations Policy and Procedure; or
- 1.2.2. the applicable subspecialty Written or Oral Examination is not attempted for the first time within two (2) calendar years of completion of prospectively approved subspecialty training; or
- 1.2.3. For trainees who commenced their training prior to 1 December 2019, the applicable subspecialty Written and Oral Examinations are not passed within six (6) calendar years of completing prospectively approved subspecialty training; or
- 1.2.4. For trainees who commenced their training from 1 December 2019, the applicable subspecialty Written and Oral Examinations are not passed within four (4) calendar years of completing prospectively approved subspecialty training; or

1.2.5. The Scholarly elective:

- 1.2.5.1 For those who commenced training prior to 1 December 2018, if the Scholarly Elective is not submitted for assessment within one (1) year and assessed as satisfactory within three (3) years of completing prospectively approved subspecialty training; or
- 1.2.5.2 For those who commenced training after 1 December 2018, if the Scholarly Elective is not submitted for assessment within one (1) year and assessed as satisfactory within three (3) years of completing prospectively approved subspecialty training; or

1.2.6. The relevant Subspecialty Committee assesses three (3) Six-monthly Summative Assessment Reports as 'Not Satisfactory' during the course of the training program; or

1.2.7. the trainee fails on a second occasion to submit a Three-monthly Formative Appraisal Report within four (4) weeks of the end of the relevant training period to which the Three-monthly Formative Appraisal relates and/or a Six (6)-monthly Summative Assessment Report/Clinical Training Summary to the Subspecialties Training Officer at RANZCOG within six (6) weeks of the end of the relevant training period.

1.3. Removal from a Training Program Due to Complaints or Unprofessional Behaviour

As members of the College, Trainees are expected to display standards of practice and ethics as outlined in the *RANZCOG Code of Conduct* and similar documents.

Where the College becomes aware of a particular matter or conduct by a trainee that is considered to be a breach of the *RANZCOG Code of Conduct* or which otherwise falls under the auspices of the College Professional Standards Committee (PSC), the matter or conduct may be referred by the Chief Executive Officer in accordance with the processes outlined in the regulations relating to the PSC.

2. Procedure

2.1 Notification of Consideration for Removal

At least 30 days prior to a meeting of the Overseeing Committee at which a trainee is to be considered for removal from the applicable training program, the trainee will be informed of this in writing by the Chair of the Committee and advised:

- of the grounds on which they may be removed from the applicable training program;
- that unless the Committee accepts that exceptional circumstances apply, they will be referred to the PRC or to the PSC for consideration for removal from the applicable subspecialty training program in accordance with Regulation A3 and A4;
- that any information they wish to have considered by the Committee should be provided in writing to the committee coordinator at RANZCOG not less than twenty-one (21) days prior to the meeting of the Committee at which their possible removal from the applicable training program is to be considered. Any documentation submitted after that time will only be considered if the Chair of the Committee considers that the material is of significance to the matter being considered

3. Related RANZCOG documents

- RANZCOG Regulation
- Exceptional Circumstances and Special Consideration Policy and Procedure
- Code of Conduct
- Reconsideration, Review and Appeal of Decisions Policy

Version	Date of Version	Pages revised / Brief Explanation of Revision
Version 1	November 2022	Extract from regulation

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