Part-time and Shared Training Policy

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<th>Education</th>
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<td>Policy Area:</td>
<td>All ACD candidates</td>
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PURPOSE

The purpose of this policy is to outline the process of applying for, and situations in which, candidates may apply for part-time and/or shared training positions in any Training Programs run by the Australasian College of Dermatologists.

SCOPE

This policy applies to all candidates enrolled in any course run by the ACD and outlines the application rules and regulations, application process and appeals process.

DEFINITIONS/KEY WORDS/ABBREVIATIONS

Candidate refers to any person who has accepted an offer of a position in any Training Program run by the ACD and has paid fees.

Part-time training refers to an accredited training position being filled for 50% of a full year’s training.

Shared training refers to an accredited training position being shared equally by two people each contributing 50% time to the position.

Training Position refers to an accredited position for training.

NEdC refers to the National Education Committee.
THE POLICY

The College may allow candidates to participate in part-time and/or shared training and all requests will be considered but cannot always be accommodated.

Applications for part-time and shared training require:

- A written request to the Hon Sec by 1 June in the year preceding commencement of a part-time and/or shared position. The Hon Sec will forward the documentation to the State DoT and Faculty Chair.
- Supporting documentation to be provided to the Hon Sec which assists the DoT and Faculty Chair to assess, clarify and/or verify the request and the impact of the request. A failure to supply supporting documentation may affect the outcome of the candidate’s application.
- A decision is made by the DoT in consultation with the NTC and relevant State Faculty committee.

If the part-time and/or shared training is approved the following must be complied with:

- There is no compromise to, or disruption of, patient care. There must be no disruption to the orderly running of the Department of Dermatology in the institute where the part-time or shared position is undertaken. Sufficient overlap time for transfer of responsibilities must be organized.
- A part-time candidate has to perform at least 50% of the full-time workload.
- A part time candidate is expected to work continuously during their part time position (with the usual provisions for leave). Unless there are exceptional circumstances, long blocks of time off are not allowed, and the usual expectation is that a trainee will work 2-3 days a week or alternate weeks.
- If candidates are granted this mode of training, it will be for two consecutive years.

For Dermatology candidates:

- The two consecutive years must be either years 1 and 2, or years 2 and 3. There is no provision for a trainee to be part-time / shared during their fourth year.
- A part-time candidate is expected to attend at least 50% of tutorials, clinical meetings and other educational meetings held at their training institutions or organized by their State Faculty.
• A suitable timetable for the part time and/or shared positions is to be developed by the DoT in consultation with the two trainees, relevant SoT and HoD of the training institution. This should occur as soon as practical after selection and position allocation is completed. The proposed timetable is to be approved by the NTC.

• The overall duration of training must not exceed the expected four year minimum period plus an additional six years.

For candidates in other courses:
• A part-time candidate is expected to attend at least 50% of training requirements and other prescribed educational meetings held at their training institution.
• There must be a set period of full-time training as determined by the candidate’s supervisor before a candidate may attempt an exam and/or complete their training.
• No part-time and/or shared training may extend beyond double the normal time allocated for completion of the Training Program.

In General:
• A trainee is able to have 2 years part time training. Part time training may only be undertaken once during the registrar’s training program.
• It is appreciated that unforeseen circumstances may arise that lead to a request by a trainee to undertake part-time training outside the time frame. All requests should be submitted in writing to the Hon Sec and the state DoT.
• All requests will be carefully considered but approval of the request cannot be guaranteed.

Appealing decisions

If a candidate does not agree or accept the decision, the candidate must advise the Hon Sec in writing, within fourteen days of the notification, outlining the reasons for disagreement and if applicable, the change in conditions sought by the trainee. The Hon Sec will refer the original application together with all relevant documentation to the BoD, who will review the process and the reasons for the decision.

On undertaking a review, the BoD may seek additional information (although it is not obliged to do so).

If the BoD deems that, notwithstanding the exceptional circumstances, the College’s policies and procedures have not been properly followed or applied appropriately, the BoD may overturn or modify the previous recommendation and notify the trainee of a new or amended course of action.

If a candidate is not satisfied with the outcome of a review by the BoD, decisions relating to requests for special consideration may be appealed in accordance with the College Appeals Policy.