

<b>Division:</b>	<b>Education and Training Administration</b>	<b>Ref. No.</b>	<b>ETA-MGT-001</b>
<b>Department:</b>	<b>ETA Management</b>		
<b>Title:</b>	<b>Access to RACS Interview and Assessment Transcript</b>		

## 1. PURPOSE AND SCOPE

From time to time RACS, through its boards and committees, records interviews with Fellows, Trainees and International Medical Graduates (IMG). To protect both the intellectual property of RACS and the integrity of assessment processes, transcripts of a RACS recording (excluding recordings of committee meetings made for minute taking purposes) are only available in accordance with this policy.

## 2. KEYWORDS

Fellow, Trainee, IMG, interview, transcript, fee.

## 3. BODY OF POLICY

### 3.1. Recording of Interviews

RACS sometimes records interviews with trainees, Fellows and IMGs, with their knowledge and consent. The deliberations associated with the interview are not recorded. Interviews can be conducted for, but are not limited to, the following RACS activities:

- Unsatisfactory performance
- Poor performance in the Fellowship Examination
- Disciplinary investigations
- Appeals Committee hearings

### 3.2. Requests for Access to Interview Recordings

3.2.1. A transcript of the interview will be provided upon the request of the interviewee, and where there is an expressed intention to challenge the minutes of the interview or a decision made on the basis of that interview.

3.2.2. Applicable fees must be paid before the transcript is released by RACS.

### 3.3. Fees

3.3.1. RACS charges a Transcript Processing Fee published annually by RACS.

3.3.2. In addition to the Transcript Processing Fee the requestor must also reimburse RACS for the cost of the transcript from RACS's preferred service provider.

### 3.4. Confidentiality

As a condition of provision of a transcript, the transcript requestor must agree not to share with or disseminate copies of the transcript to anyone other than professional advisers.

## 4. ASSOCIATED DOCUMENTS

Transcript Request Form.

**Approver:** Education Board

**Authoriser:** Council

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