

## 1. Policy Statement

- 1.1. To inform registrars and training practices of the EV GP Training (EV) practice match process. EV seeks to provide a fair and equitable placement of registrars within its region.

## 2. Application and Scope

- 2.1. This procedure applies to registrars, supervisors and training practices in the Australian General Practice Training (AGPT) Program with EV.
- 2.2. This procedure is effective from 1 January 2019.

## 3. Principles

- 3.1 To be eligible for vocational recognition as a GP, registrars must complete the AGPT program training obligations within specified timeframes set by EV, the Department of Health (the Department) and the Australian College of Rural and Remote Medicine (ACRRM) and/or Royal Australian College of General Practitioners (RACGP).
- 3.2 Failure to complete within the set timeframes may result in the registrar being withdrawn from the AGPT program, as set out in the [ED-Org-8.17 Registrar Withdrawal](#) procedure.
- 3.3 All GP placements must be undertaken in an EV accredited training practice as outlined in [ED-Org-8.20 Training Facility and Supervisor Accreditation](#) procedure.
- 3.4 EV seeks to maximize the number of training practices available to registrars by facilitating accreditation of eligible training practices for registrars.
- 3.5 The number of practice places available for registrar's changes frequently and is subject to a number of variables, some of which are outside the control of EV.
- 3.6 EV makes no guarantee of a training practice placement, nor guarantees that training practices in particular locations will be available.
- 3.7 Registrars accepted into the AGPT program are not guaranteed a placement upon commencement of training.
- 3.8 Although a registrar may be assessed as practice ready, they may not be offered a placement in general practice and may therefore need to consider taking a hospital-based position (such as hospital, extended or advanced skills training) for a period. Applicants should refer to the [ED-Org-8.1 Registrar Selection Policy](#)
- 3.9 Training placements are offered for 6 to 12 months in a training year.
- 3.10 The matching of registrars to practices aims to achieve the following within the EV region:
  - 3.10.1 Maximise the number of registrars able to be placed to an accredited training practice.
  - 3.10.2 Provide registrar and practice choice.
  - 3.10.3 Provide equitable distribution of registrars to training practices.
  - 3.10.4 Support the particular training needs of each registrar.
  - 3.10.5 Expose registrars to a variety of practices.
  - 3.10.6 Encourage registrars to take advantage of areas of workforce shortage, outer metropolitan and rural and remote practices.
  - 3.10.7 Build long-term clinical capacity
- 3.11 All registrars must demonstrate they have met the competencies to commence training in a general practice as outlined in the [ED-Org-8.3 Prior Learning Assessment](#) procedure, to be included in the practice match process.
- 3.12 During training, registrars must meet their training location obligations as outlined in the [AGPT Training Obligations Policy 2019](#) procedure
- 3.13 General pathway registrars must meet the three-practice requirement during their core vocational training.
- 3.14 Registrars must refer to the RACGP and/or ACRRM standards available at [www.racgp.org.au/education/./training-standards/](http://www.racgp.org.au/education/./training-standards/) and [www.acrrm.org.au/./teaching-posts](http://www.acrrm.org.au/./teaching-posts)

## 4. Procedure

### 4.1. Registrar Enrolments

4.1.1 Registrars who have accepted a place on the AGPT Program must re-enrol each training year to confirm their training place and training plans for the following year. This may include:

- Participating in a round of the practice match
- Submitting applications for extended and/or advanced skills posts
- Submitting applications for leave, transfers or extensions of training time
- Confirmation of their current training portfolio, and
- Updating their training plan

4.1.2 Registrars re-enrol each year by participating in the re-enrolment process by the stated due date.

4.1.3 Failure to re-enrol each training year may result in a registrar forfeiting their place on the AGPT program.

4.1.4 In the event a registrar does not meet the re-enrolment deadline and where no communication has been made with EV, the following will apply:

- Two reminders will be sent by email to the address provided by the registrar.
- Where no response is received, the registrar will receive formal notification they have forfeited their place on the AGPT program with EV.
- Appeals to this process can be made in accordance with the [ED-Org-8.22 Complaints, Grievance and Appeals](#) procedure.

### 4.2. Training Practice requirements

4.2.1 All training practices must:

- Have a nominated primary supervisor for each registrar.
- Advise EV of their capacity for registrars before the practice match and any subsequent rounds.
- Submit applications for pre-matches (where relevant) prior to the closing date.
- Demonstrate flexibility when scheduling interviews including face-to-face, video-conference or by telephone where appropriate.
- Lodge preferences before the closing date of the practice match.
- Honour the commitment of the practice match.

4.2.2 A signed practice agreement will be in place for each training practice, supervisor and EV. The practice agreement sets out the obligations of the practice and EV to ensure high quality training, supervision and educational support is provided.

4.2.3 The practice will provide the registrar with a copy of the employment agreement for their consideration.

4.2.4 A copy of the employment agreement (signed by the employer and registrar) must be exchanged prior to the commencement of each placement.

4.2.5 All employment agreements must be in accordance with the National Terms and Conditions for the Employment of Registrars (NTCER). The current document is available on the [GPSA](#) and [GPRA](#) websites.

### 4.3. The Practice Match

4.3.1 The practice match is conducted annually to allocate registrars with training practices.

4.3.2 Guidelines will be provided to registrars and training practices participating in the practice match prior to the commencement of each round.

4.3.3 Pre-match: commences from April (where relevant) and is open to registrars who meet the eligibility criteria.

4.3.4 Round 1: commences from June and is open to enrolled registrars undertaking GPT2, GPT3 and/or Extended Skills (ES) in a general practice, or ACRRM equivalent terms in the following training year.

- 4.3.5 Round 2: commences from September and is open to:
  - Enrolled registrars undertaking GPT1, or ACRRM equivalent terms from the beginning of the following training year; and
  - Any registrars remaining unmatched from Round 1.

4.3.6 Further matches will be undertaken as necessary.

4.3.7 Exact dates will be communicated by EV well in advance of commencement of each component of the practice match.

#### 4.4. Practice Match Placement Process

4.4.1 Registrars and practices apply for the practice match and confirm their participation.

4.4.2 Practice placements will be included in the match in accordance with the guidelines.

4.4.3 Practices and registrars are notified by email that the match has opened. A list of available training practices and registrars will be provided.

4.4.4 Generally, between four to six weeks is allowed for interviews and submission of preferences.

4.4.5 Registrars make written application to available training practices.

4.4.6 Training practices shortlist registrars and arrange interviews.

4.4.7 Some training practices may receive many requests for interview. Training practices are not obliged to interview all applicants.

4.4.8 Registrars and training practices separately submit an online preference form. This form captures the placement preference of each registrar and practice, over both semesters of the following year.

4.4.9 Registrars cannot be matched to a practice unless an interview has been held.

4.4.10 At the conclusion of each round, preferences submitted by registrars and practices are uploaded to the EV practice matching software.

4.4.11 Registrar and training practices are notified of their allocation by EV.

#### 4.5. Pre-match Placement Process (where applicable)

4.5.1 Applications will only be considered for registrars who meet the pre-match criteria.

4.5.2 Applications must be submitted by the advertised closing date. Applications submitted after this date will not be accepted and registrars will be entered into the practice match.

4.5.3 Pre-match criteria is available during Registrar Enrolment.

## 5. Additional Information

### 5.1 ED-SD-8.6 Education and Training Definitions

<b>Title (including ID Number)</b>		ED-Org-8.6 Matching Registrars to Practices			
<b>Policy owner (position title)</b>		CEO			
<b>Date created</b>		October 2016	<b>Date first approved</b>		January 2017
<b>Review history</b>	<b>Date</b>	July 2018	August 2018		
	<b>Version no.</b>	02	03		
	<b>Date</b>				
	<b>Version no.</b>				
<b>Date this version approved</b>		August 2018	<b>Version no.</b>		03
<b>Approved by</b>		SMT			
<b>Next review</b>		February 2020			