State Transfer for Training Policy

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<th>Policy Domain:</th>
<th>Education</th>
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<td>Policy Area:</td>
<td>Training Programs</td>
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<td>Policy Author:</td>
<td>NTC</td>
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<td>Contact:</td>
<td>Education Manager</td>
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<td>Related Policies/Regulations:</td>
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**PURPOSE**

The purpose of this policy is to outline the process of applying for, and situations in which, Trainees may apply for transfer from one State to another in order to continue training.

**SCOPE**

This policy applies to all Trainees enrolled in Dermatology Training Program which leads to FACD and outlines the application rules and regulations, application process and appeals process.

**DEFINITIONS/KEY WORDS/ABBREVIATIONS**

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

Training Position refers to an accredited position for training.

NEdC refers to the National Education Committee.

NTC refers to the National Training Committee

Hon Sec refers to the Honorary Secretary

**THE POLICY**

The Dermatology Training Program is a national program and as such when a Trainee selects their State of preference at the time of application to the program they are making a
decision to spend their entire training program in that State. Trainees may only apply for 
consideration of state transfer in extraordinary circumstances. There is no guarantee that the 
request will be granted. Non-valid reasons for transfer may include, but are not limited to:

- Ill family member who is not solely dependent upon the trainee
- Transfer of a spouse or partner to another state for their work for a period of less than 
twelve months
- Family and partners live in the state of origin
- The trainee came into the program from another state and wishes to return to that 
state

Applications for State transfer require:

- A written request to the Hon Sec by 1 June in the year prior to the proposed 
transfer. The documentation will be reviewed by the DoT and the State Faculty 
Chair of the state to which the Trainee wishes to transfer. A copy goes to the 
Dean of Education
- Supporting documentation to be provided to the Hon Sec which assists College 
to assess, clarify and/or verify the request and the impact of the notified 
circumstances. A failure to supply supporting documentation may affect 
the outcome of the candidate’s application.
  
  i. A letter of support from the DoT in the State where the 
  Trainee is currently 
  working.
  ii. A copy of the Trainee’s portfolio, including a copy of all SITAs to date.
  iii. A detailed log of the completed training rotations included for each 
rotation
  iv. Contacts for the last two rotations:
     - name of the hospital,
     - name of the Head of Department,
     - name of the Supervisor of Training,
     - names of the Clinical Supervisors with whom the 
Trainee has worked
     - weekly timetable.
  v. Written permission for the DoT, State Faculty Chair and any other member 
of the Faculty Selection Committee to discuss the Trainee’s application with 
any people referred to in the Trainee Portfolio.

The application will be considered and a decision made in consultation with the relevant 
staff of the current and proposed States.

The Faculty Chair of the State to which the Trainee wishes to transfer will write to the Hon Sec 
advising of the decision. The Hon Sec will formally advise the Trainee, the Faculty Chair and 
the DoT of the State in which the Trainee is currently employed of the outcome of the 
Trainee’s request, with a copy of the letter to be sent to the Dean of Education.

Any party may appeal through the College’s appeal process if unhappy with the decision.

**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 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.