



## DPA assessor request form

This form should be completed by ANZCA trainees who wish to make a request to the Director of Professional Affairs (assessor).

Please note: Requests for deferral / exemptions should only be submitted to the college within 13 weeks of the anticipated core unit end date. Applications submitted outside the 13 weeks may be returned to you for resubmission closer to the end of the core unit

### Personal details

College ID

First name \_\_\_\_\_

Surname \_\_\_\_\_

### Purpose of application

Please tick one of the following and read the applicable notes.

- |  |   |
|--|---|
| <input type="checkbox"/> Re-registration   | <input type="checkbox"/> Exception to the regulations                             |
| <input type="checkbox"/> Special consideration for extension of annual training fee due date | <input type="checkbox"/> Retention in extended training beyond allowed time weeks |
| <input type="checkbox"/> Deferment of core unit requirements                                 | <input type="checkbox"/> Other request:   |

\_\_\_\_\_

### Reason for request

Has your training been impacted by the COVID-19 pandemic of 2020?                      Yes                      No

Please explain your reason for this request. If you require more space you may continue on another page.

**Declaration of trainee**

I solemnly declare that the statements made in this application are true and accurate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Acknowledgement by supervisor of training**

Do you support this request?

Yes                       No

Please provide a reason

Supervisors name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please send your completed form to the college:  
ANZCA Training  
Email: [assessor-requests@anzca.edu.au](mailto:assessor-requests@anzca.edu.au)

For further information, please email or contact us at +61 3 9510 6299.

DPA assessor request form – application notes

**Re-registration**

If you have been withdrawn from the ANZCA training program, you may apply to re-register. Please include the reason(s) you were withdrawn from the training program. Please submit a completed registration form with this application.

Note: You are not permitted to re-register if you have been removed from the training program as the outcome of a TPR.

**Retention in extended training beyond allowed time**

If you are applying for retention in extended training beyond the allowed time, please indicate the approximate amount of time you will need in order to complete the requirements. Please indicate any special circumstances justifying the retention of your training status. Include full supporting documentation with your application.

**Special consideration for extension of annual training fee due date**

If you are experiencing a financial hardship which makes payment within the required time frame impossible, you may prospectively apply to the DPA Assessor for special consideration. Please provide any details regarding your hardship and the amount of time you require to pay the required fee. Each case will be considered on an individual basis.

**Exceptions to the regulations**

Applications received will be considered by the DPA Assessor on a case-by-case basis, having regard to the particular circumstances of each case. Any such decision, approval, consent or exercise of discretion will not be binding on any other or future decisions or set any precedent for other or future decisions regarding regulation 37.

**Deferment of training period requirements**

In exceptional circumstances where you cannot complete all the core unit requirements due to exposure of experiences, please complete this form with explanations of why these requirements are unable to be met and a supporting statement from your supervisor of training seeking a deferment for these specific requirements.

Applications should be only be submitted within 13 weeks of completing your core unit and will be considered by the DPA Assessor on a case- by- case basis.

**COVID 19: training impact on HEY 2020**

If you are applying for an exception / deferment due to impacts of the COVID 19 pandemic, please include details in the reasons for request. Applications will be considered in any of the following areas of training:

- Courses
  - Advanced Life Support course (ALS)
  - Can't intubation, can't oxygenate (CICO)
- Time
  - Minimum clinical anaesthesia time (CAT) requirements
  - Other clinical time (OCT)
  - Clinical support time (CST) (PF trainees only)
- Workplace-based assessments (WBA) requirements
- Volume of practice (VOP) requirements
- Scholar role activities
- Continued professional development (CPD) (PF trainees only)