

Recognition of Prior Training Policy (RCPI-Pol-191)

Document Title	Recognition of Prior Training (to enable access to HST application) <i>Phase 1 of Recognition of Prior Learning Project</i>
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Related Documents	N/A

1. Context

Recognition of Prior Learning (RPL) forms a critical component of EU policy in relation to widening participation in education and in supporting lifelong learning. RCPI is committed to supporting developments for RPL whilst maintaining the integrity of our training programmes.

In the first instance, the approach RCPI will take to RPL is around recognising prior training experiences, specifically in relation to equivalence to our BST programmes, to enable application to RCPI HST training programmes. A following phase will build on this and look further at RPL in relation to movement / transfers between training schemes and other training bodies, and where candidates may be considered for RPL based on previous learning.

2. Purpose and Scope

2.1. RCPI training is prospectively approved to ensure it is educationally robust and meets Irish Medical Council standards. For the purposes of this document, we will refer to RPL as Recognition of Prior Training (RPT).

The RPT process is the formal recognition of a structured medical training programme which, if deemed equivalent to one of our BST programmes, will enable application to a RCPI HST training programme and avoid unnecessary duplication of training. It does not enable the applicant to receive a BST Certificate of Completion.

2.2. This policy aims to ensure a rigorous and well-documented process for RPT which may result in a trainee being granted exemption from completing an RCPI BST training programme and access to apply for one of our HST programmes.

2.3. This policy defines the RCPI principles for recognising prior training; who may apply; the process for application and review; and possible application outcomes. It is designed to ensure that assessment of prior training is facilitated and approached in an equitable, transparent, and consistent manner across all Faculties and Institutes.

3. Principles

3.1. Validity - The training experience must be relevant to the training programme. Validity of the training experience is assessed for its alignment with the relevant RCPI curricula standards, with consideration of content, level of training, and clinical / medical experience.

3.2. Authenticity - The training experience must have been undertaken by the applicant, and the information in the application must be accurate and true.

3.3. Currency - The training experience must have been completed no more than five years prior to application to a RCPI HST training programme to ensure currency.

3.4. Reliability - The evidence of the training experience must demonstrate consistency and repeatability of the competency, the observable abilities related to a specific activity that integrates knowledge, skills, values and attitudes. The assessment tools used to provide evidence of competency should be reliable and comparable to that of the relevant RCPI BST training programmes.

3.5. Comparability - The training experience must be comparable in terms of content, breadth of experience, level of responsibility, rigour of training requirements, assessment, process, supervision and training setting. Comparability ensures that the prior training experience has similar value to that of the RCPI training programme.

3.6. Evidence-based - The applicant must provide sufficient evidence of the training experience to demonstrate that the curriculum standards have been achieved, and to enable the assessor to judge the appropriateness of the training experience.

4. Eligibility

4.1 To be eligible to apply for RPT, the applicant must have completed a training programme in full and have evidence to prove same.

***Note**¹: There may be instances whereby if a training programme is a run through programme of > 4 years, applications from within Ireland only can be considered based on the fact that the applicant has completed the first 2-3 years of the programme in Ireland and a membership exam has been passed, e.g., the Anaesthesia programme in Ireland.*

4.2 The training experience outlined in the application must have been completed prior to application for RPT.

4.3 The training experience must meet the principles set out in this policy (#2 above).

4.4 RPT will not be considered for standalone posts of any duration, or for part completion of a training programme (except as outlined in note 1 under 4.1 above), or for posts that were not part of a formal training programme.

5. Application Process

5.1. The application process will be open from the beginning of July until the end of September each year. HST applications normally open at the beginning of November for one month – this will allow approx. 4 weeks for a review panel to assess an application and enable eligible candidates to apply for HST.

***Note**²: These timelines are based on receipt of a fully complete application. If an incomplete application is submitted, RCPI cannot guarantee it will be reviewed and an outcome communicated within the specified timeframe. This may impact the ability of the candidate to apply for HST.*

***Note**³: Review panels will be pre-booked and aware of timelines.*

5.2. Applications must be made using the RPT application form, with payment of a non-refundable assessment fee of 250euro (to cover cost of Review Panel and College administration).

5.3. It is the responsibility of the applicant to provide all necessary documentation to demonstrate that the training experience meets the principles and eligibility criteria as outlined in this policy.

5.3.1. Documentation required includes the following:

- Full Curriculum Vitae

- Authorised copy of certificate outlining completion of training programme (notarised / translated)
- Training / ID number (previous awarding body)
- Copy of training portfolio (or equivalent) to include the training record from the training programme completed
- Curriculum of completed training programme
- Contact details for two referees - should be designated trainers / supervisors / programme leads from completed programme (referees may be contacted and where required a reference requested)

6. Application Criteria

High level application assessment criteria for candidates wishing to have their prior training recognized is outlined below. Evidence of this will be captured in the application form and supporting documentation. (Specific criteria for each of the training programmes is outlined in a separate document)

6.1 Experiential Criteria

- Must be met prior to application
- All posts listed as per individual programme requirements
- Hospital workplace standards listed to include minimum working hours and standard of service provided on site
- Must include minimum period in sites with tertiary care, outpatient clinics, inpatient service, frequency of call - dependent on the training programme
- This will be based on site standard criteria and programme criteria

6.2 Engagement with Feedback

- Applicants must submit a testimonial to demonstrate they have engaged with feedback processes, e.g. coaching mentoring or workplace feedback on their learnings during their time in post

6.3 Training Goals

- Applicants must meet training goals for each programme
- Proposed that two references attest to completion of standard of each goal
- There are approx. 6 to 10 goals per programme
- Descriptions of each will be provided

6.4 Evidence of Learning

- Applicants must demonstrate they have completed taught modules, or equivalent, as per those outlined in each training programme

7. Review Process

7.1. A panel of reviewers will be selected for each Faculty / Institute (at least 4 per Faculty / Institute). This panel will be a nominated subcommittee of the Education and Training Committee in each Faculty / Institute, and those sitting on the panel must be recognised RCPI Trainers, with all trainer requirements up to date. Applications will be screened and verified by the Medical Training team prior to being assessed by at least 2 reviewers from the relevant Faculty / Institute. Clinicians will be remunerated per assessment.

7.2. In assessing applications for RPT, the reviewers will refer to the principles and eligibility criteria in this policy.

7.3. Each application will be considered on its merits and the outcome will depend on:

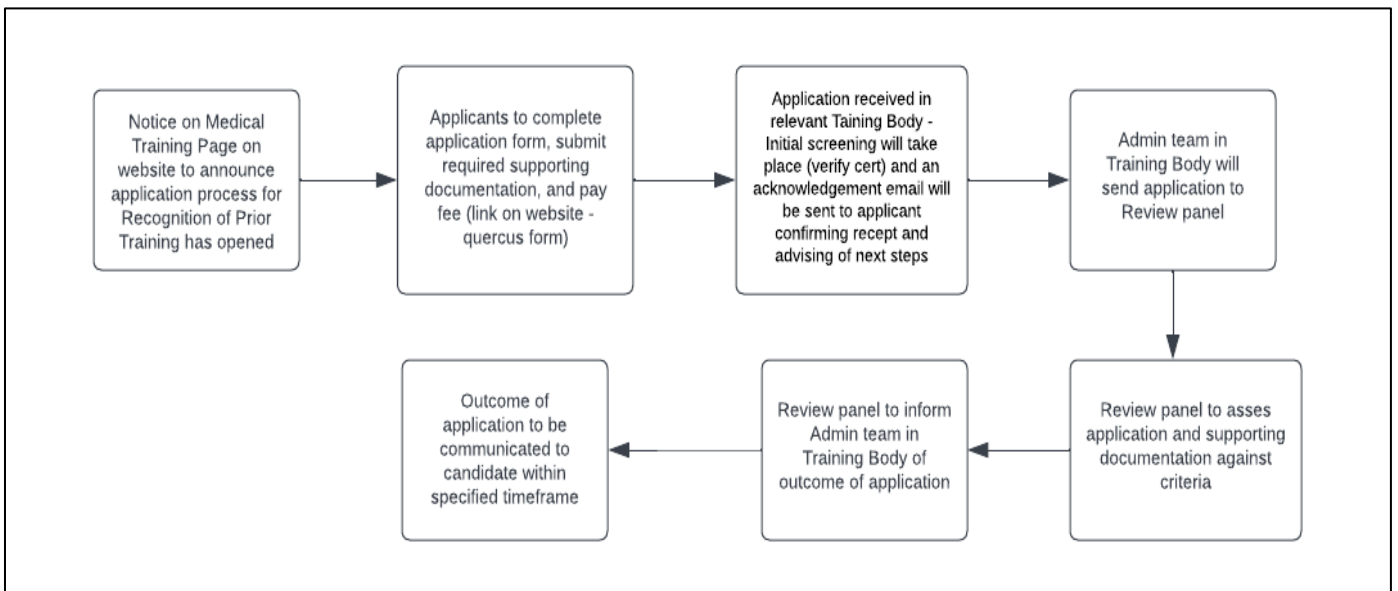
7.3.1. The completeness and relevance of evidence provided by the applicant;

7.3.2. The extent to which the evidence demonstrates that the application meets RPT criteria and principles; and

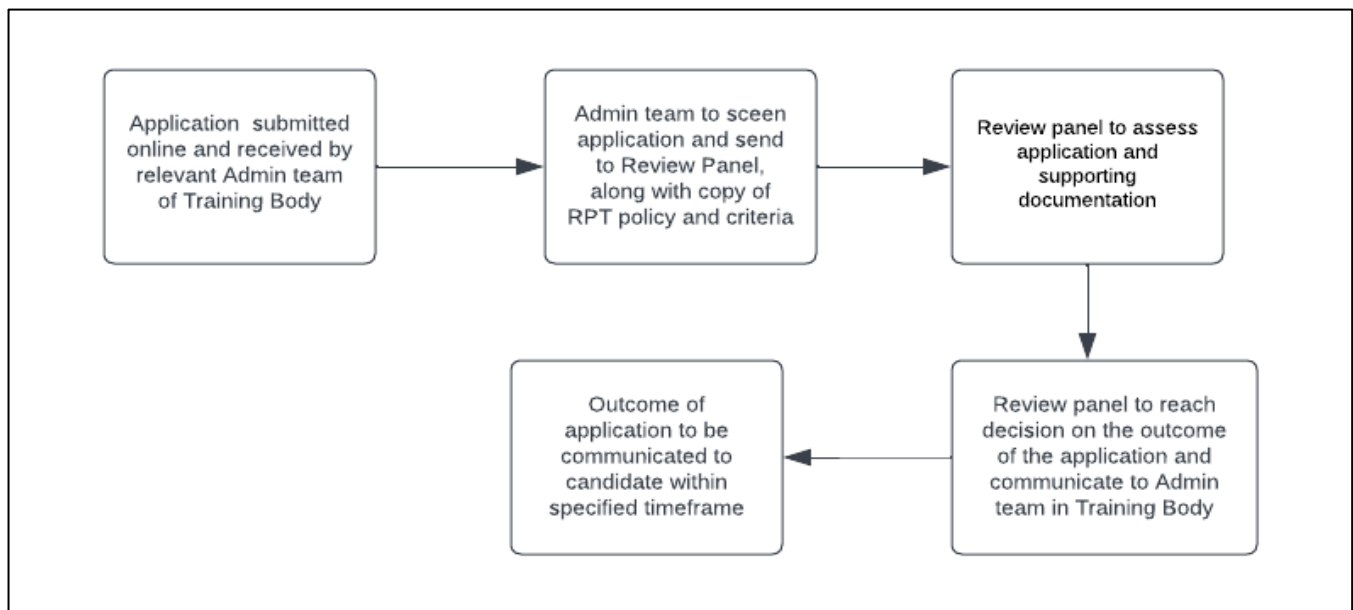
7.3.3. Whether the evidence demonstrates that the training experience meets the training outcomes of the relevant RCPI BST training programme.

7.4. The assessment process will be completed within 4 weeks of the closing date of applications, based on the receipt of a fully complete application. This may be longer if the review panel requires additional information or evidence from the applicant to assess an application.

7.4.1 High level process for application



7.4.2 High level process for review



8. Outcomes

Recognition of prior training will enable the applicant to apply directly for a RCPI HST training programme, without completing a RCPI BST programme. The applicant will not be issued with a BST completion cert. They will be issued a letter outlining the outcome of the process, and advising what RCPI HST Programmes they may be eligible to apply for. In general, letters will be valid for three years from the date of issue, and can be revalidated for one more year. In some cases, the validity time of the letter may vary depending on time since completion of prior training.

8.1. One of the following outcomes will be communicated to the applicant once it has been assessed:

8.1.1. Request granted – The applicants request to have their training recognised meets the required standard and is granted.

8.2.2. Request not granted – It is not appropriate for the assessors to grant the application. The Review panel will outline the grounds on which the application was rejected, from the list below.

- **Insufficient experience** - The experience listed by the candidate was not deemed to be equivalent in standard of care, services provided or patient volume to that required
- **Insufficient supervision** - The applicant has not clearly demonstrated they received senior clinical supervision to guide feedback and learning while in post
- **References inadequate** - The standard of reference submitted does not allow the committee to determine with confidence that the applicants can proficiently meet the training goals outlined
- **Further evidence of learning required** - Additional documentation of learning equivalence is required for reapplication

- **Rejected due to incomplete documentation checklist** - Applicant was not progressed to panel review as application had areas of insufficiency on final submission

9. Appeals

Applicants who wish to appeal decisions of their RPT assessment should refer to the general RCPI QCI Appeals Policy. <https://rcpi-live-cdn.s3.amazonaws.com/wp-content/uploads/2021/03/45.-Appeals-Policy-ED-SOP-071.pdf>

10. Governance, Monitoring, Quality Assurance

Governance, oversight and arrangements for the regular monitoring and review of RPT activities across all Faculties and Institutes will be through the Accreditation and Quality Improvement Department. This policy and process for RPT are embedded with RCPI quality assurance procedures.

This policy document will be reviewed after 1 year from the date of approval, and every two years from there on.