

## 1. Policy Statement

- 1.1. To identify and select high quality applicants into the Australian General Practice Training (AGPT) Program who have indicated a preference for training with EV GP Training (EV).

## 2. Application and Scope

- 2.1. This procedure applies to all applicants for selection into the AGPT Program with EV.
- 2.2. Applicants seeking a placement on the AGPT Program must refer to the Department of Health (the Department), the Royal Australian College of General Practitioners (RACGP) and the Australian College of Rural and Remote Medicine (ACRRM) for information on eligibility and selection.
- 2.3. Further information about the selection process and timelines can be found by visiting:
  - 2.3.1. [AGPT website](#)
  - 2.3.2. [ACRRM website](#)
  - 2.3.3. [RACGP website](#)
  - 2.3.4. [EV website](#)

## 3. Principles

- 3.1. Entry into the AGPT Program is a competitive, multi-phased, merit-based selection process.
- 3.2. EV shall ensure that its involvement in the AGPT program selection process is:
  - 3.2.1. Procedurally fair;
  - 3.2.2. Transparent and defensible;
  - 3.2.3. Non-discriminatory; and
  - 3.2.4. Free of bias.
- 3.3. The AGPT Program begins in January or February each year, with commencement dates confirmed at offer of training. A registrar can only defer commencement of training in exceptional or unforeseen circumstances as defined in [ED-Org-8.13 Program Leave](#)
- 3.4. Applicants currently enrolled in another training program leading to vocational recognition as a general practitioner must withdraw from that program prior to the commencement of the AGPT training year.
- 3.5. Applicants who are applying to or are enrolled in another specialist vocational training program, must notify EV prior to an offer of training being made by EV.
- 3.6. Deferral of training in the AGPT Program will not be approved on the basis of pursuing another specialist training program outside of the AGPT Program.

## 4. Procedure

### Interview and Placement – EV

- 4.1. Applicants and EV are advised of the interview allocations by the relevant College/s.
- 4.2. EV will notify applicants how to book their interview. Interview times are allocated on a first come first serve basis.
- 4.3. Applicants are expected to attend on the date/s provided and in the relevant training region to which they have applied.
- 4.4. The scheduled interview dates are available on EV's website.
- 4.5. If applicants are unable to attend the interview in person, they will need to reapply for the next intake. There will be no other dates available for interview. Interviews by Skype or telephone will not be available.
- 4.6. Applicants who are successful in all stages of the selection process will receive an offer of training. The offer of training must be accepted within seven days of receiving the offer, in order to enter the AGPT Program.
- 4.7. An offer of training with EV will be specific to either the rural or general pathway.
- 4.8. There is no guarantee that an applicant will be selected by EV.
- 4.9. Total placement offers are limited by the number of available training places allocated to EV under the AGPT Program.
- 4.10. Second intake interviews may occur later in the year to fill any places remaining unfilled after the first intake.
- 4.11. Applicants have the right to appeal selection decisions made by EV. EV will provide applicants with the appeal process if requested.

## ED-Org-8.1 Registrar Selection



### 4.12. Attendance at the interview:

- 4.12.1. Applicants must arrive not less than 30 minutes prior to their scheduled start time. This allows sufficient time to complete the sign-in and briefing process.
- 4.12.2. If an applicant arrives after their scheduled interview time, they are unable to participate unless:
  - Another interview session becomes available due to a cancellation, in which case EV may then be able to accommodate the applicant. However there is no guarantee this will occur and EV is not obligated to find an alternate interview time for an applicant.
- 4.12.3. Where an applicant fails to attend the scheduled interview, they will need to contact the relevant College to apply for second intake interviews (subject to availability including whether or not a second intake is actually necessary for EV to undertake).
- 4.12.4. All applicants must present booking confirmation, via either printout or as displayed on a smart phone.
- 4.12.5. All applicants must provide photographic ID in the form of one of the following:
  - Drivers' license, passport, proof of age card or hospital employee card.
- 4.12.6. All applicants must complete a 'Confidentiality and Privacy' form to participate in the interview.

### 4.13. Information required by EV:

- 4.13.1. In the event of an offer being made by EV, the applicant is required to provide the following documents by the end of the seven-day offer period:
  - Hospital letter/s listing all rotations completed in Australia and/or New Zealand including dates, weeks and any leave taken in the period;
  - An up-to-date CV
  - If completed, the relevant College/s paediatric requirement to provide supporting documents including a supervisor report for each hospital rotation and any other documents outlined in the College policies.
  - Copies of provisional and initial general registration and the AMC Part 2 certificate, where relevant.
- 4.13.2. For further information on the requirements and processes for determining if an applicant meets the breadth of experience required for general practice training, refer to [ED-Org-8.3 Prior Learning Assessment](#) procedure.

### EV Training Regions

4.23. EV offers both the general and rural pathways under the AGPT Program.

4.24. Applicants are encouraged to:

- 4.24.1. Become familiar with the individual training regions and the training location requirements outlined in clause 4.25 and 4.26 below.
- 4.24.2. Contact EV to discuss professional challenges and opportunities the training region may offer or visit EV's website for more information.
- 4.24.3. Research, and be aware of, the training region's services and amenities such as medical, educational, community, cultural, religious and recreational facilities.
- 4.24.4. Understand the relevant aspects of moving into and across different locations during their training, with reference to their own circumstances.
- 4.24.5. Applicants should familiarise themselves with the expectations and commitment required to undertake the AGPT Program including by reference to EV and AGPT Program [policies](#).
- 4.24.6. Registrars on the AGPT Program are expected to remain in their training region for the duration of training. Therefore, applicants should not nominate a training region they are not willing to train in for the entire AGPT Program and, if necessary, relocate to.
- 4.24.7. Transfers between RTOs or from rural to general pathway will not be possible during the nominated training period unless in exceptional or unforeseen circumstances. For more information, refer to [ED-Org-8.16 AGPT Program Transfers](#)

### Pathway Training Locations

## ED-Org-8.1 Registrar Selection



- 4.25. Training on the AGPT Program occurs within either the general or rural pathway. The pathways determine where an applicant will train within their preferred training region based on the ASGC-RA classification.
- 4.26. General pathway registrars will undertake at least the majority of their training in inner and/or outer metropolitan areas (ASGC-RA 1) with EV.
  - 4.26.1. Registrars on the general pathway are required to meet the training location obligations as outlined in [ED-Org-8.9 Training Obligations](#)
  - 4.26.2. Training in a rural location classified ASGC-RA 2-5 will only be considered where all rural pathway registrars have been placed and an additional placement exists.
- 4.27. Rural pathway registrars will undertake the majority of their training in regional and/or rural areas (ASGC-RA 2-5) with EV.
  - 4.27.1. Registrars on the rural pathway are required to meet the training location obligations as outlined in the [ED-Org-8.9 Training Obligations](#)
  - 4.27.2. Training on the general pathway is restricted, and rural pathway registrars should refer to the [ED-Org-8.9 Training Obligations](#) and [ED-Org-8.16 AGPT Program Transfers](#)

### EV Information Events

- 4.28. An introductory information session for all new applicants will be held shortly after acceptance of offers in both training regions.
- 4.29. All successful applicants are expected to attend this event.
- 4.30. The session covers (but is not necessarily limited to):
  - 4.30.1. An overview of the AGPT Program
  - 4.30.2. FACRRM/FACGP/FARGP training qualifications
  - 4.30.3. Training location and pathways
  - 4.30.4. The practice matching process
  - 4.30.5. Information on Recognition of Prior Learning (RPL)
  - 4.30.6. Skills Training posts
  - 4.30.7. The role of the Registrar Liaison Officer (RLO)
  - 4.30.8. Registrar Training Agreement
  - 4.30.9. Personalised training advice

### **Additional Information**

- ED-SD-8.0 Education and training definitions

<b>Responsibility</b>	Chief Executive Officer
<b>Date created</b>	March 2016
<b>Version</b>	03
<b>Review history</b>	March 2016      July 2018 July 2017
<b>Status (draft/pending/approved)</b>	Approved
<b>Approved by</b>	Chief Executive Officer
<b>Date approved</b>	August 2018
<b>Next review</b>	February 2019