

1 Policy Statement

- 1.1. To enable registrars to apply for an extension to their training time on the Australian General Practice Training (AGPT) Program with EV GP Training (EV).

2 Application and Scope

- 2.1. This procedure applies to all registrars enrolled on the AGPT Program.
- 2.2. This procedure supersedes all previous EV registrar extension of training time procedures and is effective from 1 January 2017.
- 2.3. Extensions of training time are executed within the guidelines of the [AGPT Extension of Training Time Policy 2017](#)

3 Principles

- 3.1. The Department of Health recognises that during the course of training on the AGPT Program circumstances may arise that requires extensions to a registrar's training time.
- 3.2. Registrars who are undertaking vocational training towards FRACGP are required to complete three years of training time (full-time equivalent).
- 3.3. Registrars who are undertaking vocational training towards FACRRM are required to complete four years of training time (full-time equivalent).
- 3.4. As specified in [ED-Org.8.9 Training Obligations](#), it is expected that all registrars training on the AGPT Program will achieve fellowship within the specific training time cap relevant to the fellowship program they are enrolled in.
- 3.5. There are four categories under which an extension of training time may be considered:
 - 3.5.1. Extension Awaiting Fellowship
 - 3.5.2. Extension for Assessment Purposes
 - 3.5.3. Extension to undertake an approved Academic Post
 - 3.5.4. Extension for Rural Generalist Additional Skills Training

4 Procedure

4.1. Extension Awaiting Fellowship

- 4.1.1. Where a registrar has met their fellowship requirements, but has yet to submit their fellowship application to attain their fellowship award, the registrar can apply to EV for a one-off extension of up to **twelve calendar weeks**. This must be approved by the CEO or delegate.
- 4.1.2. All registrars are expected to pursue fellowship and submit their applications to attain their fellowship award to the relevant College(s) **as soon as possible** following the successful completion of their training time and fellowship exams and/or assessments.
- 4.1.3. Extension awaiting fellowship can only be approved when registrar's have completed:
 - 4.1.3.1. All of the education and training requirements of the AGPT Program;
 - 4.1.3.2. Successfully completed their training time; and
 - 4.1.3.3. Passed the required fellowship exams and/or assessments.
- 4.1.4. Extension Awaiting Fellowship must only be used for registrars to submit their applications to attain their fellowship award, while waiting for the review of the fellowship application and the awarding of the fellowship certificate.
- 4.1.5. Extension Awaiting Fellowship will not be granted to:
 - 4.1.5.1. Fulfil the training obligations specified in [ED-Org-8.9 Training Obligations](#);
 - 4.1.5.2. To sit or re-sit College assessments;
 - 4.1.5.3. To successfully complete the education and training requirements of the AGPT Program, including making up required training time; or
 - 4.1.5.4. To attain FARGP.

- 4.1.6. During an extension awaiting fellowship the registrar may opt:
 - 4.1.6.1. To continue to practice in an accredited training facility with access to an AGPT Medicare Provider Number within EV's training region, including a facility that meets their pathway requirements; or
 - 4.1.6.2. To undertake practice in a location that does not require access to an AGPT Medicare Provider Number or wishing to not practice at all may do so.

4.2. Extension for Assessment Purposes

- 4.2.1. Where a registrar requires an extension of their training time to satisfactorily meet the education and training requirements for their stage of training or to sit or re-sit College required assessments, training time can be extended up to 12 calendar months as follows:
 - 4.2.2. Initially a total of up to **six calendar months** can be approved by the CEO or delegate; and
 - 4.2.3. If more training time is needed, an application for an additional period of up to **six calendar months** can be submitted to EV using the relevant form and approved by the CEO or delegate. This will only be considered if there are extenuating and unforeseen circumstances.
- 4.2.4. Training time can be extended for the following purposes:
 - 4.2.4.1. Where a registrar requires an extension of their training time to satisfactorily meet the education and training requirements for their stage of training;
 - 4.2.4.2. Where a registrar requires an extension of their training time to sit or re-sit College required exams and/or assessments and await the results of College required exams and/or assessments; or
 - 4.2.4.3. Where a registrar requires an extension of their training time following an extended period of leave to allow them to regain an appropriate level of competence prior to recommencing their training.
- 4.2.5. The Director of Training (DoT) and Medical Educators from EV will determine which registrars require additional training time as per clauses 4.2.4.1 and 4.2.4.3 and will discuss this with the registrar.
- 4.2.6. EV will inform the registrar of the additional training time and the education and training requirements the registrar needs to fulfil in order to satisfactorily meet the requirements for their stage of training.
- 4.2.7. An extension for assessment purposes cannot follow an extension awaiting fellowship.
- 4.2.8. If the registrar fails to successfully complete the required College exams and/or assessments at the end of the Extension for Assessment period and the registrar has exhausted all available training time, EV may withdraw the registrar from the training program under Category 4 of [ED-Org-8.17 Registrar Withdrawal](#)

4.3. Extension to undertake an approved Academic Post

- 4.3.1. Extensions to undertake an approved Academic Post are capped at a maximum of **six FTE months**.
- 4.3.2. An approved Academic Post training term is to be taken over 12 FTE months as 0.5 FTE extension to undertake an approved Academic Post in conjunction with 0.5 FTE clinical practice as a part of the registrar's training on the AGPT Program.
- 4.3.3. Registrars must apply to EV in writing for approval for an extension of training time to undertake an approved Academic Post where required.
- 4.3.4. Extension to undertake an approved Academic Post can only be commenced once the registrar has successfully completed at least GPT1 and/or PRR1 training of their core vocational training and before they complete their core vocational training.
- 4.3.5. Where an extension to undertake an approved Academic Post is approved, a rural pathway registrar must continue to meet their pathway obligations for the 0.5 FTE clinical component.
- 4.3.6. Where an extension to undertake an approved Academic Post is undertaken after completion of core vocational training, the registrar is not eligible to apply for fellowship during the period of the approved extension. On completion, the registrar may apply for a one-off extension awaiting fellowship of up to 12 calendar weeks.

4.4. Extension for Rural Generalist Additional Skills Training

- 4.4.1. Extensions for Rural Generalist Additional Skills Training are capped at a maximum of 12 FTE months (52 FTE weeks).

- 4.4.2. In certain circumstances, registrars will be eligible to apply for an Extension for Rural Generalist Additional Skills Training above that which is required to meet the core requirements of the relevant College's fellowship awards.
- 4.4.3. Eligibility for this extension of training time will be restricted to registrars enrolled in state or territory rural generalist programs.
- 4.4.4. The need for an Extension for Rural Generalist Additional Skills Training must be documented in the registrar's learning plan and supported by EV.
- 4.4.5. Registrars must apply in writing to EV for an Extension for Rural Generalist Additional Skills Training using the relevant form. All applications must be approved in advance by the CEO or delegate.
- 4.4.6. The Extension for Rural Generalist Additional Skills Training can be used at any time during a registrar's training on the AGPT Program.
- 4.4.7. For registrars undertaking an approved Extension for Rural Generalist Additional Skills 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 clause 3.6.4 of the [ED-Org-8.9 Training Obligations](#)

4.5. Where Extensions will not be granted

4.5.1. Extensions to training time will not be granted for the following:

- 4.5.1.1. Remediation terms;
- 4.5.1.2. To allow a registrar to meet their training location obligations; or
- 4.5.1.3. Mandatory elective.

4.5.2. No additional extensions are available for registrars seeking dual fellowship of RACGP and FARGP or RACGP and ACRRM, beyond the extensions available to registrars seeking a single fellowship of RACGP or ACRRM.

4.5.2.1. No additional extensions are available for registrars seeking an additional fellowship outside of the AGPT Program.

4.5.3. No additional extensions are available for registrars to complete FARGP.

4.5.4. Only registrars on an approved Academic post, and enrolled in FARGP, can seek an extension in accordance with section *Extension to undertake an approved Academic Post* outlined above.

4.6. Further Extensions of training time

4.6.1. Registrars who require further extensions of training time, beyond the allowances specified in this procedure, can apply through EV, to the Department for additional extensions to their training time.

4.6.2. Further extensions of training time must be applied for in writing by submitting a fully completed *AGPT Application – Further Extension of Training Time Form* to EV.

4.6.3. A registrar through EV, or EV on behalf of a registrar, can lodge a written submission for to the Department seeking consideration for a further period of extension.

4.6.4. Reasons for consideration for additional extensions of training time include, but are not limited to:

- 4.6.4.1. Cultural circumstances for Aboriginal and Torres Strait Islander registrars; and
- 4.6.4.2. Extenuating and unforeseen changes in the personal circumstances of the registrar or their immediate family member(s).

4.6.5. Additionally, if Recognition of Prior Learning (RPL) with time-credit was granted to a registrar, reducing their training time cap, and it is found during training that the registrar is struggling to meet their education and training requirements, then they can request a further extension of training time.

4.6.5.1. This request must be supported by EV and the Censor of the relevant College.

4.6.5.2. The maximum amount of further extension of training time that the registrar's can receive in this instance is 12 FTE months (52 FTE weeks).

4.6.6. Any submissions for the Department of Health's consideration must be supported by EV and signed off by the CEO or delegate.

- 4.6.6.1. If EV does not support the registrar requesting further extensions of training time, then the registrar can appeal this decision through EV’s dispute resolution and appeals procedures.
- 4.6.6.2. If the registrar is unsuccessful in their appeal to EV, they can then submit an application for appeal to the Department of Health as per [ED-Org-8.22 Complaints, Grievance and Appeals](#)
- 4.6.7. Submissions will require details of the additional extension requested, the reasons for the additional extension, any supporting documentation and evidence, and any further information as requested by the Department.
- 4.6.8. Decisions can only be made upon the evidence available and failing to respond to a request for further information may lead to a determination to decline the request for a further extension of training time.
- 4.6.9. Registrars and EV will be notified in writing by the Department of Health of the outcome of submissions for further extension within 20 business days, including the reasons if the submission is declined.
- 4.6.10. Registrars are not automatically entitled to further extensions above the allowances specified in this procedure.
- 4.6.11. Further extension above the allowances specified in this procedure will only be considered when all provisions allowed under this procedure have been exhausted. For example, additional Extension for Assessment Purposes has been exhausted.

4.7. Roles and responsibilities

- 4.7.1. Further information on the roles and responsibilities relating to this procedure are outlined in the [AGPT Extension of Training Time Policy 2017](#) for:
 - 4.7.1.1. Registrars;
 - 4.7.1.2. EV; and
 - 4.7.1.3. The Department.

8 Additional Information

- 8.1. ED-SD-8.0 Education and Training Definitions
- 8.2. ED-Form-8.15 Extension of Training Time
- 8.3. [AGPT Further Extension of Training Time Application](#)

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