

Training Time Definitions - FAQs

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 consultation 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.

What is the definition of full-time training?

Full-time employment is based on a **38-hour working week**, worked over four or more days per week averaged over four weeks comprising of ordinary activities such as normal general practice activities, practice-based teaching time and educational release time.

Work periods of less than three consecutive hours and no greater than 12 hours on any one day, 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 more detail on the definition of full-time and part-time training?

Full-time training at 1.0 FTE:

- **Employed based on a total 38-hour week**, over four or more days per week, inclusive of:
 - Normal general practice activities such as scheduled consulting time (whether seeing patients or not), home, hospital and nursing home visits including travel time.
 - Administration time approximately 2 ½ hours per week
 - Practice-based teaching
 - EV education release
- 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 0.75 FTE or 0.5 FTE.
- Out of the 38 hours, registrars must work at least **27 hours per week** of scheduled patient consultation time. The other working hours include teaching time, administration time, educational release with the remainder allocated to scheduled patient consulting time.
- To calculate the number of scheduled consulting time required per week (example GPT1):
 - Start with 38 hours, deduct the administration time (for example 2.5 hours) and deduct the teaching time (for example 3 hours). This equals approximately 32.5 consulting hours required in a non-workshop week.
 - In a workshop week, this time is counted towards a registrar's 38-hour week.

Part-time training at 0.75 FTE:

- **Employed based on a total of 28.5-hour week**, over three or more days per week, inclusive of:
 - Normal general practice activities such as scheduled (whether seeing patients or not), home, hospital and nursing home visits including travel time.
 - Administration time
 - Practice-based teaching
 - EV education release
- Out of the 28.5 hours, registrars must work at least **20.5 hours per week** of scheduled patient consultation time. The other working hours include teaching time, administration time, educational release with the remainder allocated to scheduled patient consulting time.
- Registrars may work above these hours however training time will only be recorded at 0.75 FTE.

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- To calculate the number on scheduled consulting time required per week (example GPT1):
 - Start with 28.5 hours, deduct the administration time (for example 2 hours) and deduct the teaching time (for example 2 ¼ hours). This equals approximately 23 ¾ consulting hours required in a non-workshop week.
 - In a workshop week, this time is counted towards a registrar's 28.5-hour week.

Part-time training at 0.5 FTE:

- **Employed based on a total of 19-hour week** over two or more days per week, inclusive of:
 - Normal general practice activities such as scheduled (whether seeing patients or not), home, hospital and nursing home visits including travel time.
 - Administration time
 - Practice-based teaching time
 - EV education release
- Out of the 19 hours, registrars must work at least **13.5 hours per week** of scheduled patient consultation time. The other working hours will include teaching time, administration time, educational release with the remainder allocated to scheduled patient consulting time.
- Registrars may work above these hours however training time will only be recorded at 0.5 FTE.
- To calculate the number on scheduled consulting time required per week (example GPT1):
 - Start with 19 hours, deduct the administration time (for example 1.5 hours) and deduct the teaching time (for example 1.5 hours). This equals approximately 16 consulting hours required in a non-workshop week.
 - In a workshop week, this time is counted towards a registrar's 19-hour week.

What can be included in the consulting hours?

Consulting time includes general practices activities, such as:

- Scheduled patient consultation time
- Home, hospital and nursing home visits, including travel time
- Outside of normal working hours e.g. after-hours

Is administration time a requirement for practices?

The stipulated administration time above is only a guide for practices and registrars. The National Terms and Conditions for the Employment of Registrars (NTCER) states that administration time should be approximately 2 ½ hours a week for writing notes, telephone calls, reports, etc. This is equivalent to 15 minutes at the end of each session which should be blocked out. This does not mean practices cannot provide more, or less of this time. Registrars should keep in mind that they should not expect a practice to provide an unreasonable amount of administration time, and still be paid for 38 hours per week.

I am a full-time registrar; my average hours over the previous RCTI month totalled 32 hours.

Full-time registrars who are not working 38 hours per week averaged over the month are not considered full-time training. There are a number of possible options:

- Increase the number of hours in the following week/s to make up the time, keeping in mind fatigue management.
- Retrospectively use statutory leave entitlements.
- Apply to reduce training time to 0.75 FTE or take discretionary unpaid leave for that month, noting that this may affect your training and eligibility to sit exams.

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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 same definitions can be applied.

For a full-time registrar, the minimum consulting hours are 27, so how do I make up time to 38 hours?

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

In a non-workshop week, the 38 hours are made up of scheduled patient consulting hours, teaching time and administration time with the remainder time allocated to scheduled patient consulting time. As you progress through training, your teaching and workshop time will reduce and your patient consulting time will increase to over the 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, particularly for reducing training time. However, registrars may on occasion, increase their hours to make up time from the previous period keeping in mind fatigue management. 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.

How will this be monitored and enforced?

Through the monthly 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.