

## 1. Policy Statement

- 1.1. To set out the circumstances under which a registrar may be withdrawn or may withdraw from the Australian General Practice Training (AGPT) Program and EV GP Training (EV).

## 2. Application and Scope

- 2.1. This procedure applies to all registrars enrolled in the AGPT Program.
- 2.2. This procedure comes into effect from 1 January 2019.
- 2.3. EV adopts all AGPT program policies as first line policy. EV may introduce more specific additional requirements supplementary to AGPT program policy. Registrars must read the AGPT program policy in conjunction with EV procedures.

## 3. Principles

- 3.1. This procedure applies to the withdrawal of registrars from the EV and the AGPT Program.
- 3.2. EV is required to advise registrars in writing that they have been withdrawn from the AGPT Program.
- 3.3. EV is required to advise the Department of Health (the Department) and the relevant College/s program after 20 business days has elapsed since the date of withdrawal or the date the registrar was notified of their withdrawal by EV, whichever is the later.
- 3.4. For involuntary withdrawals (Categories 2, 3 and 4) the registrar will have 20 business days from the date of withdrawal from EV to lodge an appeal in accordance with [ED-Org-8.22 Complaints Grievance and Appeals](#) procedure. If an appeal is not lodged with EV, the Department will formally withdraw the registrar from the AGPT Program.
- 3.5. There are four categories of withdrawal from EV and the AGPT Program:
  - 3.5.1. Category 1 - voluntary withdrawal
  - 3.5.2. Category 2 - withdrawal based on clinical competence
  - 3.5.3. Category 3 - withdrawal based on capacity
  - 3.5.4. Category 4 – withdrawal based on compliance with education and training requirements

## 4. Procedure

### 4.1. Category 1 – Voluntary Withdrawal

- 4.1.1. Registrars are required to inform EV in writing of their voluntary withdrawal from the AGPT Program.
- 4.1.2. Withdrawal under Category 1 attracts a 20 business days cooling off period from the date notified to EV to enable the registrar the chance to reconsider their decision to withdraw from EV and the AGPT Program.

### 4.2. Category 2 – withdrawal based on clinical competence

- 4.2.1. Where a registrar is found to be unable to sustain an acceptable level of clinical or training performance to progress with their training on the AGPT Program within a reasonable time and with available resources, they will be withdrawn. This will be assessed and determined by the EV Director of Training (DoT) or delegate.

### 4.3. Category 3 – withdrawal based on capacity

- 4.3.1. Where a registrar is willing but is unable to continue their training, they will be withdrawn.

### 4.4. Category 4 – Withdrawal based on compliance with educational and training requirements

- 4.4.1. Where a registrar fails to comply with the education and training requirements specified by EV and/or the AGPT program or as required by the relevant College(s) standards, they will be withdrawn.
- 4.4.2. Where a registrar repeatedly fails to respond to correspondence from EV relating to their enrolment on the AGPT Program, they may be withdrawn.

## ED-Org-8.17 Registrar Withdrawal



- 4.4.2.1. Prior to withdrawing a registrar under clause 4.4.2, EV will attempt to make contact with the registrar a minimum of three times, including once by certified/registered mail over a two-calendar month period.
- 4.4.2.2. Where a registrar meets any other instances set in clause 5.4 of the [AGPT Withdrawal Policy](#)

### 4.5. Withdrawal Process

- 4.5.1. Before considering the withdrawal of a registrar from training, EV will explore all available possible solutions including support mechanisms detailed in the [ED-Org-8.10 Registrar Safety](#), [ED-Org-8.13 AGPT Program Leave](#), and [ED-Org-8.16 AGPT Program Transfer](#) procedures.
- 4.5.2. EV will provide the registrar with the following:
  - 4.5.2.1. Written notice identifying the matter(s), the date of withdrawal, details of the appeal process and where relevant a request that the registrar show just cause why they should not be withdrawn.
  - 4.5.2.2. An opportunity to discuss their withdrawal with the CEO, DoT or delegate.
  - 4.5.2.3. The opportunity to have a support person.
  - 4.5.2.4. 20 business days from the date of withdrawal in which to lodge an appeal with EV in accordance with the EV procedure [ED-Org-8.22 Complaints, Grievance and Appeals](#)
- 4.5.3. Where a registrar is withdrawn:
  - 4.5.3.1. The registrar is withdrawn from training with EV.
  - 4.5.3.2. The withdrawal process will be documented.
  - 4.5.3.3. EV will notify the Department and the respective College(s) after 20 business days has elapsed from the date of withdrawal or the date the registrar was notified of their withdrawal by the RTO - whichever is the later - by submitting a completed AGPT Program Notification of Withdrawal form.

## 6. Additional Information

- 6.1. AGPT Withdrawal Policy 2019
- 6.2. ED-Org-8.10 Registrar Safety
- 6.3. ED-Org-8.13 Program Leave
- 6.4. ED-Org-8.22 Additional Registrar Support

|  |   |
|--|---|
| <b>Responsibility</b>                  | Chief Executive Officer                       |
| <b>Date created</b>                    | January 2016                                  |
| <b>Version</b>                         | 03  |
| <b>Review history</b>                  | January 2016    October 2018<br>February 2017 |
| <b>Status (draft/pending/approved)</b> | Approved                                      |
| <b>Approved by</b>                     | Chief Executive Officer                       |
| <b>Date approved</b>                   | January 2019                                  |
| <b>Next review</b>                     | October 2019                                  |