

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 To set out the circumstances under which a registrar may be withdrawn or may withdraw from the Australian General Practice Training (AGPT) Program and EV GP Training (EV).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 supersedes all previous AGPT Program withdrawal policies and comes into effect as of 1 January 2017.

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 the relevant College/s if notified by a registrar that the registrar is considering voluntarily withdrawing from the AGPT Program or if concerns are raised that there are circumstances occurring that could lead to the registrar being withdrawn from the AGPT Program.
- 3.3. EV is required to advise registrars in writing that they have been withdrawn from the AGPT Program.
- 3.4. EV is required to advise the Department of Health (the Department) and the relevant College/s program once 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. This should be done by submitting a completed AGPT Application - Notification of Withdrawal to the Department at AGPTManagement@health.gov.au This notification must include a copy of the formal written notification of registrar withdrawal and any other relevant documentation.
- 3.5. For involuntary withdrawals (Categories 2, 3 and 4) the registrar will have 20 business days from the date of withdrawal from EV in which to lodge an appeal. If an appeal is not lodged with EV, the Department will formally withdraw the registrar in writing from the AGPT Program.
- 3.6. When the registrar is formally withdrawn by the Department, the Department will advise the Department of Human Services – Medicare Department of Human Services – Medicare in writing to remove the withdrawn registrar from the Register of Approved Placements if the registrar has an active training placement.
- 3.7. When a registrar is removed from the Register of Approved Placements following withdrawal from the AGPT Program they have 2 weeks in which they can continue to use their AGPT Medicare Provider Number. After that time, they will not be entitled to use their AGPT Medicare Provider Number unless they are reinstated onto the Register of Approved Placements.
- 3.8. When a registrar is withdrawn from the AGPT Program by the Department the registrar cannot be reinstated unless the decision is overturned through the appeals process specified in the [ED-Org-8.22 Complaints Grievance and Appeals procedure](#).
- 3.9. Registrars can appeal an involuntary withdrawal from the EV training program. This appeal must be lodged with EV in accordance with [ED-Org-8.22 Complaints Grievance and Appeals](#) procedure within 20 business days from the date of withdrawal or the date the registrar was notified of their withdrawal whichever is the later.
- 3.10. Registrars are unable to appeal their withdrawal once they have been formally withdrawn from the AGPT Program by the Department.
- 3.11. Registrars are unable to appeal withdrawal from the AGPT Program if they have previously appealed against the denial of an extension of training time and that decision has been upheld.
- 3.12. If an Australian Defence Force (ADF) registrar is withdrawn or withdraws from the AGPT Program, Joint Health Command will be advised following the 20 business days cooling off period (voluntary withdrawals) or period in which to lodge an appeal (involuntary withdrawals) with EV.
- 3.13. There are four categories of withdrawal from EV and the AGPT Program:
 - 3.13.1. Category 1 - voluntary withdrawal
 - 3.13.2. Category 2 - withdrawal based on clinical competence
 - 3.13.3. Category 3 - withdrawal based on capacity
 - 3.13.4. Category 4 – withdrawal based on compliance with education and training requirements

4. Procedure

4.1. Category 1 – Voluntary Withdrawal

- 4.1.1. Category 1a – voluntary withdrawal after the commencement of training.
 - 4.1.1.1. Where a registrar advises EV in writing that they are withdrawing from the AGPT Program after the commencement of training.
- 4.1.2. Category 1b – voluntary withdrawal prior to the commencement of training.
 - 4.1.2.1. Where a registrar advises EV in writing that they are withdrawing from the AGPT Program prior to the commencement of training.
- 4.1.3. Withdrawal under Category 1 attracts a 20 business-day cooling off period to enable the registrar the chance to reconsider their decision to withdraw from the AGPT Program.
- 4.1.4. The date of withdrawal for Category 1 is the date the registrar notified EV of their withdrawal from the AGPT Program, not the conclusion of the 20 business-day cooling off period.
- 4.1.5. Registrars are required to inform EV in writing of their voluntary withdrawal from 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).

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. Reasons may include (but are not limited to):
 - 4.3.1.1. Medical registration requirements
 - 4.3.1.1.1. Where a registrar has conditions and/or undertakings imposed on their medical registration which renders them ineligible to continue training on the AGPT Program the registrar will be withdrawn.
 - 4.3.1.1.2. Imposed conditions and/or undertakings could include, but are not limited to, a requirement for Level 1 Supervision and restrictions from seeing patients, which could be across all genders or ages.
 - 4.3.1.1.3. Where a registrar fails to maintain their general medical registration, they may be withdrawn.
 - 4.3.1.2. Withdrawal based on professional misconduct
 - 4.3.1.2.1. Where a registrar is found by the Australian Health Practitioners Regulation Agency (AHPRA) to have behaved in a way that constitutes professional misconduct.
- 4.3.2. Registrars may be withdrawn under this category if a functional assessment (as specified in the AGPT Training Accessibility Policy 2017) finds that they are unable to meet the education and training requirements of the AGPT Program.
 - 4.3.2.1. Registrars may also be withdrawn if the functional assessment finds that they need to be transferred to a different RTO and/or pathway to enable them to continue training on the AGPT Program and the Department is unable to secure a placement with an alternative RTO.

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 and as required by the relevant College(s) standards, they will be withdrawn.
- 4.4.2. Where a registrars' allocation of training time and available extensions (where applicable) are exhausted, the registrar may be withdrawn.
- 4.4.3. Registrars may be withdrawn under this category if they fail to comply with and complete the requirements of an approved remediation.

- 4.4.4. Where a registrar repeatedly fails to respond to correspondence from EV relating to their enrolment on the AGPT Program, they may be withdrawn.
 - 4.4.4.1. Prior to withdrawing a registrar under clause 4.4.4, EV will attempt to make contact with the registrar a minimum of three times, including once by certified/registered mail over a 2-calendar month period.
- 4.4.5. Registrars who are a foreign graduate of an Accredited Medical School (FGAMS) 457 visa holder may also be withdrawn under this category if they are unsuccessful in obtaining permanent residency or citizenship of Australia or New Zealand prior to the completion of their training on the AGPT Program.
- 4.4.6. Registrars who cannot meet their training time requirements as specified in the [ED-Org-8.9 Training Obligations](#) and/or [ED-Org-8.15 Registrar Extension of Training](#) (where applicable), will be subject to withdrawal from EV.
- 4.4.7. Registrars who, after deferring the commencement of training for 12 calendar months are still not able to commence their training on the AGPT Program, may be withdrawn

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 such as detailed in the [ED-Org-8.10 Registrar Safety](#), [ED-Org-8.13 AGPT Program Leave](#), [ED-Org-8.15 Registrar Extension of Training](#) 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 appeals 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 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 [ED-Org-8.22 Complaints, Grievance and Appeals](#)
- 4.5.3. Where a registrar is withdrawn:
 - 4.5.3.1. The registrar is deemed to have been withdrawn from training with EV.
 - 4.5.3.2. The withdrawal process will be documented and will include the keeping of all relevant records such as meeting notes, formal communications and investigations.
 - 4.5.3.3. EV will notify the Department and the respective College(s) once 20 business days has elapsed since 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 Notification of Withdrawal form.

5. Roles and responsibilities

- 5.1. EV has a responsibility to:
 - 5.1.1. Monitoring the health and well-being of registrars enrolled in the AGPT Program;
 - 5.1.2. Monitoring registrars' progress through training;
 - 5.1.3. Managing registrar training as required by the AGPT Program and the Relevant College;
 - 5.1.4. Ensuring registrars are supported in their training to enable them to practise safely;
 - 5.1.5. Ensuring that registrars who commence the AGPT Program as FGAMS 457 visa holders have obtained their permanent residency or citizenship of Australia or New Zealand prior to issuing their Completion of Training Certificate;
 - 5.1.6. Advising the Relevant College(s) if they are notified by a registrar that they are considering voluntarily withdrawing from the AGPT Program or if concerns are raised that there are circumstances occurring that could lead to the registrar being withdrawn from the AGPT Program.

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- 5.1.7. Notifying the Department of Health if the withdrawn registrar has lodged an appeal with the RTO within 20 business days of the date of withdrawal or the date the registrar was notified of their withdrawal by the RTO.
- 5.2. Registrars have a responsibility to:
 - 5.2.1. Monitoring their own health and well-being;
 - 5.2.2. Monitoring their own progress through training;
 - 5.2.3. Meeting their Education and Training Requirements;
 - 5.2.4. Obtaining and providing evidence to their RTO that they have obtained permanent residency or citizenship of Australia or New Zealand if they commence the AGPT Program as a FGAMS 457 visa holder;
 - 5.2.5. Behaving professionally, ethically and responsibly within their training;
 - 5.2.6. Practising safely; and
 - 5.2.7. Notifying their RTO in writing if they choose to withdraw voluntarily.
- 5.3. Registrars will be at risk of being temporarily or permanently withdrawn from EV if they are unable to, or fail to meet their responsibilities.

6. Additional Information

- 6.1. ED-SD-8.0 Education and Training definitions

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