

Division:	Fellowship Engagement	Ref. No.	POL-3012
Department:	Fellowship Services		
Title:	Confirmation of Fellowship		

1. PURPOSE AND SCOPE

This policy outlines the management of requests for Confirmation of Fellowship.

2. KEYWORDS

Letter of Good Standing; To Whom It May Concern; Credentialing; Confirmation of Fellowship

3. BODY OF POLICY

RACS regularly receives requests asking for confirmation of Fellowship. These requests may come from Fellows, regulatory authorities, health providers and members of the public.

3.1 Confirmation of Fellowship

The College will provide a Confirmation of Fellowship letter for a Fellow, regulatory authority or health provider where the following criteria have been met:

- the Fellow is compliant with their annual CPD requirement;
- the Fellow is fully financial;
- the Fellow is in Good Standing with the College;
- permission has been given by the Fellow to disclose this information (where the requester is not the Fellow or a regulatory authority).

Confirmation of Fellowship letters will confirm the following details regarding the surgeon:

- that they are a Fellow of RACS;
- that they are/are not in Good Standing with the College, including whether or not they are currently subject to sanctions;
- their Specialty and Admission Date;
- their compliance with CPD.

Subject to all information being provided at the time of the request, letters will be processed within 3 working days. Bulk requests for Confirmation of Fellowship letters (i.e. whole of department/hospital) will not be undertaken.

3.2 Requests from the public

RACS receives requests from members of the public asking if a surgeon is a Fellow of the College. In accordance with the RACS Privacy Policy, staff can only confirm that a surgeon is a Fellow of the College and their specialty. No information can be provided regarding competence, expertise or skill as a surgeon.

Written confirmation will not be provided to members of the public. Members of the public may also be directed to 'Find a Surgeon' on the RACS website for further information.

4. ASSOCIATED DOCUMENTS

Admission to Fellowship policy

Privacy Policy

Approver Deputy CEO & EGM, Fellowship and Standards
Authoriser Professional Development and Standards Board

Approved By: Deputy CEO & EGM, Fellowship & Standards

Document Owner: Manager, Fellowship Services

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