

Forms Required for RANZCP Basic Training

Only forms sent to the College are shown, e.g. not formative feedback.

Registration:
1-page fax to register as a trainee with the College
Plus: Letter of Good Standing (with NZ Medical Council or GMC)
Done:

The College replies to the Registration Fax, asking for the Training fee
Once received they send you your Membership number & you can access the "members" section of the College website
Done:

1st Adult Psychiatry end of rotation form
Done:

Annual Experiences Form for 1st Year:

Ethical Practice Activity Done:

Carer Activity Done:

"Consumer" Activity Done:

NGO Activity Done:

2nd Adult Psychiatry end of rotation form Done:

10 Observed Interviews form Done:

Trainee's Name:

BASIC TRAINING - FIRST YEAR

Part-timers are less common in First Year, but for them:

- End of rotation forms are required every 6 months for part-timers as well, in all years of Basic Training (accruing 3-5 months FTE per form)
- the annual activities forms are just required for each of the initial 3 FTE years of basic training
- the 10 Observed Interviews form is required towards the end of the FTE 1st Year

Note:

Various forms as over could also be completed during or by the end of first year – e.g. ECT experience, Indigenous experience, Rural experience.

APPLICATION PROCESS

Forms required for RANZCP Advanced Training so as to achieve Fellowship

Application Form for Advanced Training naming 3 referees - & Letter of Good Standing from Medical Council

Form:
LGS:

Actual References only needed if new to the Auckland programme
Provide a copy of your trainee database for your selection interview

Up to date C.V.

Selection process with "Director of Advanced Training" of the Adv. Training stream, with an Outline Proposal form to plan the initial year of Adv. Training

NB: All the Secretariat actually needs is the Letter of Good Standing & a "Selection Notification" form - done by the Director of Training for your AT program after selection.

Rural Experience form
Done:
If not already completed in BT

Continuity of Care form
Done:
If not already completed in BT

Ethical Practice Activities for Years 4 & 5
Done:
Done:

Leadership & Management Training
Exempt this:
Done:

CME Activities: A tally for each AT year - min. of: 25 hrs / year
Done:
Done:

Twice Yearly Summative Report Forms: Year 1 of AT
6 monthly Done:
12 monthly Done:

Twice Yearly Summative Report Forms: Year 2 of AT
6 monthly Done:
12 monthly Done:

Each Logbook also has some extra, specific forms for that SAT's program (not needed for Fellowship as such)

Biological Management Learning Goals signed off on form
Done:

Social Management Learning Goals signed off on form
Done:

Cultural Management Learning Goals signed off on form
Done:

Notice of intention to apply for fellowship signed by 2 Fellows. Plus: Letter of Good Standing from Medical Board/Council
Note Deadlines
Form LGS:
Done:

Final Summary Report (list) sent to the College (via the DOT even for non-Generalists) at the end of Adv Trg
Done:

Application form for admission as a Fellow is sent to trainee by Secretariat
Done:

All these tasks are now incorporated in the end-of-run form, not done on separate forms

Note 6: One Ethical Practice Activity is needed annually during each of the 2 FTE yrs of advanced training until Fellowship. Trainees exempt ≥ 6 mths of AT submit just one of these forms.

Note 7: Includes report of psychological management and consultative skills experiences

Note 8: See the Admission to Fellowship Schedule on College 'Links Page' for actual deadlines and dates

Note 9: Pro Rata Rules for no. of AT requirements needed from trainees with AT time exempt from pre-2004 training or with MRCPsych time can be complex: check with DOT

Note 11: Trainees completing Fellowship requirements *before* SAT requirements are to use Generalist Final Summary Report form

After election to Fellowship, if SAT-specific Adv. Training continues, only documentation required by that SAT is needed, plus ongoing Summative Reports & SAT-specific parts of the Final Summary Report. After Fellowship, CPD enrolment replaces CME requirements in Adv. Training.