



SPECIAL CONSIDERATION POLICY

1. Purpose

- 1.1. The policy describes
 - 1.1.1. how the College seeks to ensure that doctors with a disability can access and participate in the ACRRM Assessments on the same basis as other doctors and
 - 1.1.2. the criteria by which candidates may apply for reasonable adjustments to accommodate for circumstances beyond their control and which is likely to affect participation in assessment

2. Application and scope

- 2.1. The policy applies to doctors undertaking College assessments, including on the:
 - 2.1.1. Training Pathways; Australian General Practice Training (AGPT), Independent Pathway (IP) and Remote Vocational Training Scheme (RVTS)
 - 2.1.2. Assessment Pathway: Specialist Pathway
 - 2.1.3. Advanced Specialised Training (AST); outside the ACRRM Training Program

3. Policy

- 3.1. Candidates can apply for special consideration for an assessment, to request reasonable adjustments to accommodate for a disability, long term medical condition, or other circumstances such as breast feeding or for religious reasons.
 - 3.1.1. Reasonable adjustments granted, take into consideration what is possible, fairness in individual cases, fairness for all other candidates and the responsibility to maintain consistent standards, and the rigour, purpose, and intent of the assessment.
 - 3.1.2. Reasonable adjustments can include but are not limited to, participation on a specific day, or session of a scheduled exam, allowing resources to be brought into the assessment, special seating arrangements, provision of support for breast feeding or prayer
 - 3.1.3. Reasonable adjustments cannot include providing an alternative assessment or arranging an alternative assessment date for StAMPS or MCQ.
 - 3.1.4. Applications for reasonable adjustments made less than 30 calendar days prior to the assessment cannot be guaranteed.
- 3.2. Assessment results cannot be adjusted through application for special consideration, they are based on performance of the candidate at the time of the assessment.
- 3.3. An application received by the College after results have been released will not be considered.
- 3.4. Candidates can apply for a refund of an assessment fee for extenuating and unforeseen circumstances:
 - 3.4.1. causing late withdrawal from assessment or



- 3.4.2. occurring during an assessment which affected participation.
- 3.5. A candidate may apply for a deferral to a later assessment for extenuating and unforeseen circumstances up to six weeks prior to the assessment date. Less than six weeks will incur an administration fee. Requests will be considered case by case and are at the discretion of the College.
- 3.6. Approval for refund is at the discretion of the College.

4. Responsibilities

Candidates are responsible for:

- 4.1. ensuring that they are well when presenting for assessment and that any medical or other conditions are treated.
- 4.2. applying for special consideration prior to enrolling in assessment, or as soon as the circumstances are known.
- 4.3. providing a certificate from an appropriate Australian registered professional who is a Medical Practitioner or Psychologist, where the circumstance relates to a disability or medical condition. The certificate must:
 - 4.3.1. be provided by someone who is not related to the candidate and who has a professional clinical relationship with the candidate
 - 4.3.2. include the name and address of the professional issuing the certificate and the name of the doctor applying for consideration
 - 4.3.3. provide enough information regarding the application
 - 4.3.4. verify the nature and limitations of their disability
 - 4.3.5. include the date on which the last assessment relating to the condition took place
 - 4.3.6. be dated no more than three months prior to submitting the certificate.
- 4.4. providing a statutory declaration that provides enough information regarding the application, accompanied by evidence relevant to the circumstance, where the circumstances do not relate to a medical condition.
- 4.5. proactively discussing their circumstances with College staff as early as possible and keeping staff up to date on any changes to the nature or status of their circumstances.
- 4.6. negotiating reasonable adjustments that suit their circumstances, the type of event and time available for the College to action adjustments.
- 4.7. submitting a Special Consideration form accompanied by a Medical Certificate or Statutory Declaration as appropriate to the circumstances when seeking a refund through this policy for late withdrawal.
- 4.8. advising the staff member or invigilator of the adverse circumstances on the day of the assessment and submit to assessment@acrrm.org.au an Incident Report within two working days after the assessment.

The College is responsible for:



- 4.9 considering applications for Special Consideration
- 4.10 complying with the *Disability Standards for Education 2005* and the *Disability Discrimination Act 1992*; and any relevant Disability legislation in the States/Territories in which they operate
- 4.11 seeking information and advice from committees or people in relevant positions to inform the decision
- 4.12 contacting professional authorities or any party named in support of the application if required.
- 4.13 informing the applicant of the outcome of the application.

5. Related Documentation

- 5.1. ACRRM Assessment Eligibility policy
- 5.2. ACRRM Access to Training policy
- 5.3. Disability Discrimination Act 1992
- 5.4. Disability Standards for Education 2005
- 5.5. ACRRM Fellowship Assessment Handbook
- 5.6. ACRRM Reconsideration, Review and Appeals policy
- 5.7. ACRRM Refund policy



6. Definitions

Word/Term	Definition (with examples if required)
Extenuating and unforeseen circumstances	<p>Extenuating and Unforeseen Circumstances are defined as circumstances which were unforeseen and outside a registrar's control when they accepted a place on the AGPT Program. These circumstances will not be considered as unforeseen if it can be determined that the circumstances were known or reasonably should have been known by the registrar prior to the acceptance of their place on the AGPT Program.</p> <p>Examples of extenuating circumstances may include, but are not limited to:</p> <ul style="list-style-type: none"> (i) Ill-health (other than minor illnesses); (ii) Deterioration of an existing medical condition that can no longer be managed in the current location; (iii) Bereavement; (iv) Acute personal/emotional circumstances; (v) Hospitalisation; (vi) Illness of an Immediate Family Member; (vii) A major change to a registrar's personal circumstances; or (viii) An involuntary change in a spouse's employment. <p>All applications and requests pertaining to Extenuating and Unforeseen Circumstances of the registrar will be considered on a case by case basis.</p>
Immediate Family Member	<p>Immediate Family Member means the registrar's parents (mother, father, and step parents), siblings, spouse/partner/de facto/fiancé, child/children and anyone for whom the registrar has primary carer responsibility.</p>
Reasonable Adjustment	<p>An adjustment that is reasonable in relation to assessment balances the interests of all parties affected having regard to all the relevant circumstances and interests, including:</p> <ul style="list-style-type: none"> (a) the registrar's situation; (b) the views of the registrar or the registrar's associate; (c) the effect of the adjustment on the registrar's: <ul style="list-style-type: none"> (i) ability to achieve learning outcomes; and (ii) ability to participate in courses or programs (d) the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other registrars; and (e) the costs and benefits of making the adjustments.

7. Revision History

Date of Version	Pages revised/brief explanation of revision
June 2009	Approved as Disability policy



June 2013	Revised and renamed Special Considerations policy
June 2015	Expanded to include training activities
December 2019	Revised to be specific to assessment and Access to Training policy published to cover selection and training
July 2021	Revised to include additional clause outlining applications received by the College after results have been released will not be considered

7. Document Control Information

7.1 Policy Information

Policy Contact and Author	Laura Cotrone	Approving Body:	Board
Status:	Final	Review period:	Three Years
Policy No and Version:	T14 V1.2/2021	Next review date:	July 2024
Effective Date:	1 July 2021	Document Location:	ACRRM Admin/Policies/Program Policies/Training Program Policies and regs
Responsible Officer:	Kyra Moss	Policy System Manager:	Mary Jane Streeton

7.2 Document History

Version	Date Approved	Author	Description of revision	Internal Distribution	
				Date	Recipient/s
V1.2	July 2021	L Cotrone	Added 3.3 and 3.5, Minor wording changes to 2.1	Jul 21	ELT/CEO
V1.1	April 2021	Accreditation and Standards Manager	Applications and scope section changed from listing the training pathways to Fellowship Training Program which covers all pathways ¹	Apr 21	ELT/CEO
Previous system	December 2019	Accreditation and Standards Manager	Revised to be specific to assessment and Access to Training policy published to cover Selection and training	Dec 19	ELT/CEO
Previous system	June 2015	Accreditation and Standards Manager	Expanded to include Training activities	Jun 15	ELT/CEO
Previous system	June 2013	Accreditation and Standards Manager	Revised and renamed Special considerations Policy	Jun 13	ELT/CEO
Previous system	June 2009	Accreditation and Standards Manager	Approved as Disability Policy	Jun 09	ELT/CEO