

1. Policy Statement

- 1.1. To inform registrars of the minimum education and training requirements with respect to training time.

2. Application and Scope

- 2.1. This policy applies to all EV GP Training (EV) registrars enrolled in the AGPT Program and is effective from 1 January 2019.
- 2.2. Registrars must refer to the AGPT Training Obligations Policy 2019 in order to adhere to this procedure.
- 2.3. Registrars are required to train in accordance with EV, the Department of Health (the Department) policies and procedures and the Royal Australian College of General Practitioners (RACGP) and Australian College of Rural and Remote Medicine (ACRRM) standards.
- 2.4. Registrars should refer to the current *National Terms and Conditions for the Employment of Registrars (NTCER)* available on the [GPRA website](#) for more information. Note that the NTCER refers to industrial arrangements regarding employment and not training requirements.

3. Procedure

Full-Time Training

- 3.1. Registrars are expected to commence their training at 1.0 FTE and are supported to undertake full-time training to obtain College fellowship (FRACGP and/or FARGP, and FACRRM).
- 3.2. EV will endeavour to support registrars who wish to train at less than 1.0 FTE in accordance with part time training obligations.
- 3.3. EV uses scheduled patient consulting time in a non-workshop week as a measure of FTE. This is because the time released for educational activity and the in-practice teaching time varies throughout training.
- 3.4. Full-time training with EV is calculated as follows:
- 3.4.1. A total of 38 hours per week made up of practice-based teaching, scheduled patient consulting and administration time within a non-workshop week.
- 3.4.2. No less than 27 hours of scheduled patient consulting time within a non-workshop week, and worked over at least four days per week.

Part-Time Training

- 3.5. Part-time training with EV is calculated using the following two options:
- 3.5.1. Part-time training at no less than 0.5 FTE of which:
- A total of 19 hours per week made up of practice-based teaching, scheduled patient consulting and administration time within a non-workshop week.
 - No less than 13.5 hours of scheduled patient consulting time within a non-workshop week, and at least two days per week.
 - Training at this fraction will only be counted as 0.5 FTE regardless whether the registrar works more than 0.5 FTE up to 0.75 FTE.
- 3.5.2. Part-time training at no less than 0.75 FTE of which:
- A total of 28.5 hours per week made up of practice-based teaching, scheduled patient consulting and administration time within a non-workshop week.
 - No less than 20.5 hours of scheduled patient consulting time within a non-workshop week, and at least three days per week.
 - Training at this fraction will only be counted as 0.75 FTE regardless whether the registrar works more than 0.75 FTE up to 1.0 FTE

Training Time	0.5 FTE	0.75 FTE	1.0 FTE
Minimum scheduled patient consulting time per week (Note 1)	13.5	20.5	27.0
Minimum number of days per week	2	3	4
Total working hours in a non-workshop week	19.0	28.5	38

- 3.5.3. Registrars wishing to train at less than 0.5 FTE will only be considered on a case by case basis subject to approval by the Chief Executive Officer (CEO). Registrars must provide just cause for such approval to be considered. The minimum training time will be based on the [NTCER](#) guidelines.
- 3.5.4. In setting the lower limits of 0.5 and 0.75 FTE, EV recognise that:
 - Minimum scheduled patient consulting time is set to enable registrars to see enough patients to build competence and capability at an appropriate rate
 - The Department requires registrars to complete training in the minimum time possible and there is a training time cap that sets a limit on maximum time allowed in the AGPT Program.

Part-time Training Conditions

- 3.6. Registrars with circumstances that leave them unable to meet the 1.0 FTE requirement may submit an application to EV to train on a part-time basis.
- 3.7. Part-time training can only commence following written approval from EV. Approval to undertake part-time training should not be assumed. In considering the application for part-time training, EV will take into consideration the registrar's proposed part-time training schedule to ensure it complies with EV minimum training time requirements as outlined in clause 3.5 above.
- 3.8. Applications for part-time training will only be considered based of a registrar's circumstances which fall into one of the following categories:
 - 3.8.1. A return from parental leave; or
 - 3.8.2. A parent of, or has responsibility for the care of a child who is of school age or younger; or
 - 3.8.3. Extenuating and unforeseen circumstances as defined in the AGPT Training Obligation Policy; or
 - 3.8.4. Other exceptional circumstance on a case-by-case basis.
- 3.9. EV may, at its discretion, request further independent evidence to support or reject an application to work part-time, including medical opinions, supervisor assessments, and advice from others who can advise on the validity of the request.
- 3.10. All part-time training approvals will be on a temporary, fixed-term basis of up to 12 months within the training year. Only one '*Part-Time Training Application*' (including adjustments) will be considered in any given semester.
- 3.11. Registrars must consider the training time cap and exam eligibility when applying for part-time training.
- 3.12. Registrars may not engage in concurrent unsupervised general practice or other employment to make up a 38 hour per week FTE unless otherwise approved under clause 3.8.4 above.
- 3.13. If the registrar is employed on a part-time basis, the conditions in their training agreement will apply with the following conditions.
 - 3.13.1 Teaching time will be based on either 0.5 or 0.75 FTE.
 - 3.13.2 Part-time registrars are expected to meet their workshop attendance requirements as if they were training full-time (unless otherwise approved). Part attendance at workshops compromises the continuity and educational value of the workshops.

Part-time Application Process

- 3.14 All registrars wishing to apply for part-time training must notify EV of their intention during enrolment and re-enrolment unless there exists both extenuating and unforeseen circumstances.
- 3.15 Registrars must submit a '*Part-Time Training Application*' form at least **20 business days** prior to commencing their placement.
- 3.16 Any adjustment to the defined part-time hours must be approved in advance by the CEO by submitting an updated '*Part-Time Training Application*' form and in accordance with clause 3.10.

4. Additional Information

- 4.1. AGPT Training Obligation Policy

ED-Org-8.9 Registrar Training Time



Title (including ID Number)		ED-Org-8.9 Registrar Training Time			
Policy owner (position title)		CEO			
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