

ELEVATION TO FELLOWSHIP POLICY

Purpose

To define the requirements and process for conferring Fellowship of the New Zealand College of Sexual and Reproductive Health (NZCSRH) upon trainees who have successfully completed the New Zealand College of Sexual and Reproductive Health (NZCSRH) Fellowship Training Programme.

This policy should be read in conjunction with NZCSRH Regulations A1.1 which set out the overarching governance rules for Fellowship elevation and membership.

Scope

This policy applies to all trainees nearing completion of the NZCSRH Fellowship Training Programme, the Educational Advisory Committee (EAC) and the New Zealand Sexual and Reproductive Health Educational Charitable Trust (NZSRHECT) Board, hereafter referred to as the 'Board'.

For information about the Fellowship pathway for Specialist International Medical Graduates (SIMG) who wish to apply for Fellowship with NZCSRH, refer to the NZCSRH Specialist International Medical Graduate (SIMG) Policy and Regulations A1.1.1.2.

Definitions

Fellowship: EAC will recommend to the Board that a trainee be elevated to Fellowship. The professional qualification and title (FNZCSRH) are conferred by the Board upon a medical practitioner who has successfully completed the SRH Fellowship Training Programme. It may also be conferred upon Specialist International Medical Graduates (SIMG) who have completed requirements for Fellowship as specified by the Board.

Detail

Fellowship is awarded based on competency of practice and compliance with professional and ethical standards. Prospective fellows must have met all required conditions of completion, and confirmation requires formal governance approval by the Board. Pursuant to Regulation A1.1.3, the Board retains the absolute right to refuse to admit any person to membership.

Application for Fellowship

An application for Fellowship may be made up to six (6) calendar months prior to the completion of the required 36 months of satisfactory prospectively approved training involving the completion of at least six (6) six-monthly summative assessments. However, application forms will only be prepared by the Director of Training, or delegated EAC member, where a trainee has satisfied all training and assessment requirements for Fellowship as defined by NZCSRH (with the exception of the submission of the final Three-monthly Appraisal, Six-monthly Summative Assessment Report and completion of prospectively approved



Special Interest Training Modules, if applicable, for trainees applying prior to the completion of all necessary training).

The Special Interest Training Modules must be signed off as complete by the Training Supervisor (if applicable), the final Three-monthly Appraisal must be approved by the Chair of the EAC, and the Six-monthly Summative Assessment must be submitted and assessed as "Satisfactory" at the conclusion of the relevant training period, for Fellowship to be valid.

In order to be considered by the EAC and the Board, Fellowship application forms must be submitted three (3) weeks before the next EAC meeting.

Applicants for elevation to Fellowship must complete all administrative requirements, including completion of relevant documents and payment of any necessary fees within two (2) calendar months of the Fellowship elevation date or Board meeting at which their application for elevation to Fellowship is approved, whichever is the latter, or the offer of Fellowship will lapse and an additional application will need to be made (Regulation A1.1.2).

Administrative requirements include:

- Registering with the NZCSRH CPD provider and paying any necessary fees;
- Entering a Professional Development Plan; and
- Participating in a Regular Practice Review meeting six months after elevation to Fellowship.

Applicants for elevation to Fellowship following completion of the Fellowship Training Programme must complete the NZCSRH Fellowship Training Programme Exit Survey with the Director of Training, or delegated EAC member, before their elevation will be finalised.

Required Declaration for Fellowship

At least 30 days prior to the meeting of the Board at which it is intended to consider the elevation of the trainee to Fellowship, trainees must complete and return to NZCSRH a Fellowship Declaration Form.

Where a completed Fellowship Declaration Form indicates matters that may potentially have an effect on an individual's Fellowship, the matter will be considered by the Board or a designated sub-committee. In accordance with Regulation A1.1.10, candidates and Fellows must also inform the EAC Chair, and copy to the NZCSRH Administrator, immediately if any circumstances arise that may affect their membership or registration status.

The Chair will determine whether the matters are such that they be:

- Dealt with under relevant provisions of Regulation A1.1; or
- Dealt with in accordance with the Fitness to Continue or Remove Policy; or
- Referred under the Academic Integrity Policy; or
- Noted with no further action taken.

A candidate for elevation to Fellowship who fails to complete and return the NZCSRH Fellowship Declaration Form at least 30 days prior to the meeting of the Board where it is intended to consider the elevation of the candidate to Fellowship, shall not be elevated to Fellowship at that meeting unless the Chair exercises discretion to allow the elevation to proceed. Such discretion may only be applied if the declaration discloses no adverse matters requiring further consideration as outlined above.



Disputes

Any dispute in this regard will be referred to the NZSRHECT Board according to the Complaints Policy.

Policy Owner	NZCSRH Educational Advisory Committee
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