

## 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 on the AGPT Program.
- 2.2. This procedure comes into effect from 1 January 2019.
- 2.3. EV GP Training (EV) adopts all AGPT policies as first line policy. EV may introduce more specific additional requirements supplementary to AGPT policy. Registrars must read the AGPT policy in conjunction with EV procedures.
- 2.4. 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.

## 3. Principles

- 3.1. Transfers are executed within the guidelines of the [AGPT Transfer Policy 2019](#)
- 3.2. Registrars are expected to remain with EV for the duration of their training.
- 3.3. Registrars are not automatically entitled to a transfer.
- 3.4. Transfers between RTOs or from rural to general pathway will not be approved prior to the commencement of training, or within 12 calendar months from the commencement of training, unless there are both extenuating and unforeseen circumstances.
- 3.5. Permanent transfers between RTOs will not be approved for registrars prior to the completion of hospital and/or Recognition of Prior Learning (RPL) and GPT1/PRR1, unless there are both extenuating and unforeseen circumstances.
- 3.6. Transfers may be approved for the remaining balance of training (permanent) or for a specified period (temporary).
- 3.7. Registrars should not contact their requested RTO directly. All communications regarding transfer applications will occur directly between RTOs during the application process.
- 3.8. Registrars applying to EV for a transfer must not contact any practices in the region they are applying to, unless otherwise advised to do so by program staff.
- 3.9. EV will apply on behalf of the registrar to the Department for Category 2 transfers from the rural pathway to the general pathway, where it supports the application. EV may not submit an application where it is not supported. An application will not be supported where it is not within the guidelines of the [AGPT Transfer Policy 2019](#).
- 3.10. 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.
- 3.11. There are three categories of registrar transfer:
  - 3.11.1. Category 1 – Transfers between RTOs or Training Regions.
  - 3.11.2. Category 2 – Transfers between pathways;
  - 3.11.3. Category 3 – Australian Defence Force (ADF) registrar transfers.

## 4. Procedure

### 4.1. Category 1 – Transfers between RTOs or training regions

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

- 4.1.1.1. The registrar must complete the *AGPT Application -Transfer Between RTOs or Training Region* form and submit it, along with any supporting documentation and/or evidence, to their RTO.
- 4.1.1.2. EV will assess the application and if agreed, will make contact with the registrar's requested RTO to negotiate the transfer.

- 4.1.1.3. 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.
- 4.1.1.4. Where a 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.
- 4.1.1.5. 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.
- 4.1.1.6. If registrars are not satisfied with the outcome of the application for transfer between RTOs, they may lodge an appeal with their RTO through their dispute resolution and appeals process.

### 4.2. Category 2 – Transfers between pathways

#### 4.2.1. General to rural pathway

- 4.2.1.1. Registrars wishing to train in the rural pathway are subject to specific location preferences as outlined in [AGPT Training Obligations Policy 2019](#)

#### 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. 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 they meet the criteria set by the Department in accordance with the [AGPT Transfer Policy 2019](#)

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

- 4.3.1. ADF registrars must attach a copy of their posting order (or equivalent) documentation) in support of their application and the date of transfer must be aligned with the posting order.

### 4.4. Conditions for the approval of transfer applications

#### 4.4.1. Transfers will only be approved by EV on the following basis:

- 4.4.1.1. The registrar must complete the *AGPT Application -Transfer Between RTOs or Training Region* form and submit it, along with any supporting documentation and/or evidence, to EV prior to commencement of the transfer.
- 4.4.1.2. There are no outstanding placement commitments at the time of transfer unless under extenuating and unforeseen circumstances.
- 4.4.1.3. There is a valid reason for transferring from EV.

#### 4.4.2. Where an application is made for transfer before the completion of a placement, the following are required:

- 4.4.2.1. 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.
- 4.4.2.2. Written consent from the training facility hosting the placement.
- 4.4.2.3. Written justification by the registrar for transfer prior to fulfilling outstanding commitments.
- 4.4.2.4. An arrangement for reimbursement by the registrar to the training facility for costs incurred as a consequence of the early termination of the placement.

#### 4.4.3. Confirmation that the host RTO is able to accommodate any restrictions on the registrar's provider number.

## ED-Org-8.16 AGPT Program Transfers



### 5. Additional Information

- 5.1. ED-SD-8.6 Education and Training Definitions
- 5.2. AGPT Application for Transfer Between RTO Training Region
- 5.3. AGPT Application – Pathway Transfer

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