



## **P020 – Change to FTE, Leave from Training, and Withdrawal from Training Policy**

### **1. PURPOSE**

The Australasian College of Sport and Exercise Physicians (ACSEP) is committed to offering a supportive and flexible learning environment for our Registrars. For a variety of reasons, a Registrar may require a change to their training time or a period of leave from the Training Program. The ACSEP and the Training Committee will always try to accommodate requests to support our Registrars throughout their training program. The purpose of this policy is:

- a) To define training time and a Registrar's training status within the ACSEP Specialist Training Program.
- b) To define how periods of leave from training can be managed and the processes to be followed when applying for periods of leave.
- c) To describe how the minimum training time may be met under different circumstances.

### **2. BACKGROUND**

A Registrar may make a change from full-time to part-time training, take periods of leave from training, and withdraw from training for several reasons. Changes to the status of training should be carefully considered and the Registrar should consult with their supervisor and mentor when considering a change in their training status. In all circumstances, applications for a change of training status must be prospectively approved. This policy is free from discrimination or gender-bias and consistent with all relevant ACSEP Policies.



### 3. SCOPE

This policy applies to Registrars undertaking the Specialist Training Program in Sport and Exercise Medicine at the ACSEP.

### 4. DEFINITIONS

#### **Full-time equivalent (FTE):**

The FTE of training is calculated for the hours and levels of supervision set out for the Registrar within their training. As levels of supervision differ between Training Years, the requirements for different levels of supervision and what constitutes clinical training (CT) hours are set out in the Training Manual. The Training Program constitutes:

- i. A minimum of 4 years FTE, up to a maximum of ten consecutive calendar years, from commencement of training to the award of ACSEP Fellowship.
- ii. A Training Year consists of a minimum of 44 weeks of CT within a consecutive 52-week period.
- iii. A Training Week includes a minimum of 36 hours of CT time.

#### **Part-time training (PTT)**

Part-time training allows a Registrar to reduce their loading to 50-90% FTE. The reduced percentage loading is the pro-rata of minimum weekly CT hours. When making PTT calculations, it is important to note:

- i. As full attendance is required for both PTT and FTE Registrars, weekly tutorial time and 6-month reviews with CTS/ZTC are excluded in the pro-rata calculations.
- ii. The minimum 44 weeks of CT is unaffected by PTT within the 52-week Training Year.



E.g. PTT = (% loading x CT) + 4 hours. At 50%, this equates to  $0.5 \times 32 + 4 = 20$  hours (16 hours Level 1 and 2 supervision + 4 hours of Weekly Tutorials). Therefore, two calendar years at 50% PTT equates to 1 year of FTE or two calendar years, and 75% PTT equates to 1.5 years of FTE.

## **Leave from Training**

Leave from training occurs when a Registrar takes time away from the Training Program and is not working in their ACSEP Accredited Training Practice (AATP) and/or other approved clinical placements (referred to below as training practices).

## **Training Status**

Refers to the Registrars' training type, such as full-time training, part time training or on leave from training.

## **5. RESPONSIBILITIES**

- a. The College will offer an initial training placement to successful Postgraduate Training Pathway applicants. Thereafter, the applicants are deemed as Registrars, and are responsible (with the support within the training framework) for the planning of their future training placements.
- b. It is the Registrar's responsibility to ensure the training practice(s) can accommodate all their specific training requirements, including decisions around full-time or part-time training, levels of supervision and patient numbers.
- c. Occasionally, due to numbers of training practices varying from year-to-year, a Registrar may encounter difficulties securing FTE. If a Registrar encounters difficulty securing an FTE they may consider part-time training as an option.
- d. Registrars must complete the training practice requirements as outlined within the current Training Manual.



## 6. POLICY

### 1. Request to change from FTE Training Program (Registrar)

- a. A Registrar may have several reasons to apply to change from an FTE training load to PTT.
- b. All Registrars are automatically considered as FTE, unless an approval for PTT has been granted.
- c. Regardless of training commitment, a Registrar must complete the 52 weeks of a Training Year (including the minimum of 44 weeks of CT within that 52 weeks) to be considered for progression to the next Training Year. Fellowship must be received within the maximum of 10 consecutive years. Exceeding 10 consecutive years will result in the Training Committee automatically instituting termination from the Training Program for that Registrar unless exceptional circumstances apply.
- d. If the training practice is unable to provide PTT, the Registrar may need to consider another training practice or take a period of leave from training.
- e. All PTT must be prospectively applied for and approved before commencement.
- f. If ongoing requests to change to PTT are made these should be approved by the Training Committee.
- g. Request for approval should be submitted as soon as practicable and every effort will be made to consider these requests promptly.
- h. Periods of PTT can be approved for a minimum of one month and up to a maximum of twelve months.
- i. A request for approval to change to PTT may be made at any time during the Registrar's Training Pathway. The ACSEP Training Committee recommends First Year Registrars should try to undertake this stage of their training as FTE but understand that this may not be achievable or suitable for every Registrar.



# AUSTRALASIAN COLLEGE OF SPORT AND EXERCISE PHYSICIANS

- j. If a PTT Registrar works more than the approved request, the additional hours do not contribute an additional loading and calculated hours will be as per the request.
- k. At the expiry of a PTT period, the Registrar will automatically convert back to FTE loading.
- l. It is the Registrar's responsibility to ensure all training requirements are in place prior to reverting to FTE and to have had discussions with the CTS/ZTC; and have provided them with a new Training Plan for approval.
- m. Registrars with active PTT Requests may make alterations to any existing arrangement, however, the Registrar must submit any request through the same process as a new request. This further request for alteration must be undertaken prior to the expiry of the current PTT to be approved. Retrospective requests will not be considered unless under extraordinary circumstances (with the Chair of Training as approving authority).

The Registrar, seeking alteration for a change to Training Program commitment, should follow the process as outlined:

- i. Discuss, wherever required, the planned change with the training practice, CTS, mentor and ZTC. Ensure you have written approval (email) from your ZTC for the change.
- ii. Complete the "Ad2.4: Application for PTT or Leave from training practice" to update the Training Plan to the proposed changes.
- iii. Email the forms to the Primary CTS for their signature. Email completed forms to [registrars@acsep.org.au](mailto:registrars@acsep.org.au), including the email approval from the ZTC for processing & filing by National Office.
- iv. Registrars will receive an approved copy for their records.



## 2. Other requests to change from FTE Training Program commitment

- a. Requests to change from an FTE Training Program commitment to PTT can be initiated by the:
  - i. Registrar
  - ii. CTS
  - iii. ZTC and/or Training Committee
- b. A Registrar requesting a change from FTE Training Program commitment must follow the process detailed in 6.1. Request to change from FTE Training Program commitment (Registrar).
- c. Under special circumstances, the Training Committee may specifically advise the Registrar to change from FTE Training Program commitment and undertake PTT. In such circumstances, the ZTC would discuss this with the Registrar and their CTS.
- d. Full support and advice will be provided by the training frameworks to assist the Registrar to locate and plan PTT; and when returning training to FTE. However, the Registrar is ultimately responsible for ensuring plans meet their specific training needs.

## 3. Training Program Requirements during PTT

- a. Registrars completing their training practice under PTT must still complete all requirements as per FTE.
- b. Some requirements, such as Work-based Assessments (WBAs) can be completed pro-rata according to the Registrar's approved loading. A FTE Registrar must complete a minimum of six WBAs each Training Year. Therefore, at 50% PTT, the six WBAs must be completed within a two-year period (equivalent to one year of FTT).
- c. Other requirements must be completed in the same timeframes as a FTE of training (e.g. the MOST course must be completed every 3 calendar years) as per the ACSEP Training Manual.

## 4. Leave from training (Registrar)



# AUSTRALASIAN COLLEGE OF SPORT AND EXERCISE PHYSICIANS

- a. Statutory leave is an entitlement for all Registrars and statutory leave is agreed between the training practice and the Registrar in their work contract.
- b. A maximum total of eight weeks of CT absence is permitted within a Training Year. This includes time that the doctor is absent from CT for reasons such as: team medical coverage (tours/events), overseas conferences and personal leave.
  - a. Leave from training provides an approved interruption to the Training Program and can be requested for several reasons, such as: family commitments, parental leave, time for research, personal illness, study time or other.
  - b. If a Registrar requests leave from training, all implications must be carefully considered and discussed, including with the training practice as there may be certain contractual arrangements for special consideration within the individual Registrar's contractual arrangements.
- c. Registrars requiring an approved period of leave from training must discuss the decision with their CTS and ZTC.
- d. All approvals of periods of leave from training must be requested and be granted prospectively.
- e. Wherever possible, the Registrar should try to provide all concerned with as much notice as possible.
- f. The minimum duration for an approved period of leave from training submitted to the Training Committee is 1 week.
- g. The maximum duration of an approved period of leave from training submitted to the Training Committee is 12 months (consecutive or in total).
- h. Extensions beyond 12 months will only be considered and approved by the Training Committee under exceptional circumstances.
- i. If the Registrar's loading requirements change while an active approved period of leave is in place, they must submit a new request for consideration and approval.



# AUSTRALASIAN COLLEGE OF SPORT AND EXERCISE PHYSICIANS

- j. When an active approved period of leave expires, and the Registrar does not seek to extend it, the Registrar automatically defaults to an FTE of training loading.

The Registrar, seeking alteration for change to Training Program commitment, should follow the process as outlined:

- i. Discuss, wherever required, the planned change with the training practice, CTS, mentor and ZTC. Ensure you have written approval via email from your ZTC.
- ii. Complete the “Ad2.4: Application for PTT or Leave from training practice” to update the Training Plan to the proposed changes.
- iii. Email the forms to the Primary CTS for their signature. Email completed forms to [registrars@acsep.org.au](mailto:registrars@acsep.org.au), including the email approval from the ZTC for processing & filing by National Office.
- iv. Registrars will receive an approved copy for their records.

## 5. Other requests for leave from training

- a. There may be special circumstances when the CTS, ZTC or Training Committee may approach a Registrar and suggest an approved period of leave from training be taken. This may occur where it is viewed to be in the best interest of the Registrar (including for health considerations) to consider taking a period of leave.
- b. An approved period of leave from training may become the only option for a Registrar where a training practice can no longer provide the necessary conditions for training. For example, where a solo practice Fellow cannot work due to an unexpected illness and the necessary levels of supervision and CTS support will not be available. If the Registrar cannot locate a new training practice, then an approved period of leave from training may need to be considered.

## 6. Training Program adjustment while on leave from training



# AUSTRALASIAN COLLEGE OF SPORT AND EXERCISE PHYSICIANS

- a. Registrar's who have taken an approved period of leave from training are deemed as "interrupting" their Training Pathway and taking time away from the training practice for that period. As such, during that time:
  - i. the Registrar will NOT be supervised by relevant personnel
  - ii. do not need to complete any Training Time requirements, and
  - iii. any training practice requirements and requirements they may choose to undertake while on leave, will most likely not be attributed to their Training Pathway. Exceptions to this are Academic Modules or Research.
- b. Registrars on leave still maintain their Registrar status on the Training Program and access to membership privileges. They are encouraged to stay in contact with the College and the broader SEM community.

## **7. Leave from training (First Year Registrar)**

Registrars should try to undertake this stage of their training without requesting leave from training. Thereafter, Registrars may request to take an approved period of leave from training at any time until they have been awarded Fellowship.

## **8. Non-approved leave from training**

If a Registrar takes a period of leave without advising the Training Committee or without the Training Committee's approval, the impacted Training Period may not be accredited for the Registrar and they may be required to repeat the unaccredited period.

## **9. Withdrawal from the Training Program**

- a. A Registrar may choose to withdraw from the Training Program. Withdrawal indicates they no longer wish to complete the Training Program.
- b. Withdrawal from the Training Program can be initiated by the Registrar by submitting a request to the Training Committee.
- c. A Registrar can choose to withdraw from the Training Program during training at any stage.
- d. A withdrawal accepted by the Training Committee is permanent.



# AUSTRALASIAN COLLEGE OF SPORT AND EXERCISE PHYSICIANS

- e. A Registrar seeking to withdraw from the Training Program should carefully consider their decision. The Registrar should seek counsel from their mentor, CTS, ZTC, colleagues or family. Further support may be found at the [Better Members](#) website with access to free counselling sessions or contact with [Peer Support Members](#).
- f. If the Registrar still intends to withdraw from the Training Program, an email to [registrars@acsep.org.au](mailto:registrars@acsep.org.au) is required, and National Office will advise the relevant ZTC of the intention of the Registrar. The notification of the Registrar will state their intention to withdraw and the effective date. The Registrar may provide reasons, but this is not compulsory.
- g. The National Office will inform the Training Committee, who may seek to discuss the decision with the Registrar before the Training Committee endorses the withdrawal.
- h. Unless otherwise stated within the formal Training Committee Response, the start date of the withdrawal is that expressed by the Registrar in their intention to withdraw notification.
- i. Following the formal cessation of training, all access to the restricted areas of the Registrar website will cease immediately.
- j. Associate membership can be granted, upon application.
- k. Registrars who have withdrawn from the Training Program, are deemed as “no longer on the ACSEP Training Program”. As such, they cannot complete any training program task or gain Fellowship of the ACSEP.
- l. There may be a rare circumstance, in which a Registrar could be considered by the Training Committee to re-join the Training Program. A criterion is the recommencement of training must occur within 12 months of the withdrawal date. The Training Committee will need to be satisfied that the issues leading to the initial decision had changed and the risks are minimal to the College. The Training Committee will normally be taking the view that a



# AUSTRALASIAN COLLEGE OF SPORT AND EXERCISE PHYSICIANS

formal withdrawal will mean that the Registrar will not be re-admitted to the Training Program.

## 10. Fees

- a. There is no processing fee for the submission, extension or closure of PTT or requests for periods of leave or for the submission of a Withdrawal Request.
- b. The normal Registrar yearly subscription/membership fee must be paid in full by the due date.
- c. A pro-rata Registrar subscription/membership fee is available for those on a period of maternity/paternity leave, carer leave or serious illness. Please contact [NationalOffice@acsep.org.au](mailto:NationalOffice@acsep.org.au) for more information.
- d. All other fees/costs associated with the Training Program and being a Member of the College are required to be paid in full and by the due date.

## 11. Termination from the Training Program

- a. A Registrar's training will be terminated automatically if a Registrar:
  - i. Is found guilty of professional misconduct.
  - ii. Is deemed to have unsatisfactorily progressed during three training periods.
  - iii. Has exceeded 10 years without approval from the Training Committee.
  - iv. Brings the College into disrepute and contravenes the College's Bullying and Harassment and Code of Conduct Policies.
- b. Termination from the ACSEP Training Program is permanent. A terminated Registrar cannot rejoin the Training Program.
- c. A Registrar who has been terminated from the Training Program cannot complete any tasks on the Training Program nor gain Fellowship of ACSEP.



- d. A terminated Registrar is not required to maintain their Registrar subscription/membership. They will not have access to the Registrar membership benefits and will lose access to the College website and LMS.

## 7. KEY RELATED DOCUMENTS

- Ad2.4: Application for PTT or Leave from training practice
- P011 – Deferral from Commencement of Training Policy

## 8. FEEDBACK

College staff, membership or any other interested person may provide feedback about this document

by emailing [nationaloffice@acsep.org.au](mailto:nationaloffice@acsep.org.au)

### APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	ACSEP Board of Directors
Advisor or Advisory Committee to Approval Authority	Training Committee, Education Committee
Administrator	ACSEP Programs, Policies and Systems Administrator
Next Review Date	August, 2024

Approval and Amendment History	
Original Approval Authority Effective Date	ACSEP CEO
Amendment Authority and Date	N/A
Notes	V2 - 21/10/2020 Developed by Program Manager Fellowship and Policy and Systems Administrator and reviewed by TC & National Training Coordinator. V2.1 - 27/01/2021 Developed by Program Manager Fellowship and Policy and Systems Administrator and reviewed by TC & National Training Coordinator. V2.2. 27/04/2021 – amended by NTC & TC subgroup. Ready for TC approval. Approved by TC 19/5/21