

1. Policy Statement

- 1.1. The training obligations are defined for registrars on the Australian General Practice Training (AGPT) Program.

2. Application and Scope

- 2.1. Registrars are required to train in accordance with EV GP Training (EV), the Department of Health (the Department) policies and procedures and the Royal Australian College of General Practitioners (RACGP) and Australian College of Rural and Remote Medicine (ACRRM) standards.
- 2.2. This policy applies to all registrars enrolled on the AGPT Program.
- 2.3. This policy applies to registrars seeking endpoint to the following FRACGP, FACRRM and Fellowship in Advanced Rural General Practice (FARGP).
- 2.4. This policy is effective from 1 January 2017.

3. Procedure

3.1. Training location obligations

3.1.1. **General pathway requirements:**

- 3.1.1.1. A registrar on the general pathway is required to undertake 12 calendar months (full or part time) of their training in a prescribed location. The location options available to registrars include:
 - 3.1.1.1.1. Twelve months training in a rural location classified AGSC-RA 2-5, or
 - 3.1.1.1.2. Twelve months training in an outer metropolitan location, or
 - 3.1.1.1.3. Twelve months training in a non-capital city classified as ASGC-RA 1, or
 - 3.1.1.1.4. Twelve months training in an Aboriginal and Torres Strait Islander health training post in an Aboriginal Community Controlled Health Service or other approved Aboriginal Medical Service; or
 - 3.1.1.1.5. Twelve months training comprising two of the following:
 - 3.1.1.1.5.1. Six months training in an outer metropolitan location, or
 - 3.1.1.1.5.2. Six months training in a rural location classified ASGC-RA 2-5, or
 - 3.1.1.1.5.3. Six months training in a non-capital city classified ASGC-RA 1, or
 - 3.1.1.1.5.4. Six months training in an Aboriginal and Torres Strait Islander Health training post in an Aboriginal Community Controlled Health Service or other approved Aboriginal Medical Service.
- 3.1.1.2. Specific location preference is subject to the following conditions:
 - 3.1.1.2.1. Training in a rural location will only be considered where a vacancy exists and when all rural pathway registrars have been allocated for the training year.
 - 3.1.1.2.2. The availability of an accredited training practice in that location.
 - 3.1.1.2.3. Registrars on the Melbourne program must meet the three-practice requirement during their core vocational training.
- 3.1.1.3. It is expected that registrars will undertake the training outlined in 3.1.1.1, on a full-time basis or at the same level of their part-time training as previously approved by EV.
- 3.1.1.4. All training location obligations need to be met during core vocational training.

3.1.2. **Rural pathway requirements:**

- 3.1.2.1. The rural pathway training location requirements do not apply to the hospital/core clinical training year.
- 3.1.2.2. Registrars, who are subject to Section 19AB of the *Health Insurance Act 1973*, must undertake all of their training (including required skills training) under the rural pathway at facilities located in ASGC-RA 2-5 locations.

- 3.1.2.2.1. These registrars are not eligible to apply to transfer, as per the [ED-Org-8.16 Registrar Transfers](#), from the rural pathway to the general pathway unless they are first granted a Section 19AB exemption by the Department.
- 3.1.2.2.2. A Section 19AB exemption allows registrar to apply to transfer from the rural pathway to the general pathway. A Section 19AB exemption does not compel EV or the Department to approve the application to transfer the registrar to the general pathway.
- 3.1.2.2.3. EV will only consider transfers to the general pathway subject to the conditions as set out in [ED-Org.8.16 Registrar Transfers](#) and subject to availability.
- 3.1.2.3. Other registrars (not subject to S19AB) training on the rural pathway, must also undertake all of their training in facilities located in ASGC-RA 2-5 locations. However the [ED-Org-8.16 Registrar Transfers](#) allows EV and the Department to consider pathway transfer applications from registrars so that those registrars may train in an ASGC-RA 1 location. Those registrars do not require a Section 19AB exemption to support their application.
- 3.1.2.4. For the purposes of clauses 3.2.1.2 and 3.2.1.3:
 - 3.1.2.4.1. EV may allow registrars to undertake Extended Skills/PRR4 (excluding Extended Skills in general practice), Advanced Specialised Training and/or Advanced Rural Skills Training temporarily in ASGC-RA1 locations subject to the following conditions being met:
 - 3.1.2.4.1.1. EV must document that all reasonable options for rural placements within their training region have been exhausted; and
 - 3.1.2.4.1.2. For registrars subject to Section 19AB, an exemption must have been granted prior to the registrars being placed in an ASGC-RA1 location.
 - 3.1.2.4.2. For the purposes of this procedure, an Extended Skills/PRR4 term must be a skills training term, for example obstetrics or anaesthetics, and not a further general practice term. Registrars seeking to undertake their Extended Skills/PRR4 term in general practice can do so, but will not be able to be placed into an ASGC-RA1 location unless they are granted an approved transfer to the general pathway by the Department.
 - 3.1.2.4.3. Upon completion of this/these training term(s) the registrar must return to ASGC-RA 2-5 training locations.
- 3.1.2.5. Specific location preference is subject to the following conditions:
 - 3.1.2.5.1. Registrars on the rural pathway must meet the two practice requirement during core vocational training.
 - 3.1.2.5.2. Registrars on the rural pathway are expected to reside in Gippsland and within 30 minutes travel time from the practice in which they are placed. Attempting to reside and commute from Melbourne whilst training in the rural pathway in Gippsland is detrimental to training and potentially hazardous.
- 3.1.2.6. Exceptions to the training location obligations are set out in clause 4.9 of the [AGPT Training Obligations Policy 2017](#)
- 3.1.3. **International training placements:**
 - 3.1.3.1. All training undertaken by registrars enrolled in the AGPT Program must occur within Australia and Australian external territories such as Ashmore and Cartier Islands, Christmas Island, the Cocos (Keeling) Islands, the Coral Sea Islands, the Australian Antarctic Territory, Heard Island and McDonald Islands and Norfolk Island.
 - 3.1.3.1.1. The exception to this is Australian Defence Force (ADF) registrars training on overseas deployment (see clause 3.15 below for further details).

3.2. Training time obligations

- 3.2.1. Registrars should refer to the current *National Terms and Conditions for the Employment of Registrars (NTCER)* available on the [GPRA website](#) for more information. Note that the NTCER refers to industrial arrangements regarding employment and not training requirements.
- 3.2.2. All registrars commence their vocational training at 1.0 FTE (38 hours per week) and are supported to undertake full-time training to obtain College fellowship (FRACGP, FACRRM or FARGP).
- 3.2.3. EV will endeavour to provide access to training at less than 1.0 FTE for those registrars who require this flexibility. Any arrangement for the provision of training at less than 1.0 FTE is subject to negotiation between the registrar and EV.
- 3.2.4. Only training activities that have been approved by EV will be counted towards the registrars' FTE.
- 3.2.5. Registrars may work more than 38 hours per week but must be cognisant that this will not accelerate their progress towards fellowship and must refer to the following prior to extending their training:
 - 3.2.5.1. The [ED-Org-8.10 Registrar Safety](#) procedure; and
 - 3.2.5.2. The *National Terms and Conditions for the Employment of Registrars (NTCER)*; and
 - 3.2.5.3. The relevant *Occupational, Health and Safety legislation*; and
 - 3.2.5.4. The *Fair Work legislation*.
- 3.2.6. If the registrar is employed on a part-time basis, the conditions in their training agreement will apply with the following conditions.
 - 3.2.6.1. Teaching time will be based on either 0.5 or 0.75 FTE as outlined in the training time definition clause 3.3.3.
 - 3.2.6.2. Part-time registrars are expected to meet their workshop attendance requirements as if they were training full-time (unless otherwise approved). Part attendance at workshops compromises the continuity and educational value of the workshops.

3.3. Training time definitions

- 3.3.1. EV uses scheduled patient consulting time in a non-workshop week as a measure of FTE. This is because the time released for educational activity and the in-practice teaching time varies throughout training.
- 3.3.2. Full-time training with EV is calculated as follows:
 - 3.3.2.1. Deemed to be no less than 27 hours of scheduled patient consulting time with the remainder made up of teaching and administration time within a non-workshop week.
 - 3.3.2.2. The ordinary hours of a full-time registrar, excluding practice-based teaching time and educational release time shall be:
 - 3.3.2.2.1. No less than 27 hours of which must be scheduled patient consulting time, and
 - 3.3.2.2.2. Worked over not less than four days per week
- 3.3.3. Part-time training with EV is calculated using the following two options:
 - 3.3.3.1. Deemed to be no less than 0.5 FTE of which:
 - 3.3.3.1.1. No less than 13.5 hours of which must be scheduled patient consulting time, and
 - 3.3.3.1.2. Worked over no less than two days per week
 - 3.3.3.1.3. Training at this fraction will only be counted as 0.5 FTE regardless whether the registrar works more than 0.5 FTE up to 0.75 FTE
 - 3.3.3.2. Deemed to be no less than 0.75 FTE of which:
 - 3.3.3.2.1. No less than 20.5 hours of which must be scheduled patient consulting time, and
 - 3.3.3.2.2. Worked over no less than three days per week
 - 3.3.3.2.3. Training at this fraction will only be counted as 0.75 FTE regardless whether the registrar works more than 0.75 FTE up to 0.8 FTE
- 3.3.4. Registrars wishing to train at less than 0.5 FTE will only be considered on a case by case basis subject to approval by the Director of Training (DoT). Registrars must provide just cause for such approval to be considered. The minimum training time will be based on the [NTCER](#) guidelines.
- 3.3.5. In setting the lower limits of 0.5 and 0.75 FTE, EV recognise that:
 - 3.3.5.1. Minimum scheduled patient consulting time is set to enable registrars to see enough patients to build competence and capability at an appropriate rate

- 3.3.5.2. The Department requires registrars to complete training in the minimum time possible and there is a training cap that sets a limit on maximum time allowed in the AGPT Program.
- 3.3.6. Only one *'Part-Time Training Application'* (including adjustments) will be considered in any given semester.
- 3.3.7. Part-time application process
 - 3.3.7.1. All registrars wishing to train at 0.5 or 0.75 FTE must apply to the CEO by submitting a *'Part-Time Training Application'* form at least 20 business days prior to commencing of the placement.
 - 3.3.7.2. Any adjustment to the defined part-time hours must be approved in advance by the CEO by submitting an updated *'Part-Time Training Application'* form.
 - 3.3.7.3. Training at less than 1.0 FTE can only commence with the written approval of the CEO.
 - 3.3.7.4. Approval to undertake part-time training should not be assumed.

3.4. Required time for training terms

- 3.4.1. Registrars training on the AGPT Program are required to successfully complete the following training terms:

Table 1 FRACGP Training

| Training Term | FTE weeks |
|---|-----------|
| Hospital Training This can include a Mandatory Elective term for RPL without time-credit | 52 weeks |
| GPT1 | 26 weeks |
| GPT2 | 26 weeks |
| GPT3 | 26 weeks |
| Extended Skills | 26 weeks |

Table 2 FARGP Training through the RACGP

| Training Term | FTE weeks |
|---------------------------------------|-----------|
| Advanced Rural Skills Training (ARST) | 52 weeks |

Table 3 FACRRM Training

| Training Term | FTE weeks |
|--|--------------------------------|
| Core Clinical Training (CCT) | 52 weeks |
| Primary Rural and Remote Training (PRRT) | 104 weeks |
| Advanced Specialised Training (AST) | 52 weeks (104 wks for Surgery) |

- 3.4.2. In order to successfully complete each training term as specified above, registrars must:

- 3.4.2.1. Satisfactorily complete the required weeks of FTE training;
- 3.4.2.2. Satisfactorily meet all education and training requirements; and
- 3.4.2.3. Be assessed by EV as successfully completing the training term.

- 3.4.3. Failure to successfully complete a training term, as assessed by EV, may require the registrar to apply for an extension for assessment purposes as specified by the [ED-Org-8.15 Registrar Extension of Training](#)
- 3.4.4. Registrars must be enrolled in RACGP Fellowship in Advanced Rural General Practice (FARGP) to undertake Advanced Rural Skills Training. This training term must be completed within 52 FTE weeks.
- 3.4.5. Registrars should have no gaps in their training time while on the AGPT Program.

3.5. Training time cap

- 3.5.1. It is expected that all registrars training on the AGPT Program will achieve fellowship within:

- 3.5.1.1. Four years from the commencement of training for 1.0 FTE registrars seeking fellowship of RACGP;
 - 3.5.1.2. Five years from the commencement of training for 1.0 FTE registrars seeking fellowship of ACRRM or dual RACGP/ACRRM fellowship awards;
 - 3.5.1.3. Six years from the commencement of training for FTE registrars seeking fellowship of ACRRM or dual RACGP/ACRRM fellowship awards and who are undertaking an AST in surgery; and
 - 3.5.1.4. Five years from the commencement of training for FTE registrars seeking fellowship of RACGP and FARGP.
- 3.5.2. The above training time cap includes all training terms as required by the relevant College (see Tables 1, 2 and 3 above) with an additional 12 FTE months to allow for Category 2 Leave and extensions of training time if required.
- 3.5.3. The above training time cap excludes Category 1 and Category 3 Leave as specified in [ED-Org-8.14 Registrar Leave](#)
- 3.5.4. For registrars who are undertaking an approved Extension for Rural Generalist Additional Skills Training as specified in the [ED-Org-8.15 AGPT Extension of Training](#), their training time cap will be extended by a maximum of 12 FTE months (52 FTE weeks) above the training time caps specified in clauses 3.6.1.1 to 3.6.1.4.
- 3.5.5. Registrars training at less than 1.0 FTE, will be required to achieve fellowship within a timeframe that is reflective of their part-time status as per EV and College requirements.
- 3.5.6. Registrars who are using the provisions in the AGPT Program policies to extend their training time will need to seek written approval from EV if their overall training time exceeds the time specified in clauses 3.6.1.1 to 3.6.1.4.
- 3.5.7. Approval would only be provided in extenuating and unforeseen circumstances.
- 3.5.8. Registrars should refer to the [AGPT Training Obligation Policy 2017](#) for further information.
- 3.6. Recognition of prior learning
- 3.6.1. Recognition of Prior Learning (RPL) can reduce a registrar's overall training time on the AGPT Program.
- 3.6.2. Applications for RPL are assessed and approved by the Relevant College(s), not the Department. EV can assist registrars to complete their RPL applications.
- 3.6.3. Registrars can apply, via EV, to the Relevant College for RPL. The process, timeframes and requirements for applying for RPL is available through the relevant College and by referring to [ED-Org-8.4 Recognition of Prior Learning](#)
- 3.6.4. If RPL with time credit is granted by the relevant College, it will reduce the overall training time cap that applies to registrars.
- 3.6.5. Registrar's training time cap through RPL will only be reduced by a maximum of 52 FTE weeks. For example, if a registrar seeking fellowship of ACRRM is granted 104 FTE weeks (2 FTE years) of RPL with time credit, instead of their training time cap being reduced from 5 FTE years to 3 FTE years the cap will be reduced to 4 FTE years.
- 3.7. Gaps in training time
- 3.7.1. Registrars should have no gaps in their training time while training on the AGPT Program.
- 3.7.2. The registrar's training profile must be completed so that all time on the AGPT Program is accounted for by a training term, period of leave, extension of training time and/or a remediation term.
- 3.7.3. Registrars' training profiles must include their hospital and/or core clinical training term and RPL if applicable.
- 3.7.4. RPL must be entered into the registrar's training profile within 20 business days of it being granted by the relevant College.
- 3.8. Remediation
- 3.8.1. Periods of remediation will suspend a registrar's training time.
- 3.8.2. Periods of remediation will not be included as part of the training time cap as training time is suspended.

3.9. Exceptions to training obligations

- 3.9.1. Exceptions to the training obligations must be applied for in writing by submitting a completed AGPT Application *Exception to Training Obligation* form to EV.
- 3.9.2. A registrar through EV or EV on behalf of a registrar, can lodge a written submission for an exception to the training obligations to the Department seeking consideration for an exception from the training obligations specified in this procedure.
- 3.9.3. Reasons for consideration of exceptions to the training obligations specified in this policy include, but are not limited to:
 - 3.9.3.1. EV capacity issues;
 - 3.9.3.2. Extenuating and unforeseen changes in personal circumstances for the registrar.
- 3.9.4. Any submissions for the Department's consideration must be supported by EV.
- 3.9.5. Registrars must refer to the [AGPT Training Obligations Policy 2017](#) for further details and eligibility criteria.
- 3.9.6. Registrars are not automatically entitled to an exception from the training obligations specified in this policy.

3.10. Training End Points

- 3.10.1. The three endpoints supported under the AGPT Program are FRACGP, FACRRM and FRACGP combined with FARGP.
- 3.10.2. Registrars must comply with the membership policy of the relevant College and enrol in their chosen fellowship program(s) prior to commencing their training on the AGPT Program and notify EV.
- 3.10.3. Once registrars have selected and enrolled in their chosen fellowship program(s) they may not change to another fellowship program during their training on the AGPT Program.
- 3.10.4. Registrars working towards FRACGP may enrol in FARGP at any stage prior to the completion of core vocational training.

3.11. Dual Fellowship

- 3.11.1. Registrars are able to undertake dual fellowship with both RACGP and ACRRM.
- 3.11.2. The training must be undertaken concurrently, in combined units that meet the dual curriculum requirements and should be discussed with EV.
- 3.11.3. Registrars must select to undertake dual fellowship of both RACGP and ACRRM prior to commencing on the AGPT Program. This must be achieved by applying through both Colleges' selection processes and being successful in attaining a placement with both Colleges in the same year.
 - 3.11.3.1. Registrars are unable to enrol in an additional fellowship program once their training on the AGPT Program has commenced (with the exception of FARGP as specified in clause 3.10.4 above).
 - 3.11.3.2. Registrars undertaking dual fellowship of both RACGP and ACRRM can elect to drop one of their selected fellowship programs at any time during their training on the AGPT Program.
- 3.11.4. For further information regarding undertaking dual fellowship, registrars should contact EV and the College(s) as appropriate.

3.12. Fellowship Exams and Assessments

- 3.12.1. All registrars training on the AGPT Program are expected to actively pursue fellowship of the RACGP, ACRRM or both.
- 3.12.2. As part of achieving fellowship, registrars will be required to undertake exams and/or assessments during their training on the AGPT Program.
- 3.12.3. The eligibility requirements for registrars to sit their fellowship exams and/or assessments are available through the Relevant College.

3.13. Fatigue Management

- 3.13.1. Fatigue is a recognised workplace hazard that can affect registrars training on the AGPT Program.
- 3.13.2. Fatigue has implications for the provision of safe, quality care for patients, the well-being of registrars and the registrars' ability to meet their Education and Training Requirements.
- 3.13.3. The management of registrar fatigue is the responsibility of registrars, EV, GP supervisors and training facilities.

3.14. Australian Defence Force (ADF) registrar training requirements

- 3.14.1. The registrar training requirements specified in this procedure apply only to full-time ADF service personnel and do not apply to ADF reservists.
- 3.14.2. There is a need for specific arrangements and training concessions to enable ADF registrars to continue their vocational training and meet their ADF service requirements.
- 3.14.3. The current posting orders of an ADF registrar will determine the region in which they can train, and therefore the RTO they will be training with.
- 3.14.4. ADF registrars are expected to make every effort to meet the training location obligations as outlined in the Training Location Obligations section of this procedure. However, due to their ADF service requirements, exceptions to the training location obligations may be granted.
- 3.14.5. For further information on ADF registrars training requirements, please refer to the relevant College(s) Standards and policies.
- 3.14.6. ADF registrars can undertake their required vocational training in the following facilities:
 - 3.14.6.1. A civilian-based general practice with the required level of practice accreditation, or
 - 3.14.6.2. An ADF medical facility or base with the required level of practice accreditation, or
 - 3.14.6.3. Through a combination of the above as a composite training arrangement.
- 3.14.7. Hospital training for ADF registrars
 - 3.14.7.1. ADF registrars must comply with the relevant College(s) training requirements in relation to hospital training time.
- 3.14.8. Extended skills training
 - 3.14.8.1. ADF registrars seeking fellowship of RACGP may undertake Extended Skills training as per the requirements of the College.
- 3.14.9. Training on deployment
 - 3.14.9.1. Experience, training, and education during deployment may be considered for credit as training time in the following circumstances:
 - 3.14.9.1.1. Deployment or exercises within Australia that meet College requirements for accreditation as a training post; or
 - 3.14.9.1.2. Overseas deployment that meets College requirements for overseas training and has been approved by the relevant College(s).

3.15. Roles and responsibilities

- 3.15.1. Further information on the roles and responsibilities relating to this procedure are outlined in the AGPT Training Obligations Policy 2017 for:
 - 3.15.1.1. Registrars;
 - 3.15.1.2. EV; and
 - 3.15.1.3. The Department.

4. **Additional Information**

- 4.1. ED-SD-8.0 Education and training definitions
- 4.2. ED-SD-8.9 AGPT Application – Exception to Training Obligations

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| Responsibility | Chief Executive Officer |
| Date created | February 2016 |
| Version | 04 |
| Review history | April 2016 July 2016 January 2017 |
| Status (draft/pending/approved) | Approved |
| Approved by | Chief Executive Officer |
| Date approved | January 2017 |
| Next review | January 2018 |