

# **Australian and New Zealand College of Anaesthetists Training Program Application Agreement**

(APPLICANT AGREEMENT)

## **Background**

ANZCA is committed to ensuring that all vocational training in anaesthesia and pain medicine is undertaken in an appropriate environment and that all parties – ANZCA, its representatives, trainees and applicants - understand and are informed of their rights and obligations. The ANZCA training program which is a 260 week training program leading to the award of Fellowship of the Australian and New Zealand College of Anaesthetists will be conducted in a manner that provides transparency of process, assessment and decisions. This document sets out the rights, responsibilities and obligations of each party involved in the enrolment process for the ANZCA training program.

## **Responsibilities and declaration by the applicant**

1. I will endeavour to obtain a training position in a department accredited by ANZCA for training.
2. I understand that ANZCA collects and holds personal data for the purpose of trainee enrolment and for the administering of the training program. I consent to having this information used for these purposes and as authorised in the ANZCA Privacy Policy. If I wish at any time to request access to the information I have provided, I understand that I may contact ANZCA and request to review it.
3. I am aware of and agree to abide by ANZCA's Policy on bullying, discrimination and harassment for Fellows and trainees acting on behalf of the College or undertaking College functions and will not bully or unlawfully discriminate or harass (including sexually harass) an employee of the College, a contractor of the College, a member of the public, a Fellow, international medical graduate specialist or another trainee. I will not victimise another person or subject a person to any detriment because that person has made a complaint under College policies, has brought proceedings under College policies or has, or proposes to, give evidence or information in connection with proceedings under College policies.
4. As a registered medical practitioner, I agree to abide by the professional standards as outlined in the professional codes of conduct of the Australian Medical Board or the Medical Council of New Zealand as relevant; Good Medical Practice; ANZCA's Academic Integrity Policy; ANZCA's Internet, Email and Computer Use Policy and local hospital and health service policies I agree to be honest, trustworthy and act with integrity at all times. I am aware that plagiarism, academic misconduct and irreverent use of social media are violations of such professional standards.
5. I certify that I am free from dependency on recreational and/or non-prescribed drugs, and have no illnesses that would preclude the safe practice of anaesthesia. I undertake to inform the College if I develop dependence on recreational and/or non-prescribed drugs, or if I develop an illness that would preclude the safe practice of anaesthesia. I acknowledge that if I develop any dependence on recreational or non-prescribed drugs, or any condition that precludes the safe practice of anaesthesia, this may result in the suspension or termination of my application.
6. I agree to maintain my medical registration and I undertake to notify ANZCA if my medical registration is withdrawn or suspended, conditions are placed on my medical registration or if I receive notice of any complaint to any medical registration authority.

7. I understand that email will be the primary means by which communication is maintained between me and ANZCA and that ANZCA will use the email address I designate as my primary email. I undertake to regularly access my designated primary email account and to ensure that at all times there is sufficient space in the primary email account to allow receipt of emails from the College, even those containing attachments that are several megabytes in size.
8. I understand that processing an application does not guarantee entry into the training program, nor employment by an accredited training hospital.
9. Failure to abide by any of the terms and conditions or clauses of this agreement may result in withdrawal of applicant status.

**ANZCA responsibilities and declaration by ANZCA**

1. Providing the applicant with a welcome letter that can be provided to prospective employers to support intent to train in anaesthesia.
2. Providing the applicant with a College ID and password to enable access the ANZCA website.
3. Ensuring that any information held by the College on an applicant is stored in a manner which ensures confidentiality in accordance with College policies.
4. Encouraging a climate that is free from bullying and harassment in the workplace in accordance with the College's Policy on bullying, discrimination and harassment for Fellows and trainees acting on behalf of the College or undertaking College functions, and to address all grievances relating to bullying, discrimination or harassment promptly, sensitively and confidentially.
5. Providing access to online library resources; online journals, online textbooks, databases, patient information, tips for keeping current, resources for research and useful links.
6. Providing access to College information via the monthly ANZCA e-newsletter and monthly trainee e-newsletter and electronic information about upcoming conferences and activities.
7. Providing copies of the quarterly *Bulletin* magazine.

**Acceptance by the applicant and ANZCA**

I accept the rights and responsibilities as outlined in this agreement.

Applicant signature	
Name in block letters	
Date	

(FOR ANZCA OFFICE USE ONLY)

Operations Manager, Training & Assessments, signature	
Name	
Date	