

NZCSRH FELLOWSHIP TRAINING PROGRAMME POLICY

Purpose

To define the structure, requirements, operational processes, and governance of the New Zealand College of Sexual and Reproductive Health (NZCSRH) Fellowship Training Programme, ensuring consistent delivery of high-quality specialist training in sexual and reproductive health.

Scope

This policy applies to:

- All trainees enrolled in the NZCSRH Fellowship Training Programme
- Applicants to the programme
- Training supervisors
- Accredited training sites
- Educational Advisory Committee (EAC)
- NZCSRH administrative staff

This policy should be read alongside the *Trainee Selection Policy*, *Special Considerations Policy* and the *Flexible Training Policy*.

Definitions

Training Block: A defined period of training (typically six months) used for assessment and crediting.

FTE (Full-Time Equivalent): Standard measure of training workload.

Prospective Approval: Formal approval granted by EAC before training commences.

Details

The Fellowship Training Programme is competency-based and follows the NZCSRH Fellowship Training Curriculum. The training programme is delivered through a combination of supervised clinical practice and structured learning.

Programme Structure

The training programme consists of:

- Core Training: 46 weeks FTE of supervised clinical training in an approved community family planning and reproductive health setting. Trainees must meet core New Fellow Competencies.



- Advanced Training: 92 weeks FTE of extended clinical practice in an approved accredited sexual and reproductive health service. Trainees will develop advanced New Fellow Competencies and will complete a minimum of four (4) special interest modules.

Throughout the training programme, trainees must also complete a research project/audit (for more details, refer to the *Research and Scholarly Activity Policy*), complete all mandatory curriculum-based learning modules and assessments.

Entry to the Programme

Entry is competitive and governed by the *Trainee Selection Policy*. Applicants must meet all eligibility requirements prior to acceptance. Acceptance into the programme does not constitute automatic commencement.

Commencement of Training

Before commencement of training, trainees must:

- Be formally accepted into the programme (meaning they must meet the criteria for acceptance outlined in the Trainee Selection Policy)
- Have an approved training position
- Have an approved supervisor (see Supervisor Selection Policy for more details)
- Have an accredited training site (see Site Accreditation Policy for more details)
- Have submitted all required documentation
- Have paid the relevant registration fee (details below).

Unless otherwise agreed upon, trainees will enter the NZCSRH Fellowship Training Programme at Year 1 of Training. Trainees may complete this programme while working part-time (see the *Flexible Training Policy* for more details).

All trainees are required to sign the *Trainee Statement of Understanding*, which advises them of their rights and responsibilities before commencing training. This must be submitted within six (6) weeks of the date of commencement in the Fellowship Training Programme.

All training must be approved by the EAC before training begins. Any training undertaken without prospective approval will not be credited toward Fellowship.

Registration and Annual Fee Payment

All trainees, regardless of whether training full-time or part-time, must pay the full Annual Training Fee by 31 January of each year.

Trainees who take a Leave of Absence must remain on the Register of Trainees and, where leave is taken for an entire training year, are required to pay any required Training Services Fee to NZCSRH by 31 January of that year.

Where a trainee has, due to an approved period(s) of Leave of Absence, trained for less than 26 weeks (FTE) in a training year, the trainee may apply to receive a refund of 33% of the Annual Training Fee for that year. This refund shall be paid by the NZCSRH following the conclusion of the applicable training year.



Where a trainee has, due to their date of elevation to Fellowship, trained for less than 26 weeks (FTE) in the first half of a training year, the trainee may apply to receive a refund of 33% of the Annual Training Fee for that year. This refund shall be paid by NZCSRH following the trainee's elevation to Fellowship.

Trainees who do not pay the Annual Training Fee by 31 January of each year as required will be regarded by NZCSRH as unfinancial. Training undertaken while unfinancial will not be credited, even if prospective approval of training has been obtained.

Trainees who are unfinancial will incur a late fee (calculated as 10% of the Annual Training Fee) for each month they are overdue with payment of annual training fees. Trainees who are unfinancial will not be permitted to complete training until such time as all outstanding monies are paid to NZCSRH.

Training Time Requirements

The NZCSRH Fellowship Training Programme involves a course of clinical training and study to the equivalent of 138 weeks full-time. The requirements of this programme can be met by part-time work; for the purposes of credited training, NZCSRH defines part-time training as training undertaken between 0.5 FTE and full-time training (1.0 FTE) at the relevant site for the relevant period of training. Part-time training may only be undertaken with approval from the EAC. Trainees undertaking training part time still must complete the programme within 276 weeks of their training commencing. The first year of full-time equivalent supervised clinical training must be completed within 36 months of commencement of training. See the *Flexible Training Policy* for more details about part-time work and leaves of absence.

Training is defined by training blocks (usually six calendar months/ 26 weeks). Each training block must meet minimum duration requirements and include sufficient clinical exposure. The minimum number of weeks able to be credited in any period covered by a Six-monthly Summative Assessment Report is ten (10) weeks (FTE). If the number of weeks of training (FTE) in a six-month period is less than 10, no credit for the training period will be recognised.

Each training block will involve the completion and submission of a Three-monthly Formative Appraisal and a Six-monthly Summative Assessment Report.

Credit for Training

Training will only be credited where ALL of the following are met:

- Prospective approval of the training post has been obtained from the Chair of the EAC
- Training has been completed in an accredited site
- The training block undertaken equates to at least ten (10) weeks FTE
- Supervision has been provided by an approved supervisor
- All assessments have been completed satisfactorily
- All documentation has been submitted on time, including submission of the Evaluation of Training document for the training period in question
- All required fees have been paid

NZCSRH acknowledges that there may be exceptional circumstances that arise which may preclude a trainee from meeting the requirements for a set period of time. In this event, trainees may apply for special consideration (refer to the *Special Consideration Policy* for more details).



Interruptions and Leave

NZCSRH recognises that some trainees may wish to take a leave of absence or may work part-time. All leave of absence applications must be approved by the EAC in advance where possible and must be formally recorded. For matters of extended leave of absence, trainees may require assessment of training pathway and may be required to transition to updated curriculum requirements. Details about this are covered in the *Flexible Training Policy*.

Approved leave taken for the purposes of studying for recognised professional development may be included in the training time able to be credited in any six (6) month training period.

Assessment and Training Record

All requirements for assessment and training are detailed in the NZCSRH Fellowship Training Curriculum.

Assessment and training records are regulated according to the *Assessment and Training Records Policy*.

Changes to Training Programme

As part of the quality assurance process, regular reviews of the NZCSRH Fellowship Training Programme are conducted. Where necessary, any proposed changes to the curriculum, training workload or assessment will be submitted by the EAC to the Board for approval.

Where a change may disadvantage existing trainees, it is only introduced for future trainees with a minimum of six-months' notice. Where a change is an advantage (e.g. provides greater flexibility) it is applied to existing trainees.

Trainees who are affected by changes to the training programme will be notified in writing of the change, and changes will be updated in the Curriculum and published on the NZCSRH website.

Failure to Meet Requirements

If trainees fail to:

- Complete all required assessments on time and to a competent standard; or
- Submit all required documentation; or
- Meet clinical exposure requirements;

then the training block will be recorded as "Referred for Review". If, after review by the EAC, the trainee's performance is considered "Not Satisfactory", then the training block will not be credited.

The Six-monthly Summative Assessment Report is the mechanism that deals with a failure to meet any training/ assessment requirements by the required due date. Such requirements include, but are not limited to the courses, workshops, workplace-based assessment and self-directed learning outlined in the NZCSRH Fellowship Training Curriculum.

Where a trainee fails to complete a training/assessment requirement by the specified time, the Six-monthly Summative Assessment for that training block will be assessed as "Not Satisfactory", regardless of any other aspect of the trainee's performance during that period. Subsequent Six-monthly Summative Assessments of the trainee will be graded "Not Satisfactory" until such time as the training/assessment requirement(s) is/are completed.

Where a trainee fails to complete a training/assessment requirement by the stipulated time in training but completes the requirement in a subsequent six-month training block, no credit will be given for training undertaken in that six-month block prior to the completion of the requirement. Credit may be gained for the



remainder of the six-month block where the training is assessed as “Satisfactory”. For more details, refer to the *Assessment and Training Records Policy*.

If a trainee receives three (3) Six-monthly Summative Assessments assessed as “Not Satisfactory”, then they will be removed from the Fellowship Training Programme, as per the Fitness to Continue/Removal Policy.

Disputes

Trainees in the Fellowship Training Programme who wish to appeal any decisions regarding their continuation in the training programme, including the decision to remove them from training, may do so according to the *Appeals Policy*. Any disputes that fall outside the scope of this policy will be referred to the NZSRHECT Board according to the *Complaints Policy*.

Policy Owner	EAC
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