

1. Policy Statement

- 1.1. Registrars are informed of the Australian General Practice Training (AGPT) Program options for transferring between Regional Training Organisations (RTOs) and/or pathways.

2. Application and Scope

- 2.1. This procedure applies to all registrars enrolled the AGPT Program.
 - 2.1.1. Registrars must have commenced training on the AGPT Program before a transfer between RTOs or pathways will be considered.
- 2.2. This procedure supersedes the previous AGPT Program Transfer Policy 2016 and is effective from 1 January 2017.
- 2.3. Requests for transfers can be for transfers between RTOs or Training Regions and/or between the general and rural pathways and may be temporary or permanent arrangements.
- 2.4. Requests for Category 1 transfers (between RTOs or Training Regions) are to be approved by the RTOs involved. Approval by the Department is not required. Category 2 transfers (rural to general pathway only) will require the support of the RTO and final approval by the Department.
- 2.5. This procedure enables the Department of Health (the Department) and EV to manage the movement of registrars within the AGPT Program and registrar training and workforce obligations.
- 2.6. Registrars must be enrolled in FARGP to undertake Advanced Rural Skills Training.

3. Principles

- 3.1. Transfers are executed within the guidelines of the [AGPT Transfer Policy 2017](#)
- 3.2. Registrars are expected to remain with EV for the duration of their training.
- 3.3. This procedure details the provisions that allow registrars to apply for a transfer when needed due to extenuating and unforeseen circumstances or to address identified career, training and/or educational requirements not available within their Training Region.
 - 3.3.1. Transfer requests seeking to address identified career, training and/or educational requirements must be approved by the RTOs Director of Training and documented in the registrar's learning plan.
- 3.4. Registrars are not automatically entitled to a transfer.
- 3.5. Transfers between RTOs or from the rural pathway to the general pathway of the AGPT Program will not be approved for registrars:
 - 3.5.1. Prior to the commencement of training or within 12 calendar months from the commencement of training. In exceptional circumstances transfers may be considered.
- 3.6. Permanent transfers between RTOs will not be approved for registrars:
 - 3.6.1. Prior to the completion of hospital and/or Recognition of Prior Learning (RPL) and GPT1/PRR1. In exceptional circumstances transfers may be considered.
- 3.7. Transfers can be approved for the remaining balance of training (permanent) or for a specified period (temporary).
- 3.8. Registrars must apply in writing to EV for all applications for transfers.
- 3.9. All applications for transfer between RTOs need to be signed and approved by both CEOs of the current RTO and receiving RTO.
- 3.10. All applications for a transfer between Training Regions operated by the same RTO need to be signed and approved by the appropriate delegate of the RTO in those Training Regions.
- 3.11. EV must apply on behalf of registrars to the Department for Category 2 transfers from the rural pathway to the general pathway.
- 3.12. All applications for transfer from the rural pathway to the general pathway must be signed by the RTO CEO prior to being submitted to the Department.
- 3.13. Registrars who are granted an exemption under Section 19AB of the *Health Insurance Act 1973* or who have completed their moratorium are not automatically entitled to a transfer between pathways.

3.14. There are three categories of registrar transfer:

3.14.1. Category 1 – Transfers between RTOs or Training Regions.

3.14.1.1. Category 1 applies to registrars who wish to training at a facility that lies outside their Training Region, and are pursuing:

3.14.1.1.1. FRACGP – GPT1, GPT2, GPT3 and Extended Skills; or

3.14.1.1.2. FACRRM – PRRT1, PRRT2, PRRT3, PRRT4 and Advanced Specialist Training; or

3.14.1.1.3. FARGP – Advanced Rural Skills Training; or

3.14.1.1.4. Extension for Rural Generalist Additional Skills Training; or

3.14.1.1.5. An approved Extension of Training Time; or

3.14.1.1.6. Mandatory Elective

3.14.2. Category 2 – Transfers between pathways;

3.14.3. Category 3 – Australian Defence Force (ADF) registrar transfers.

4. Procedure

4.1. Category 1 – Transfers between RTOs or training regions

4.1.1. Registrars may apply for a transfer between RTOs or Training Regions if:

4.1.1.1. There is an identified career and/or education and training need, approved by their RTO's Medical Educator (ME) or Director of Training (DoT), and all options to undertake training within their Training Region have been exhausted; or

4.1.1.2. The registrar or an immediate family member have extenuating and unforeseen circumstances; or

4.1.1.3. If the RTO is unable to match the registrar to an appropriate training facility.

4.1.1.4. Applications for a transfer between RTOs or Training Regions must be considered and approved by the CEO(s) of the RTOs involved.

4.1.2. The following is the process for registrars seeking transfers between RTOs:

4.1.2.1. The registrar must complete the *Application to Transfer* form and submit it, along with any supporting documentation and/or evidence, to EV.

4.1.2.2. EV will assess the application and, if agreed will make contact with the registrar's requested RTO to negotiate the transfer.

4.1.2.3. If the requested RTO agrees to the transfer, the form will need to be signed by both the current RTO's CEO and the requested RTO's CEO and the terms of the transfer negotiated.

4.1.2.4. Once the transfer has been negotiated and approved by both the current RTO's CEO and the requested RTO's CEO, the current RTO will advise the registrar.

4.1.2.5. Registrars should be notified the outcome of requests for transfer between RTOs within 20 business days of receipt of a complete application by the RTO.

4.1.2.6. If registrars are not satisfied with the outcome of the application for transfer between RTOs, they can lodge an appeal with their RTO through their dispute resolution and appeals process.

4.1.2.6.1. However, registrars cannot lodge an appeal against an RTO if they are not enrolled in that RTO's training program. This means that registrars are unable to appeal the decision of an RTO to not accept their transfer from their current RTO or Training Region.

4.1.2.6.2. This includes instances where the registrar is on an approved temporary transfer and then requests a permanent transfer to remain with the RTO to which they temporarily transferred.

4.2. Category 2 – Transfers between pathways

4.2.1. General to rural pathway

4.2.1.1. Registrars training on the general pathway of the AGPT Program do not require a transfer in order to train in an ASGC-RA 2-5 location.

- 4.2.1.2. Registrars training on the general pathway are able to train in facilities in ASGC-RA 1-5 locations if available in their Training Regions.
- 4.2.1.3. Registrars wishing to train in an ASGC-RA 2-5 location are subject to specific location preferences as outlined in [ED-Org-8.9 Training Obligations](#)
- 4.2.2. Rural to general pathway
 - 4.2.2.1. Registrars on the rural pathway are generally required to undertake all of their training in facilities located in ASGC-RA 2-5 locations.
 - 4.2.2.2. Where registrars need to undertake their Extended Skills (for FRACGP), Advanced Specialised Training (for FACRRM), Advanced Rural Skills Training (for FARGP), or an Extension for Rural Generalist Additional Skills Training, EV may approve registrars temporarily training in an ASGC-RA 1 location. Upon completion of the training term, rural pathway registrars are expected to return to ASGC-RA 2-5 placements. A transfer from the rural pathway to the general pathway is not required in this instance.
 - 4.2.2.2.1. For the purpose of this procedure, Extended Skills, Advanced Specialised Training, Advanced Rural Skills Training or an Extension for Rural Generalist Additional Skills Training, must be a skills training term (for example, obstetrics or anaesthetics) and not a further general practice term. Registrars seeking to undertake these skills terms as a general practice term can do so, but will not be able to be placed in a major city (RA1) practice unless they are granted an approved transfer to the general pathway by the Department.
 - 4.2.2.2.2. OTDs and FGAMS subject to Section 19AB and who require access to the Medicare Benefits Schedule, require a Section 19AB exemption.
 - 4.2.2.2.3. It should be noted that clause 4.2.2.2.1 does not alter the definition of Extended Skills as specified by the RACGP.
 - 4.2.2.2.4. In order for EV to approve the registrar undertaking their Extended Skills, Extension for Rural Generalist Additional Skills Training, Advanced Specialised Training, and/or Advanced Rural Skills Training terms on a temporary basis in an ASGC-RA 1 location, all options for rural placements within their Training Region must have been exhausted and the requirements under Section 19AB of the *Health Insurance Act 1973* must have been met (where applicable).
 - 4.2.2.3. If rural pathway registrars have circumstances that require them to train on the general pathway rather than the rural pathway, they can apply, through EV to the Department for a transfer to the general pathway if:
 - 4.2.2.3.1. They have an identified career and/or education and training requirement (excluding their Extended Skills, Extension for Rural Generalist Additional Skills Training, Advanced Specialised Training and/or Advanced Rural Skills terms) approved by their RTO or Medical Educator and all options to undertake training in an ASGC-RA 2-5 location within their Training Region have been exhausted;
 - 4.2.2.3.2. They, or an immediate family member, have extenuating and unforeseen changes to their personal circumstances;
 - 4.2.2.3.3. The registrar or an immediate family member have an unforeseen medical condition that precludes them from being adequately or safely managed in the rural location in which the registrar is based;
 - 4.2.2.3.4. The registrar is an OTD or FGAMS who has received a Section 19AB exemption instrument from the Department and also meets one of clauses 4.2.2.3.1 to 4.2.2.3.3. Without a Section 19AB exemption, a transfer will not be considered for an OTD or FGAMS who are subject to the ten year moratorium.
 - 4.2.2.4. The granting of a Section 19AB exemption does not entitle a registrar to transfer from the rural pathway to the general pathway. The transfer application will still need to be considered by the Department and meet the conditions for transfer as specified in clause 4.2.2.3.

- 4.2.2.5. The expiry of the ten year moratorium for a registrar who is an OTD or FGAMS does not entitle a registrar to a transfer from the rural pathway to the general pathway. The transfer application will still need to be considered by the Department.
- 4.2.2.6. Applications for a Section 19AB exception to support pathway transfer are to be forwarded to the Department at 19AB@health.gov.au. The Department has a 28 day statutory period to assess all Section 19AB exemption requests from registrars seeking an exemption to support their pathway transfer request.
- 4.2.2.7. Applications for a transfer from the rural pathway to the general pathway need to be submitted to the Department for consideration and must be signed by the RTO's CEO. Applications can be made by submitting a completed *AGPT Transfer Application – Rural to General* Form to EV.
- 4.2.2.8. Once a transfer application has been considered, the Department will notify EV of the outcome within 20 business days of receipt of a complete application.

4.3. Category 3 – Australian Defence Force (ADF) registrar transfers

- 4.3.1. ADF registrars must attach a copy of the posting order (or equivalent documentation) in support of their transfer application.
- 4.3.2. The date of the transfer must align with the registrar's posting orders.
- 4.3.3. Transfers by ADF registrars that comply with clauses 4.3.1 and 4.3.2 above must be signed by the relevant RTO(s) CEO.

4.4. Where transfers are not required

- 4.4.1. Transfers are not required for vocational hospital rotations such as Hospital Training (FRACGP) or Core Clinical Training (FACRRM).
- 4.4.2. Transfers between pathways are not required for rural pathway registrars seeking to undertake Extended Skills, Extension for Rural Generalist Additional Skills Training, Advanced Specialised Training and/or Advanced Rural Skills Training provided it is in accordance with clause 4.2.2.2 above.

4.5. Requirements for transfer applications

- 4.5.1. The following requirements apply to all transfer applications:
 - 4.5.1.1. Transfer applications must be complete and include the agreed start and end date, if applicable, of the transfer;
 - 4.5.1.2. Transfer applications cannot be retrospective;
 - 4.5.1.3. All relevant supporting documentation and evidence must be included with the transfer application;
 - 4.5.1.4. RTOs are responsible for determining the terms and conditions of the proposed transfer, including any funding or education and training requirements;
 - 4.5.1.5. Transfers must be negotiated on the full disclosure of information between the two RTOs involved (for a transfer between RTOs); and
 - 4.5.1.6. Registrar training records must be as complete as possible and provided to the receiving RTO prior to the commencement of a transfer taking place. Registrar training records must be completed within 20 business days of the transfer taking place.
- 4.5.2. RTOs and the Department of Health will only consider transfer applications that:
 - 4.5.2.1. Are completed in full;
 - 4.5.2.2. Signed by the registrar;
 - 4.5.2.3. Have all supporting documentation and evidence attached; and
 - 4.5.2.4. Are signed/supported by the relevant RTO CEOs.
- 4.5.3. All outstanding registrar commitments must be completed prior to the transfer.

4.6. Conditions for the approval of transfer applications

- 4.6.1. Transfers will only be approved by EV on the following basis:

- 4.6.1.1. The registrar must complete the relevant *Application for Transfer* form and submit it, along with any supporting documentation and/or evidence, to EV prior to commencement of the transfer.
- 4.6.1.2. There are no outstanding placement commitments at the time of transfer unless under extenuating and unforeseen circumstances.
- 4.6.1.3. There is a valid reason for transferring from EV.
- 4.6.2. Where an application is made for transfer before the completion of a placement, the following are required:
 - 4.6.2.1. Consent by the registrar for information concerning the reasons for early termination to be shared with all relevant parties concerned. These include the training facility, EV and staff of the receiving RTO. Information provided by the registrar will be treated confidentially by these parties.
 - 4.6.2.2. Written consent from the training facility hosting the placement.
 - 4.6.2.3. Written justification by the registrar for transfer prior to fulfilling outstanding commitments.
 - 4.6.2.4. An arrangement for reimbursement by the registrar to the training facility for costs incurred as a consequence of the early termination of the placement.
- 4.6.3. Confirmation that the host RTO is able to accommodate any restrictions on the registrar’s provider number.
- 4.7. Roles and Responsibilities
 - 4.7.1. Further information on the roles and responsibilities relating to this procedure are outlined in the [AGPT Program Transfer Policy 2017](#) for:
 - 4.7.1.1. Registrars;
 - 4.7.1.2. EV; and
 - 4.7.1.3. The Department.

5. Additional Information

- 5.1. ED-SD-8.0 Education and training definitions
- 5.2. ED-SD-8.16 Application for Transfer
- 5.3. AGPT Application – Pathway Transfer

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