

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 November 2020.
- 2.2. Registrars must refer to the [AGPT Training Obligations Policy](#) 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.
- 2.5. Work periods of less than three hours, or of less than one consecutive month in any one practice, will not be considered for training time. Hours worked beyond the definition of full-time training will not be considered.

3. Procedure

Full-Time Training

- 3.1. Registrars are expected to commence their training at 1.0 FTE (38 hours per week) 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. Training time focuses on the total employment hours per week required for full and part-time training rather than the minimum number of days or scheduled consulting time. Whilst these minimums need to be taken into account when calculating employment time, registrars and practices must reference the total number of employment hours per week.
- 3.4. Full-time training with EV is based on a 38-hour working week calculated as follows:
 - 3.4.1. A total of 38-hour per working week, over four or more days per week (averaged over 4 weeks) inclusive of:
 - Normal general practice activities such as scheduled patient consulting time (whether seeing patients or not), home, hospital and nursing home visits including travel time
 - Practice-based teaching
 - Administration time (2 ½ hours per week if provided by a training practice)
 - EV education release
 - 3.4.2. Out of the 38 hours, registrars must work at least 27 hours per week of scheduled patient consulting time in general practice activities. The other working hours include teaching time, administration time, educational release with the remainder allocated to scheduled patient consulting time.
 - 3.4.3. Working less than a 38-hour week will not be considered as full-time training. Registrars will be required to apply for part-time training at either 0.5 FTE or 0.75 FTE.

Part-Time Training

- 3.5. Part-time training with EV is calculated using the following two options:
 - 3.5.1. Part-time training at 0.5 FTE based on a total of 19-hour per working week, over two or more days per week (averaged over 4 weeks) inclusive of:
 - Normal general practice activities such as scheduled patient consulting time (whether seeing patients or not), home, hospital and nursing home visits including travel time.
 - Practice-based teaching
 - Administration time (approximately 1 ½ hours per week if provided by a training practice)
 - EV education release

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- Out of the 19 hours, registrars must work at least 13.5 hours per week of scheduled patient consulting time. The other working hours will include teaching time, administration time, educational release time with the remainder allocated to scheduled patient consulting time.
- 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 0.75 FTE based on a total of 28.5-hour working week, over three or more days per week, inclusive of:

- Normal general practice activities such as scheduled patient consulting time (whether seeing patients or not), home, hospital and nursing home visits including travel time.
- Practice-based teaching
- Administration time (approximately 2 hours per week if provided by a training practice)
- EV education release
- Out of the 28.5 hours, registrars must work at least 20.5 hours per week of scheduled patient consulting time. The other working hours will include teaching time, administration time, and educational release time with the remainder allocated to scheduled patient consulting time.
- 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
Total working hours per week	19.0	28.5	38.0
Minimum scheduled patient consulting time per week	13.5	20.5	27.0
Number of days per week	2+	3+	4+

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. Registrars cannot reduce to part-time training to meet their training obligations in accordance with the [AGPT Training Obligations Policy](#)
- 3.9. Applications for part-time training will only be considered based on a registrar's circumstances which fall into one of the following categories:
- 3.9.1. A return from parental leave; or
- 3.9.2. A parent of, or has responsibility for the care of a child who is of school age or younger; or
- 3.9.3. Extenuating and unforeseen circumstances as defined in the [AGPT Training Obligation Policy](#); or
- 3.9.4. 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.

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- 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 must not engage in concurrent unsupervised general practice or other employment unless otherwise approved by EV.
- 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 or delegate by submitting an updated *'Part-Time Training Application'* form and in accordance with clause 3.10.

4. Additional Information

- 4.1. AGPT Training Obligations Policy
- 4.2. Full-time Training Definition Clarification - FAQ

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