

ED-Org-8.2 Registrar Responsibilities



1. Policy Statement

- 1.1. To provide registrars with an outline of their responsibilities to EV GP Training (EV), their supervisor and the training facility.

2. Application and Scope

- 2.1. This policy applies to all registrars enrolled in the Australian General Practice Training (AGPT) Program.
- 2.2. This policy applies to registrars seeking endpoint to the following Fellowship of the Royal Australia College of General Practitioners (FRACGP), Fellowship of the Australian College of Rural and Remote Medicine (ACRRM) and/or Fellowship in Advanced Rural General Practice (FARGP).
- 2.3. The policy is effective from 1 January 2019.

3. Principles

- 3.1. Effective supervisory relationships are grounded in mutual respect, a commitment to a high standard of professional behaviour and an understanding of the responsibilities of the supervisor, the practice and the registrar.
- 3.2. The responsibilities and expectations of each party need to be discussed at the start of each placement.
- 3.3. The supervised registrar must accept responsibility for clinical decisions they make including the decision whether to request advice.
- 3.4. The registrar should always remember that they are part of a 'shared responsibility' with the supervisor and other medical staff.
- 3.5. The registrar is responsible for self-care and managing work life balance.
- 3.6. Patients' safety must always be the priority.

4. Procedure

- 4.1. General responsibilities of a registrar include:
 - 4.1.1. Adhering to the signed Registrar Agreement upon commencement of training with EV.
 - 4.1.2. Understanding the commitments and responsibilities as outlined in the *ED-Gov-8.1 Training and Education* policy.
 - 4.1.3. Comply with *Good Medical Practice: A Code of Conduct for Doctors in Australia* and any other codes or guidelines issued by the Medical Board of Australia (MBA).
 - 4.1.4. Behaving in a professional manner at all times.
 - 4.1.5. Understanding the circumstances when advice should be sought.
 - 4.1.6. Knowing how to gain advice including when the supervisor is otherwise occupied.
 - 4.1.7. Confirming the triggers and rules for consulting with the supervisor.
 - 4.1.8. Preparing adequately for duties.
 - 4.1.9. Seeking assistance and advice early when unsure how to progress patient treatment.
 - 4.1.10. Avoiding situations which may risk the safety of the patient, the training facility or co-worker/s.
 - 4.1.11. Reflecting on experiences to acquire meaningful knowledge, skills and attributes.
 - 4.1.12. Recording self-reflection notes and questions for taking to the supervisor and establishing times to discuss these.
 - 4.1.13. Building a communication channel which supports being able to raise concerns and discuss issues with your supervisor.
 - 4.1.14. From the commencement of training, become a financial member of the Royal Australian College of General Practitioners (RACGP) and/or Australian College of Rural and Remote Medicine (ACRRM).
 - 4.1.15. Attending and participating in training facility meetings.
 - 4.1.16. Engaging in the community life, especially relevant to rural pathway registrars.
 - 4.1.17. Seeking training opportunities and assistance on procedures and systems from a range of staff members where possible.
 - 4.1.18. Identifying learning gaps and possible training solutions.
 - 4.1.19. Finding, observing and working with mentors.
 - 4.1.20. Being open to challenges.

ED-Org-8.2 Registrar Responsibilities



4.1.21. Responding to feedback from the supervisor and the External Clinical Training (ECT) visitor in a structured and professional manner.

4.2 Registrar responsibilities to EV include:

- 4.2.1 Responding to requests from EV for information relating to their training in a timely manner.
- 4.2.2 Registrars working towards FRACGP may enrol in FARGP at any stage but must be enrolled prior to commencing the ARST post and before completion of core vocational training.
- 4.2.3 Submit reports and documents by the due date/s.
- 4.2.4 Participate in the development of a learning plan and any education or counselling sessions.
- 4.2.5 Provide EV with records of attendance or other educational activities as required from time to time.
- 4.2.6 Consent to EV providing personal information to the Department of Health (the Department) if required.
- 4.2.7 Attend, unless in exceptional or unforeseen circumstances, the educational workshops and activities.
- 4.2.8 Participate in and provide feedback regarding training activities.
- 4.2.9 Inform EV of any changes to personal circumstances that may have an impact on their training; this includes any medical conditions or changes in medical registration that could place the registrar's patients at risk or have significant impact on training.
- 4.2.10 Update the learning profile and personal details on the Information Management System as required.
- 4.2.11 Agree to abide by EV [education and training procedures](#) during their enrolment in the AGPT Program.
- 4.2.12 If on the rural pathway, agree to commit to rural practice during their training.
- 4.2.13 If on the general pathway, acknowledge that a placement in a rural training facility will only occur after all rural pathway registrars have been placed.
- 4.2.14 Provide their RACGP/ACRRM College membership number.
- 4.2.15 Seek confirmation of eligibility to sit the relevant College exams prior to enrolment.
- 4.2.16 Ensure all training education and assessment requirements are completed before requesting a completion of training application.

5. Additional Information

5.1 ED-SD-8.6 Education and Training Definitions

Title (including ID Number)		ED-Org-8.2 Registrar Responsibilities			
Policy owner (position title)		CEO			
Date created		February 2016	Date first approved		July 2016
Review history	Date	January 2017	January 2018		
	Version no.	02	03		
	Date				
	Version no.				
Date this version approved		January 2018	Version no.		03
Approved by		SMT			
Next review		August 2020			