

Practice Placement and Enrolment Policy



1. Purpose of Policy

The aim of this policy is to define the responsibilities, principles, methodology and procedures for the placement allocation of Registrars into accredited training practices across Tasmania, under the AGPT program.

GPTT is committed to the fair and equitable placement of Registrars across Tasmania, to enhance the quality of Registrar Training and to consider Registrar and community needs.

2. Definitions and Acronyms

ACRRM	Australian College of Rural and Remote Medicine
ADF	Australian Defence Force
AGPT	Australian General Practice Training
CGT (primary care)	Core Generalist Training undertaken in the primary care setting
CGT (hospital)	Core Generalist Training undertaken in the hospital setting
FTE	Full- time equivalent
GP	General Practice
GPRA	General Practice Registrars Australia
GPT1	General Practice Term 1
GPT2	General Practice Term 2
GPT3	General Practice Term 3
GPTT	General Practice Training Tasmania
MMM	Australian Standard Geographical Classification - Modified Monash Model (MMM)
NTCER	National Terms and Conditions for the Employment of Registrars
PMCT	Postgraduate Medical Council of Tasmania
PRC	Progress Review Committee
RACGP	Royal Australian College of General Practitioners
Registrar	GP Registrar
Subsequent Placement	GPT3, Extended Skills, Mandatory Elective, Extension, PRR3/4 (general practice placement only).
TPR	Training Progress Review
Training Practices	Unless specifically mentioned, refers to a practice accredited by the RACGP and/or ACRRM to host Registrars.

3. Policy Principles

- 3.1 Registrars who have accepted a place on the AGPT program must re-enrol each training year to confirm their training place.
- 3.2 Placement is the process that GPTT and Registrars follow to formally request and accept their training placement locations. GPTT is committed to supporting all stakeholders during the practice placement process.
- 3.3 Registrars will be placed in practices and posts that hold appropriate accreditation for their pathway and stage of training.

- 3.4 All Registrar general practice placements are subject to the Registrar being employed by an accredited training practice subject to the NTCER. A failure to observe this requirement may result in the loss of the practice's teaching accreditation status. Refer to the GPTT Conditional Training Post Policy.
- 3.5 It would be considered in most circumstances to be a breach of the GPTT's Expected Responsibilities model (Community: Act with professional courtesy; GPTT: Liaise with staff professionally) should a 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. All registrars commit at acceptance of the GPTT offer of training policy to maintain behaviours and professional attitudes per GPTT's Expected Responsibilities and Generic Attributes model.
- 3.6 Employment Contracts must be in place prior to the Registrar commencing employment with the practice.
- 3.7 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 Registrar matched to them.
- 3.8 In exceptional and unforeseen circumstances, GPTT, in conjunction with the relevant college censor, may exempt a Registrar from a condition imposed in this policy.
- 3.9 Variations to this policy may be considered on a case by case basis following written application to GPTT.
- 3.10 Appeals to this policy and process can be made in accordance with the GPTT Complaints and Appeals Policy.

4. Application & Scope

- 4.1 This policy applies to GPTT employees and contractors, accredited training practices and registrars enrolled in the AGPT program.
- 4.2 This policy is subject to limitations imposed by the Department of Health, the RACGP, and ACRRM.

5. Enrolment/Re-enrolment

- 5.1 Registrars re-enrol each year by completing and returning the GPTT re-enrolment form by the advertised due date.
- 5.2 Should a Registrar not meet the enrolment deadline, and if no communication has been made with GPTT, the Registrar may be withdrawn from training under the AGPT Withdrawal Policy.

6. Registrar Training Pathway Obligations

- 6.1 All General Practices in Tasmania are classified as "Rural" (MMM 2-7).
- 6.2 Any registrar who has opted in to the GPTT North West Program, should refer to the GPTT North West Program Policy in conjunction with this policy.
- 6.3 ADF Registrars should refer to the AGPT Program Australian Defence Force Registrars Policy in conjunction with this policy.

7 Placement Policy and Process

7.1 GPT1/GPT2 and CGT (primary care) Placements

- 7.1.1 GPTT undertakes a placement matching process for Registrars in GPT1/GPT2 and CGT (primary care) terms.
- 7.1.2 Training practices are invited to advise GPTT of vacancies for Registrars.
- 7.1.3 GPTT advises Registrars of practice vacancies and closing date for submission of placement preferences.
- 7.1.4 Training practices and Registrars have a set timeframe to meet to ascertain suitability for placements.
- 7.1.5 GPTT undertakes a preference matching process in two rounds and notifies Registrars and training practices of the outcome.
- 7.1.6 GPTT considers the following in the preference matching process when determining registrar placements:
 - Registrar and Practice Preferences
 - Registrar learning needs and requirements
 - 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.
- 7.1.7 Priority placement is given to Registrars with specific learning needs, training requirements, e.g. ADF, GPTT Aboriginal and Torres Strait Islander Support Program, North West Program, Rural Generalist Pathway and Registrars with limited training time remaining.
- 7.1.8 GPTT will not approve GPT1/GPT2 and CGT (primary care) placements where the vacancy has not been advertised to all Registrars.
- 7.1.9 Only Registrar preferences submitted by the advertised closing date will be considered in the Round 1 Practice Placements.
- 7.1.10 The Round 2 placement process will match Registrars with training practices who were not placed during Round 1, including those Registrars who did not submit their preferences for Round 1 by the closing date.
- 7.1.11 Registrars not matched via either round of the placement process will be contacted by GPTT to discuss training options.
- 7.1.12 Registrars can only train in one accredited practice with the one supervisory team at any particular time during terms. Rural Generalist Pathway registrars may have an approved exemption from this policy if required to meet training requirements. i.e. Hospital and General Practice combined posts in training time. This applies to full-time and part-time

registrars. This does not include a parallel extended skills post, ARST or AST post.

7.2 Acceptance of a placement match

- 7.2.1 GPTT will notify Registrars and training practices of placement allocation. Should the Registrar or training practice not wish to proceed with the placement, GPTT must be informed immediately.
- 7.2.2 A Registrar should remain in the continuous employment of the training practice for a minimum engagement of six months, except in exceptional circumstances, before the Registrar may be placed with another training practice.
- 7.2.3 At least three months prior to the conclusion of the Registrar's employment term, GPTT requires the Registrar to inform the training practice of their intention to move to another practice or to remain with the existing practice for a subsequent term.

7.3 Non-acceptance of placement allocation

- 7.3.1 Once contracts are signed, withdrawal of either party will only be approved in extraordinary circumstances and after full discussion between the Registrar, GPTT and the training practice. Exceptional circumstances might include:
 - where it has become evident that the training practice description of learning opportunities available is not accurate
 - where there have been significant changes at the training practice since the application was made (e.g. GP Supervisor has resigned)
 - where the training practice conditions are no longer able to meet the NTCER
 - Unforeseen and significant changes in a Registrar's circumstances.
- 7.3.2 In the event that a training practice withdraws, GPTT will not guarantee an alternative placement. GPTT will notify the Registrar of available options should this occur.
- 7.3.3 Where a Registrar is unable to find suitable employment in a training practice, or where a Registrar is not prepared to accept any of the available training practices offered, GPTT will notify the 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.

7.4 Registrar Placement Rotation

- 7.4.1 GPTT encourages all registrars to gain experience in a variety of practice settings during training. RACGP Registrars must comply with the RACGP diversity of training policy and gain training experience which involves exposure to at least two different general practice supervisors and two different general practice management systems. Registrars training in priority rural and remote practices, may be eligible to apply for a variation to this requirement. For further guidance, please refer to RACGP Guide to Managing Practice Diversity.

7.5 Determination of subsequent placements (GPT3, Extended Skills, Mandatory Elective and Extensions) by the Progress Review Committee (PRC)

- 7.5.1 Registrars are responsible for negotiating, selecting and nominating their

planned training practice subsequent placement to the PRC.

- 7.5.2 Nomination to the PRC of a planned subsequent placement is via the "Application for a subsequent GP training term" iForm on g.prime. Nominations of placements must be received by the PRC by the advertised submission date.
- 7.5.3 The PRC will undertake a Stage 1 TPR early October each year, which includes consideration of placements in the following training year. This review will decide on the registrar's proposed term placement.
- 7.5.4 For part time and mid-year commencing registrars, or registrars returning from leave, the PRC will accept applications for subsequent training terms in accordance with the registrars' training time and plans. This may or may not include a full TPR.
- 7.5.5 Decisions of the PRC can include:
- endorsing the application by the registrar.
 - recommending an alternative placement, but accepting the registrar's application if they do not concur with the PRC recommendation.
 - not endorsing the recommendation and requiring an alternative placement,
 - registrars will be required to submit one practice preference for each subsequent term.
- 7.6 Extended Skills (RACGP) (26 Weeks FTE)
- 7.6.1 Registrars are required to complete a minimum of two sessions a week for six months in an accredited extended skills post. If undertaking the minimum requirement or other time variation, the remaining time (to meet 26 weeks FTE) can be completed in an accredited general practice.
- 7.6.2 For an extended skills post the learning and teaching plan must be submitted and approved by GPTT prior to the commencement of the term.
- 7.7 Advanced Rural Skills Training/Advanced Specialised Training
- 7.7.1 Intent to undertake Advanced Rural Skills Training (ARST) or Advanced Specialised Training (AST) should be discussed with the registrar's medical educator.
- 7.7.2 ARST/AST Registrars are responsible for negotiating, selecting and nominating their own accredited placements and completing the relevant approval process.
- 7.7.3 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.
- 7.8 Remediation Terms
- 7.8.1 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.
- 7.8.2 Remediation terms stop training time.

- 7.8.3 A registrar is not eligible to sit college exams while on remediation.
- 7.8.4 Where Registrars are identified for a FLIP or formal remediation after the training practice allocation process, GPTT may withdraw the 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.
- 7.9 Training Practice & Supervisor Capacity
- 7.9.1 A Supervisor cannot be a nominated Principal Supervisor for any more than two FTE doctors in training at any one time.
- 7.9.2 The following terms do not need to be taken into consideration when determining Registrar to GP Supervisor ratio:
- Advanced Rural Skills Training or Advanced Specialised Training when completed after GP terms,
 - extension awaiting Fellowship terms, and
 - extended leave (e.g. maternity leave).
- 7.10 Hospital/CGT (hospital) Term Placements
- 7.10.1 Registrars are responsible for organising their own hospital placements and advising GPTT of training plans.
- 7.10.2 AGPT training undertaken in a hospital setting must be in an accredited training post. This accreditation must be endorsed by the PMCT or relevant college and by 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.

8 Related Policies and Documents

RACGP Practice Diversity Policy
AGPT Training Obligations Policy
Australian Defence Force Policy
AGPT Withdrawal Policy
GPTT NorthWest Program Policy
GPTT Complaints and Appeals Policy
GPTT Conditional Training Post Policy
Acceptance of offer of training
AGPT Program Australian Defence Force Registrars Policy

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