

## 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.

## 3. Principles

- 3.1. Entry into the AGPT Program is a competitive, multi-phased, transparent and merit-based selection process.
- 3.2. EV shall ensure the selection process can stand up to scrutiny by external regulators in respect of human rights and anti-discrimination. Specifically, the process will be:
  - 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 selection process for the AGPT Program is as follows:
  - 3.3.1. Applicants apply directly to the GP College/s of their choice via their website.
    - Royal Australian College of General Practitioners (RACGP)
    - Australian College of Rural and Remote Medicine (ACRRM)
  - 3.3.2. Applicants seeking application for a placement on the AGPT Program for 2018 onwards will be required to pay an application fee. The fee will be collected by each College.
  - 3.3.3. Eligibility for the AGPT Program is determined by the Commonwealth Department of Health.
  - 3.3.4. Applicants will participate in the relevant College/s assessment.
  - 3.3.5. Only applicants who have successfully completed the College/s assessments are permitted to participate in an interview with EV.
  - 3.3.6. An offer of training will be made to successful applicants by EV in conjunction with the relevant College.
- 3.4. 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 AGPT Program Leave](#)
- 3.5. Recognition of Prior Learning (RPL) can reduce the overall training time in the AGPT Program and is granted by the relevant College/s. An application or approval of RPL is not a guarantee that the registrar can commence a general practice placement due to limited availability of placements. For further information, refer to the links listed in 3.8 below for EV and the relevant College/s policies and procedures.
- 3.6. Applicants currently enrolled in another training program leading to vocational recognition as a general practitioner must resign prior to the commencement of the AGPT training year.
- 3.7. Applicants who are applying to or are enrolled in another specialist vocational training program, must notify the Director of Training prior to an offer of training being made by EV.
  - 3.7.1. If considered, the secondary vocational training must not compromise their training in the AGPT Program.
  - 3.7.2. Deferral of AGPT Program training will not be approved on the basis of pursuing other specialist training outside of AGPT.
- 3.8. Further information about the selection process and timelines can be found by visiting:
  - 3.8.1. [EV website](#)
  - 3.8.2. [AGPT website](#)
  - 3.8.3. [ACRRM website](#)
  - 3.8.4. [RACGP website](#)

## 4. Procedure

### AGPT Program application and eligibility check – The Department of Health

- 4.1. Applications to the AGPT program will submit an online application, supporting documents, referee details and nominate training region preferences.
  - 4.1.1. The online application system will only be accessible during specific advertised periods (usually from mid-April to mid-May).
  - 4.1.2. The timelines will be publicly available on the websites listed under clause 3.4.
- 4.2. Applications and supporting documents will be checked and assessed by the Department of Health to establish eligibility for the AGPT Program.
- 4.3. Applicants who are deemed ineligible will be notified by email from the Department of Health.
- 4.4. Applications sent directly to EV will not be processed or sent to the Department of Health/College/s on behalf of the applicant.
- 4.5. Late applications to the AGPT Program will not be accepted.

### Selection process for the AGPT Program – ACRRM and RACGP

- 4.6. Once the eligibility check has been completed by the Department of Health, applicant information is forwarded to the College/s of the applicant's preferred fellowship for their review and assessment.
- 4.7. From this point, all queries related to the AGPT selection process should be referred to the relevant College/s.
- 4.8. Information about ACRRM's selection process, including assessment components and requirements can be found on the ACRRM's website:
  - 4.8.1. Telephone: 1800 223 226
  - 4.8.2. Email: [training@acrrm.org.au](mailto:training@acrrm.org.au)
  - 4.8.3. Website: [www.acrrm.org.au](http://www.acrrm.org.au)
- 4.9. Information about RACGP's selection process, including assessment components and requirements can be found on the RACGP's website:
  - 4.9.1. Telephone: 1800 331 626
  - 4.9.2. Email: [racgp@racgp.org.au](mailto:racgp@racgp.org.au)
  - 4.9.3. Website: [www.racgp.org.au](http://www.racgp.org.au)

### Interview and Placement – EV

- 4.10. Applicants and EV are advised of the interview allocations by the relevant College/s.
- 4.11. EV will notify applicants how to book their interview. Interview times are allocated on a first come first serve basis.
- 4.12. Applicants are expected to attend on the date/s provided and in the relevant training region to which they have applied.
- 4.13. The scheduled interview dates are available on EV's website.
- 4.14. If applicants are unable to attend the interview in person, they will need to reapply for the 2019 intake. There will be no other dates available for interview. Interviews by Skype or telephone will not be available.
- 4.15. Applicants who are successful in all stages of the selection process will receive an offer of training which must be accepted within 7 days of receiving the offer.
- 4.16. Offer of training with EV will be specific to either the rural or general pathway.
- 4.17. There is no guarantee that an applicant will be selected by EV.
- 4.18. Total placement offers are limited by the number of available training places as defined by the AGPT Program.
- 4.19. Second round interviews may occur later in the year to fill any remaining places with EV.
- 4.20. Applicants have the right to appeal selection decisions made by EV. EV will provide applicants with the appeals process if required.
- 4.21. Attendance at the interview:
  - 4.21.1. Applicants must arrive 30 minutes prior to their scheduled start time. This allows sufficient time to complete the sign-in and briefing process.
  - 4.21.2. If an applicant arrives after their scheduled interview time, they are unable to participate.

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- If another interview session becomes available due to a cancellation, EV may be able to accommodate the applicant.
  - If another interview session is not available, the applicant will need to contact the relevant College to apply for the second round interviews (subject to availability).
- 4.21.3. If an applicant fails to attend the scheduled interview, they will need to contact the relevant College to apply for the second round interviews (subject to availability).
- 4.21.4. All applicants must present booking confirmation, either a printout or displayed on a smart phone.
- 4.21.5. All applicants must provide photographic ID. Acceptable forms of ID are:
- Drivers license, passport, proof of age card or hospital employee card.
- 4.21.6. All applicants must complete a 'Confidentiality and Privacy' form to participate in the interview.
- 4.22. Information required by EV:
- 4.22.1. Applicants are 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 already fulfilled 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, if relevant.
- 4.22.2. 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.
- 4.24. Applicants are encouraged to:
- 4.24.1. Become familiar with the individual training regions and the training location requirements as outlined in clause 4.24 to 4.26.
- 4.24.2. Contact EV to discuss what professional challenges and opportunities the training regions 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. Determine the impact of moving into a particular locality upon themselves, their partner and other family members, if applicable.
- 4.24.5. Ensure that the decision to train in a particular locality is understood by, and has the support of their partner/family, if applicable.
- 4.24.6. Familiarise themselves with the expectations and commitment required to undertake the AGPT Program including EV and the AGPT Program [policies](#)
- 4.24.7. 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.
- 4.24.8. 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

- 4.25. Training on the AGPT Program is 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 the majority of their training in inner and/or outer metropolitan areas (ASGC-RA 1) with EV.

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- 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 once all rural pathway registrars have been placed and where a placement exists.
- 4.27. Rural pathway registrars will undertake the majority of their training in Gippsland (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 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 offer in both training regions.
- 4.29. All new applicants will be expected to attend this event.
- 4.30. The session covers (but not 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

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