

GPTT has limited training practices available for GP Registrars, therefore regardless of preferences registrars may be required to seek a placement in another practice, anywhere in Tasmania.

1. OVERVIEW

GPTT is committed to the fair and equitable placement of GP Registrars across Tasmania, to enhance the quality of GP Registrar Training and to meet population and accredited training practice requirements.

General Practice Registrar training involves completing placements in accredited training practices located across Tasmania.

Placement is the process that GP Registrars follow to formally request and accept their training placement locations. GPTT is committed to supporting all stakeholders during the practice placement process.

Enrolment, or re-enrolment, is the mechanism by which GP Registrars indicate their intention to undertake training on the Australian General Practice Training (AGPT) Program.

To complete AGPT in Tasmania, GP Registrars are required to become a member of RACGP or ACRRM at the commencement of training.

2. POLICY STATEMENT

The aim of this policy is to ensure that GP Registrars fulfil the Department of Health requirements for enrolment and to define the responsibilities, principles, methodology and procedures for the placement allocation of GP Registrars into accredited training practices across Tasmania, under the AGPT program.

In exceptional circumstances, GPTT, in conjunction with the relevant censor where required, may exempt a GP Registrar from a condition imposed in this policy.

3. SCOPE

This policy applies to GPTT employees and contractors, accredited training practices and GP Registrars enrolled in the AGPT program. This policy is subject to limitations imposed by the Department of Health, the Royal Australian College of General Practitioners (RACGP), and the Australian College of Rural and Remote Medicine (ACRRM).

4. DEFINITIONS

ACRRM	Australian College of Rural and Remote Medicine
AGPT	Australian General Practice Training
FARGP	Fellowship of Advanced Rural General Practice
FTE	Full- time equivalent
GP	General Practice
GPTT	General Practice Training Tasmania
GPT1 / PRR1	General Practice Term 1/Primary Rural and Remote 1
GPT2 / PRR2	General Practice Term 2/ Primary Rural and Remote 2
GPT3 / PRR3-4	General Practice Term 3/Primary Rural and Remote 3 and 4
GPRA	General Practice Registrar Association
RA	Australian Standard Geographical Classification - Remoteness Areas (ASGC-RA) system that replaces the Rural, Remote and Metropolitan Areas (RRMA) from July 1 2010.
RACGP	Royal Australian College of General Practitioners
Training Practices	Unless specifically mentioned, refers to a practice accredited by the RACGP and/or ACRRM to host GP Registrars.

5. PROCEDURE

5.1 Enrolment Process/Requirements

- i. GP Registrars who have accepted a place on the AGPT program must re-enrol each training year to confirm their training place. Failure to re-enrol each training year may result in a GP Registrar forfeiting their place on the AGPT program with GPTT. GP Registrars re-enrol each year by completing and returning the GPTT re-enrolment form by the advertised due date.
- ii. Should a GP Registrar not meet the enrolment deadline, and if no communication has been made with GPTT, the GP Registrar will be given two documented reminders by email or telephone 14 days apart. If the GP Registrar fails to respond to the final reminder, the GP Registrar will receive formal notification that they have forfeited their place on the AGPT program with GPTT and may need to reapply to the Department of Health.
- iii. Appeals to this process can be made in accordance with the GPTT Grievance Procedure.

5.2 GP Registrar Training Pathway Obligations

- i. All General Practices in Tasmania are classified as “Rural” (RA2-5) by AGPT.

5.3 GPT1/PRR1 and GPT2/PRR2 Placement Process

- i. GPTT is responsible for determining the placement of GP Registrars into accredited training practices for GPT1/PRR1 and GPT2/PRR2 terms and it is a condition of participation in the training program that GPTT has the final decision on any practice placement allocation. For RACGP accredited training posts GPTT determine which are appropriate to train GPT1/2 stage of training GP Registrars. These training posts are referred to as ‘Level 1’ training posts by GPTT. They are accredited to training all stages of training GP Registrars. GPTT define a ‘Level 2’ training post as approved to train GPT3+ stage of training GP Registrars only.
- ii. GPTT makes no guarantee of a training practice placement, nor guarantees that training practices in particular locations will be available, or that available training practices will employ any GP Registrar matched to them.
- iii. Training practices will be invited to advise GPTT of vacancies for GP Registrars.
- iv. GPTT will not approve GPT1/PRR1 and GPT2/PRR2 placements where the vacancy has not been advertised to all GP Registrars.
- v. GPTT advises GP Registrars of practice vacancies.
- vi. GPTT will advise GP Registrars and training practices of the closing date for submission of placement preferences.
- vii. Training practices and GP Registrars have a set timeframe to meet to ascertain suitability for placements.
- viii. GP Registrars and training practices submit placement preferences to GPTT by the deadline set by GPTT.
- ix. GPTT undertake a preference matching process in two rounds and notify GP Registrars and training practices of the outcome.
- x. Consideration is given in determining the outcome of registrar placements by GPTT including:
 - Registrar learning needs and requirements with respect to discussions during their pre-commencement training plan meetings
 - Registrar social circumstances and wellbeing
 - Practice and registrar ‘fit’ consideration
 - Practice capacity to support a registrar, and availability of patients to enable high quality training

- State-wide registrar distribution to support workforce and community service needs
 - Experience of training posts to support early stage registrar training
 - Registrar interests in future extended skills training, advanced rural skills training and advanced specialised training posts.
- xi. There may be circumstances when it is necessary for GPTT to negotiate a placement directly with the practice on behalf of a GP Registrar. In this case, this negotiated placement will take precedence over the above practice match process.
- xii. GP Registrars not matched via either round of the placement process will be contacted by GPTT to discuss training options.

5.4 Determining Round 1 Practice Placements

- i. Only GP Registrar Preferences submitted on or prior to the closing date will be considered in the Round 1 Practice Placements.

5.5 Determining Round 2 Practice Placements

- i. The Round 2 placement process will match GP Registrars with training practices who were not placed during Round 1, including those GP Registrars who did not submit their placement preference form for Round 1 by the closing date.

5.6 Acceptance of a placement match

- i. GPTT will notify GP Registrars and training practices of placement allocation. Should the GP Registrar or training practice not wish to proceed with the placement, GPTT must be informed immediately.
- ii. All GP Registrar placements are subject to the GP Registrar being employed by an accredited training practice subject to the National Terms and Conditions for the Employment of Registrars (NTCER). A failure to observe this requirement may result in the loss of the practice's teaching accreditation status (see the *GPTT Conditional Training Post Policy*).
- iii. Contracts must be in place prior to the GP Registrar commencing employment with the practice.
- iv. A GP Registrar must remain in the continuous employment of the training practice for a minimum engagement of six months before the GP Registrar may be placed with another training practice.
- v. At least three months prior to the conclusion of the GP Registrar's employment term, GPTT requires the GP Registrar to inform the training practice of their intention to move to another practice or to remain with the existing practice.

5.7 Non-acceptance of placement allocation

- i. Once contracts are signed, withdrawal of either party will only be approved in extraordinary circumstances and after full discussion between the GP Registrar, GPTT and the training practice. Withdrawal will only be approved for exceptional reasons. These might include:
 - a. where it has become evident that the training practice description of learning opportunities available is not accurate;
 - b. where there have been significant changes at the training practice since the application was made (e.g. GP Supervisor has resigned);
 - c. where the training practice conditions are no longer able to meet the National Terms and Conditions for the Employment of Registrars (NTCER);
 - d. unforeseen and significant changes in a GP Registrar's circumstances.
- ii. In the event that a training practice withdraws, GPTT will not guarantee an alternative placement. GPTT will notify the GP Registrar of available options should this occur.
- iii. Where a GP Registrar is unable to find suitable employment in a training practice, or where a GP Registrar is not prepared to accept any of the available training practices offered, GPTT will notify the GP Registrar of available options, these may include undertaking non-general practice based training options, leave from the program (if eligible) and withdrawal from training with GPTT and the AGPT program.
- iv. It would be considered in most circumstances by GPTT to be a breach of the GPTT's Expected Responsibilities model (*Community: Act with professional courtesy; GPTT: Liaise with staff professionally*) should a GP Registrar OR training post enter into discussions intending to secure a training placement where they do not disclose their intention to seek alternative contracts of employment contemporaneously. This policy section also applies to section 5.9, 5.10 and 5.11 placements. All registrars commit at acceptance of offer of training with GPTT to maintain behaviors and professional attitudes per GPTT's Expected Responsibilities and Generic Attributes model.

5.8 GP Registrar Placement Rotation

- i. To gain exposure to, and experience of, different practice management processes and patient demographics, the RACGP and GPTT requires GP Registrars in the RACGP pathway to undertake training in at least two different training practices whilst undertaking general practice terms on the AGPT program. The duration of the training in the second practice is a minimum of six months FTE. Practices under common ownership structures may still be considered as different in most circumstances. There must be a different principal Supervisor for each training practice. Contact the Director of Training if unsure.

- ii. ACRRM pathway registrars are encouraged to train in multiple practices to benefit from the exposures mentioned above. ACRRM pathway registrars are not compelled to do so however.
- iii. All GP Registrars who commenced the AGPT program after 2011 and before 2015 must complete a minimum of six months FTE of the training program in a training practice situated outside a radius of 20 kilometers from the Hobart GPO, or in an Aboriginal Health Service.

5.9 GPT3/PRR3-4 GP Registrars

- i. GPT3/PRR3-4 GP Registrars are responsible for negotiating, selecting and nominating their own GP training practice placement.
- ii. All GP Registrar placements are subject to the GP Registrar being employed by an accredited training practice subject to the National Terms and Conditions for the Employment of Registrars (NTCER). A failure to observe this requirement may result in the loss of the practice's teaching accreditation status.
- iii. For a GPT3/PRR3-4 GP Registrar the practice must be eligible for, or be accredited by, the RAGGP or ACRRM, and have training availability.
- iv. To allow for consideration of available training practices during the practice placement process, GPT3/PRR3-4 GP Registrars must notify GPTT of their training plans at least three months prior to the commencement of their placement.
- v. GPTT will have the final determination of registrar placements for GPT3/PRR3-4, and will advise a registrar if they will be required to be placed in a directed training post. A member of the Senior Medical Education team will discuss with the registrar should this be required.

5.10 Extended Skills (RACGP) (26 Weeks FTE)

- i. GP Registrars are required to complete a minimum of two sessions a week for six months in an extended skills post.
- ii. The remaining time (to meet 26 weeks FTE) can be undertaken in an accredited general practice.
- iii. For an extended skills post the learning and teaching plan must be submitted and approved by GPTT prior to the commencement of the term.
- iv. All Extended Skills Training Posts must meet the requirements for accreditation by the RACGP vocational training post standards.
- v. GP Registrars are responsible for negotiating, selecting and nominating their own extended skills placement.

- vi. All GP Registrar placements are subject to the GP Registrar being employed by an accredited training practice subject to the National Terms and Conditions for the Employment of Registrars (NTCER). A failure to observe this requirement may result in the loss of the practice's teaching accreditation status.

5.11 Advanced Rural Skills Training/Advanced Specialised Training

- i. Intent to undertake Advanced Rural Skills Training (ARST) or Advanced Specialised Training (AST) must be made to GPTT via the GP Registrar Placement Preference Form.
- ii. ARST/AST GP Registrars are responsible for negotiating, selecting and nominating their own placements and completing the relevant approval process.
- iii. GP Registrars should confirm specific training post details with their Medical Educator and/or refer to the relevant website for more information. This discussion and confirmation must occur early in training to ensure options and planning for these unique posts enable effective progress and completion of the AGPT within the time allowed, and awarding of the relevant fellowship.

5.12 Remediation Terms

- i. GP Registrars who are either undertaking, or have undertaken, a Focused Learning Intervention Plan (FLIP) or formal remediation at the time of training practice allocation, will be assisted to apply for training placements which meet their particular training needs.
- ii. Remediation terms stop training time.
- iii. A registrar is not eligible to sit college exams while on remediation.
- iv. Where GP Registrars are identified for a FLIP or formal remediation after the training practice allocation process, GPTT may withdraw the GP Registrar from the allocated training practice and allocate them to a training practice which is assessed as better meeting their needs. Please refer to the GPTT Remediation Policy.

5.13 Training Practice & Supervisor Capacity

- i. A Supervisor cannot be a nominated Principal Supervisor for any more than two FTE doctors in training at any one time, nor can they be the Principal Supervisor at more than one practice.
- ii. The following terms do not need to be taken into consideration when determining GP Registrar to GP Supervisor ratio:
 - a. Extended Skills,
 - b. Mandatory Elective,

- c. Advanced Rural Skills Training or Advanced Specialised Training when completed after GP terms,
 - d. extension awaiting Fellowship terms, and
 - e. extended leave (e.g. maternity leave).
- iii. Variations to this policy may be considered on a case by case basis following written application to GPTT.

5.14 Hospital/Core Clinical Training Term Placements

- i. GP Registrars are responsible for organising their own hospital placements and advising GPTT of training plans by submitting the GP Registrar Placement Plans Form. This includes Hospital Terms and Core Clinical Training Terms
- ii. AGPT training undertaken in a hospital setting must be in an accredited training post. This accreditation must be endorsed by the relevant college and GPTT as appropriate to contribute towards registrar training time and experience. Prospective discussion and planning with GPTT is required if there is uncertainty. GPTT are not able to retrospectively accredit training posts where registrars may be currently employed.

6. NOTES

6.1 Related Documentation

- ACRRM Policies
<http://www.acrrm.org.au>
- Doctor Connect ASCG-RA
<http://www.doctorconnect.gov.au>
- AGPT Policies
<http://www.agpt.com.au>
- GPRA: National Terms and Conditions for the Employment of Registrars (NTCER)
<http://www.gpra.org.au>
- GPTT Practice Profiles
<http://www.gptt.com.au>
- RACGP: Standards
<http://www.racgp.org.au>
- GPTT GP Registrar Handbook
- GPTT Remediation Policy
- GPTT Practice Managers Handbook

- GPTT Complaint Resolution Procedure
- GPTT Withdrawal from AGPT Training Policy
- AGPT GP Registrar Handbook
- GPTT Conditional Training Post Policy
- GPTT Expected Responsibilities and Generic Registrar Attributes model

6.2 Forms Required:

- GPTT GP Registrar Placement Preference Form
- GPTT GP Registrar Training Plans Form
- GPTT Re-enrolment Form

6.3 Policy Version and Revision Information

Policy Authorised by: Allyson Warrington Title: Chief Executive Officer	Original Issue: 01/05/2015
Policy Maintained by: Robyn Rose Title: Education Manager	Current Version: 3
Current Version Issued: 14/3/2018	Next Review Date: 31/01/2019