

Full-time training definition clarification - FAQs

What is the definition of full-time training?

Full-time general practice experience comprises a **38-hour minimum working week**, over a minimum of four days per week, of which a minimum of 27 hours must be face-to-face, rostered, patient consultation time undertaking general practice activities.

Work periods of less than three consecutive hours, or of less than one consecutive month in any one practice, will not be considered for training time. Hours worked beyond this definition of full-time will not be considered.

Can you provide a little more detail on the definition of full-time training?

Full-time training at 1.0 FTE:

- **Working a total of 38 hours per week**, over a minimum of four days per week, inclusive of:
 - Rostered face-to-face consulting time in general practice activities of which a minimum of 27 hours (averaged over 4 weeks) must be face-to-face rostered consultation time
 - Administration time 2 ½ hours per week
 - In practice teaching time
 - EV education release
- Working less than the 38 hours per week **will not** be considered as full-time training. Registrars will be required to apply for part-time training at either 0.75 FTE or 0.5 FTE.
- Out of the 38 hours, registrars must work a **minimum of 27 hours per week of face-to-face** rostered, patient consultation time. The other working hours will include teaching time, administration time educational release and additional patient consulting time.

Part-time training at 0.75 FTE:

- **Working a total of 28.5 hours per week**, over a minimum of three days per week, inclusive of:
 - Rostered face-to-face consulting time in general practice activities of which a minimum of 20.5 hours (averaged over 4 weeks) must be face-to-face rostered consultation time.
 - Administration time
 - In practice teaching time
 - EV education release
- Out of the 28.5 hours, registrars must work a minimum of 20.5 hours per week of face-to-face rostered, patient consultation time. The other working hours will include teaching time, administration time educational release and additional patient consulting time.
- Registrars may work above these hours however training time will only be recorded at 0.75 FTE.

Part-time training at 0.5 FTE:

- **Working a total of 19 hours per week** over a minimum of two days per week, inclusive of:
 - Rostered face-to-face consulting time in general practice activities of which a minimum of 13.5 hours (averaged over 4 weeks) must be face-to-face rostered consultation time.
 - Administration time
 - In practice teaching time
 - EV education release
- Out of the 19 hours, registrars must work a minimum of 13.5 hours per week of face-to-face rostered, patient consultation time. The other working hours will include teaching time, administration time educational release and additional patient consulting time.
- Registrars may work above these hours however training time will only be recorded at 0.5 FTE.

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When will this change be applied?

This will come into effect as from Semester 1.2020 (3 February 2020). There is no requirement to change current contracts.

My practice employment contract for next year is for less than 38 hours per week, but I am currently recorded as training full-time (1.0 FTE). What now?

You have two options, either renegotiate with your practice to increase your employment contract to 38 hours per week, or apply to EV to train part-time, at either 0.75 FTE or 0.5 FTE. The practice match is seen as a binding agreement between registrars and practices and cannot be changed due to this policy clarification.

Registrars who wish to change to part-time training must do so prior to the commencement of Semester 1.2020 (3 February 2020). You should also consider that any change in your training fraction impacts on exam eligibility and completion of training.

Registrars can download the part-time application form from our website at https://www.evgptraining.com.au/policies_and_forms/

Why is this only being clarified and enforced now?

The RACGP have recently clarified its position regarding full-time training. Therefore, all RTOs including EV, are now updating their policies and guidelines to reflect this change.

EV have agreed to a grace period recognising that existing employment contracts for the current semester cannot necessarily be updated immediately. This grace period will conclude at the end of the 2019 training year (2 February 2020).

What about ACRRM registrars?

The ACRRM full-time training requirement has remained unchanged over this period, it has consistently required a 38 hour working week for full-time training.

The minimum consulting hours are 27, so how do I make up time to 38 hours?

The minimum stipulated face-to-face patient consulting hours is 27 hours per week. Whilst these hours contribute to the majority of your training, there is more to GP training than just consulting time.

In a non-workshop week, training time is made up of patient consulting hours plus administration and teaching time which must equal 38 hours per week. As you progress through training, your teaching and workshop time will reduce and your patient consulting time will increase to over 27 hours per week.

What if I work more than 38 hours per week?

There is no provision for greater than 1.0 FTE training time to be recognised. EV does not prevent you working more than the minimum 38 hours per week, however, we do encourage registrars to consider their personal health and wellbeing before committing to greater than 38 hours per week. Consider other commitments whilst you are in training, like study time and family commitments.

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How will this be monitored and enforced?

Through RCTIs. For full-time registrars, a total of all the relevant fields in the RCTI (patient consulting time, administration time, EV workshop hours and in practice teaching hours) will need to add to at least 38 hours for each week's entry. For part-time registrars, the pro-rata equivalents will be monitored.

I am a practice manager, is our clinic required to only employ registrars at 0.5 FTE, 0.75 FTE or 1.0 FTE?

No, these training time requirements are to track and record registrars training time. However, the minimum hours a registrar can work is set at the requirements of 0.5 FTE. If a registrar and practice negotiate the hours to be over the requirements of 0.5 FTE, but under the requirements of 0.75 FTE, then the registrar will be paid for the hours worked, but training time will only be captured at 0.5 FTE. The same principle applies between 0.75 FTE and 1.0 FTE.