



**ANZCA**

AUSTRALIAN AND NEW ZEALAND  
COLLEGE OF ANAESTHETISTS

ABN 82 055 042 852

## Training Assessment

### Part-time training request

**PTR**

This form is used to apply for prospective approval of part-time training in ANZCA training sites.

#### To be completed by trainee

#### 1. PERSONAL INFORMATION

ANZCA ID:

Family Name:

First Name:

#### 2. PROPOSED TRAINING DETAILS

Name of Training Site:

Specialty (anaesthesia, intensive care, etc.):

Part-time start date:  Day  Month  Year

Placement should start on a Monday.

End Date:  Day  Month  Year

Placement should end on a Sunday.

Please attach relevant supporting documentation with your application (see notes).

#### To be completed by the supervisor

#### 3. DEPARTMENT PROFILE

| A. Part-time training arrangements                      |  | (When applicable, please circle Yes or No) |
|---|--|--|
| 1.  | What proportion of a full-time trainee's hours will this trainee be working?<br><i>Note: Duties must comprise a minimum of 50% of the commitment of a full-time trainee (i.e. 0.5 FTE)</i> | _____ FTE                                  |
| 2.  | Will participation in both elective and emergency/acute duties be assigned on a full-time equivalent (FTE)proportional basis?  | Yes    No                                  |
| 3.  | Will trainee participate in the local/regional teaching programs on at least a FTE-proportional basis?   | Yes    No                                  |
| B. Additional comments regarding part-time arrangements |  |  |
| <input type="text"/>                                    |  |  |
| <input type="text"/>                                    |  |  |
| <input type="text"/>                                    |  |  |
| <input type="text"/>                                    |  |  |
| <input type="text"/>                                    |  |  |

Name of Director/SOT (Please print)

Signature

Day  Month  Year

## Part-time training request (notes)

Part-time training must be applied for prospectively, and to count towards approved vocational training, must have been approved by the director of professional affairs (DPA) assessor. All applications will be considered on an individual basis.

- Trainees undertaking PTT must complete all specified requirements of the vocational training program in order to be admitted to FANZCA.
- PTT may be undertaken at any stage of AVT.
- PTT must comprise a minimum of 50 per cent of the commitment of a full-time trainee in the same department.
- Applications for PTT must specify the arrangements under which the training will occur, and provide formal confirmation of participation in both elective and emergency/acute duties, assigned broadly on a full-time equivalent (FTE) proportional basis.
- Part-time trainees must participate in the local/regional teaching programs on at least a FTE-proportional basis.

As of January 1, 2015, trainees with prospectively approved part-time training for a continuous period of at least 52 calendar weeks are eligible for a pro rata training fee. The College will notify you of your fee refund or adjusted invoice once your part-time application has been approved.

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### Supporting documentation

Your letter of appointment must be on the hospital's letterhead and indicate the following – title, type of experience, full-time or part-time, and start and end dates of the appointment. It will need to include details of your proposed participation in both elective and emergency/acute duties on an FTE proportional basis. It should be signed by your proposed supervisor or the head of the department.

### Placement dates

Placements should start on a Monday and end on a Sunday as this is how it will need to be recorded in the TPS. If you begin part-time training on a Tuesday or a Wednesday, please enter the Monday before. If you begin on a Thursday or a Friday, enter the Monday after.

**Please send your completed form and accompanying documents to the College:**

Training Assessment unit  
Fax: +61 3 8517 5362  
Email: [assessor-requests@anzca.edu.au](mailto:assessor-requests@anzca.edu.au)