Eligibility to sit Fellowship Examinations

<table>
<thead>
<tr>
<th>Policy Domain:</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Area:</td>
<td>Trainees</td>
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<td>Policy Author:</td>
<td>National Education Committee</td>
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<td>Contact:</td>
<td>Education Manager</td>
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<tr>
<td>Related Policies/Regulations</td>
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</tbody>
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**PURPOSE**

The purpose of this policy is to outline the criteria that must be satisfied by trainees in the ACD Training Program in order to be able to apply to sit the Fellowship Examination.

**SCOPE**

The policy covers the roles of the trainee, DoT and College administration and the conditions under which the Trainee may or may not sit Fellowship.

**DEFINITIONS / KEY WORDS / ABBREVIATIONS**

- **Lodgment date** means by 8 March or by 5.00pm on the next working day if the date falls on a weekend
- **NExC** means the National Examinations Committee
- **DoT** means Director of Training
- **PIF** means Performance Improvement Plan

**THE POLICY**

Trainees are eligible to apply to sit Fellowship Examinations in their fourth year. They must do so by the lodgment date of the year in which they wish to sit. Trainees must fulfil the following criteria:

- **Director of Training can confirm that the trainee:**
  - Is full time in their fourth year
- Has completed a minimum of 132 weeks of training (138 weeks for all trainees entering the training program from 2015 onwards)
- If an IMG, have completed 44 weeks (46 weeks for all trainees entering the training program from 2015 onwards) of training in the first year, five (5) weeks by 8 March with an additional 12 weeks to be completed by the last week in May, a total of 17 weeks of training in the second year
- Has completed all Publications and Presentations by the end of their third year of training
- Logbook has been checked at the end of their third year for quality and completeness of all medical-related content such as ProDAs, DermCEXs, CbDs and RLPs.
- Has successfully completed all SITAs to the end of their third year

The DoT will recommend to the NExC (via the College) on the eligibility (or otherwise) of the Trainee to apply to sit the Fellowship examination in the coming year.

**Senior Administrative Officer, Pre-Fellowship (College) can confirm to the NExC:**

- The validity the accuracy of the documents submitted with the Trainee’s exam application and fee (by the lodgment date) including:
  a) All Records of Trainee Appointment (signed by the HoD after each rotation and by the DoT at the completion of Training).
  b) Completed yearly checklists for each year of training, signed by the DoT.
  c) Logs of attendance at Faculty and hospital clinical meetings
  d) Recorded details of scientific meetings attended and append evidence where required
  e) First 3 years of 44 weeks training per year verified, all signed off by the DOT.

The Fellowship Examination cannot be attempted prior to the fourth year of training.

**Failed SITA at the end of third year.**

If a trainee fails their last SITA of their third year the following apply in relation to their eligibility to apply to sit the Fellowship Examinations:

1. The trainee may apply provisionally to sit the Fellowship examinations while the PIF procedures are established and followed ie. a second/follow-up PIF at three months and another review at six months.
2. The trainee must satisfy all PIF requirements before the June Writtens.

If the trainee does not satisfy all PIF requirements before the June Writtens, they may not sit the examinations, and will need to re-apply the following year. Application fees already paid provisionally will be refunded.

Based on this information, the NExC will hand decisions back to the College on who will be accepted as being eligible to sit, and who will not. The decision on the acceptance of Fellowship examination applications remains the sole responsibility of the NExC.

It is the responsibility of the Trainee to ensure that all necessary documentation is completed accurately and submitted, together with the scheduled fee, by the due date.