

REGISTRAR PLACEMENT POLICY

This version issued: August 2008

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This policy was approved by the Board by resolution BD 07/102 on 7 December 2007 and will apply from 1 January 2008. This policy will not affect any employment contract that has been entered into as at this date but all other placements from the commencement of Term 1 2008 will be subject to this policy. The wording of the policy was amended by the Chief Executive Officer in August 2008.

The policy should be read in conjunction with REG06 Registrar Subsidy Policy.

1. PRINCIPLES

This policy and REG06 Registrar Subsidy Policy are based on the following principles:

- Registrars are expected to complete all general practice and special skills training at approved GPlogic training posts within the GPlogic region.
- Registrars who relocate their family home to the GPlogic region should have the opportunity to arrange training locations for the entire period of their training within the area in which they have made their home.
- Registrars should be given an opportunity to seek training and employment opportunities that suit their own professional aspirations and needs.
- GPlogic has a responsibility to provide registrars to participating practices throughout its region in as equitable a way as possible.
- Supervisors and training posts should be given an opportunity to interview a number of applicants so that they can attempt to meet their own particular needs.
- GPlogic recognises that commitment to the AGPT Program can impact unduly on a registrar's personal and family life. To help registrars deal with such an eventuality GPlogic's policies are designed to encourage registrars to relocate their families to the region and to plan their training to minimise their absence from the family home.

Experience at GPlogic shows that the most significant obstacle to registrars' success in the AGPT Program is separation from their families. An offer from GPlogic for enrolment in the AGPT Program is made on the understanding that a registrar will take up residence within the town or community associated with their term placements.

When registrars secure placements to work and train in the western and central sectors of GPlogic's region and at a distance from their immediate family, GPlogic will assist registrars to maintain regular contact with their families.

2. TRAINING PACKAGES**2.1 SELECTION OF A TRAINING PACKAGE**

GPlogic has developed a range of training packages that enable registrars to plan their training and to be able to organise employment and training close to their homes for the duration of their enrolment.

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For example, the three city packages enable a registrar to plan around a decision to move their family to a town within the GPlogic region. Towns that are located within a reasonable commuting distance of the region's major towns are listed on the provider's website.

Alternatively, there are packages that enable registrars to follow personal interests in rural and remote medicine, experience with the Royal Flying Doctor Service or in Aboriginal Health.

As part of its selection process GPlogic will provide registrars with relevant advice through the provider's website and handbooks on the development of their training options.

The website will also list all available training locations and employment opportunities within each package over the subsequent three years and which terms have already been taken or assigned to other registrars.

2.2 PACKAGE REGISTRATION

GPlogic registrars and those doctors seeking selection by GPlogic who move their family home to the GPlogic region will have priority access to training placements within their selected training package.

An expression of interest in one or more of these packages should be lodged by completing an on-line application form which is available on the GPlogic website. This will enable the Director of Medical Education to become involved in the planning of their training program.

Registrars that can provide evidence that he or she has moved his or her home or family to the region GPlogic will participate in the first round of placement interviews. GPlogic will inform all practices within the relevant training package of the registrar's availability for employment by posting his or her curriculum vitae on the supervisor's section of *my.gplogic*. These registrars will then be able to apply for placements as set out below in Section 3.1.1 or practices can contact them to express their interest in interviewing them.

Those registrars who are not planning to move their family to the region should also complete an on-line application form and will participate in the second round of placement interviews as described in Section 3.1.2.

Urban registrars contemplating a rural term with GPlogic will also be able to lodge an expression of interest in a particular term with a particular training practice by submitting an on-line application form as set out in Section 4.

3. GPlogic REGISTRARS

3.1 SECURING A TRAINING PLACEMENT

In order to ensure that the training received in a training placement is consistent with the identified requirements of the registrar, the relevant college and of GPlogic, each placement will require the final approval of the Director of Medical Education. To facilitate this, all applications by registrars for individual placements should be lodged with GPlogic and will be forwarded to the relevant posts as set out below in sections 3.1.1 and 3.1.2.

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All GPlogic registrars will be given the opportunity to discuss their overall training program with the Director of Medical Education or their assigned medical educator before the commencement of their training and should do so before attempting to secure any particular training post. Registrars can also raise any specific training aspirations with their medical educator at any time. In special cases the Director of Medical Education may approach one or more practices that may be able to provide specific support to a registrar with special needs.

Issues that registrars should consider in planning their programs or applying to any practice include the following:

- Registrars should check that they have completed their hospital and paediatric requirements before seeking a general practice appointment.
- RACGP policy requires registrars to complete their training within at least two different practices which, in the case of GPlogic, may require registrars to complete their training in more than one town. This includes locations such as Bathurst, Dubbo and Orange where agreements between the supervisors may require a registrar to separate two terms at one practice with a term away from general practice in that town. Registrars seeking an FRACGP should consider locations within commuting distance or separating their general practice terms with a term in a procedural post. GPlogic will seek to have this RACGP requirement relaxed for registrars who have moved their home to a town in the expectation of remaining there after gaining their vocational registration. In such cases registrars may need to undertake additional activities to meet the RACGP standards.
- Under current government policy rural pathway registrars can spend up to two terms in RRMA 3 cities such as Dubbo or Orange.
- Under GPET policy registrars will not usually be granted leave prior to the commencement of training.
- General pathway registrars are required to do their training in two practices at least one of which is outside of Bathurst, Dubbo and Orange.

3.1.1 GPlogic registrars eligible for a training package – Early Round Placements

Registrars with a confirmed training package may lodge an application with GPlogic for employment at any specified training post or posts at any time. If the requested placement is consistent with the registrar's agreed training program the application will be forwarded to the relevant post immediately.

Eligibility for a package or an early round placement can be confirmed by:

- presentation of substantial evidence of a commitment to the region for the duration of training which might include the transfer of dependents to the region (for example, enrolment of children in local schools, purchase of a house); or
- presentation of evidence of gaining or accepting employment in the region at the completion of training; or
- other acceptable evidence of a long term commitment to rural practice.

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Practices and supervisors who are approached directly by registrars are encouraged to contact GPlogic before interviews are held to ensure that the placement is consistent with the registrar's educational program and college regulations and that the registrar is eligible for an early round placement.

Registrars and practices who enter into an employment contract should inform the GPlogic Administration Manager as soon as possible so that the placement can be confirmed by the Director of Medical Education.

3.1.2. Other GPlogic registrars – Main Round Placements

All other GPlogic registrars (including any with packages who have not yet secured a placement for the following two terms) will be invited to submit applications for nominated practices for the next two terms by 1 February or 1 August each year. After the closing date, and after being checked for consistency with the individual registrar's training progress all applications, together with registrars' curricula vitae, will be forwarded to all the relevant practices for their consideration.

Registrars and practices who enter into an employment contract should inform the GPlogic Administration Manager as soon as possible so that the placement can be confirmed by the Director of Medical Education and provider number and VMO forms can be processed.

3.1.3 Accepting a placement arranged by GPlogic – Final Round Placements

Registrars who so choose or those who have been unable to secure their own placement for the next two terms by 1 March or 1 September may elect to have their placement arranged by GPlogic in the final round of placements.

Final round placements arranged by GPlogic will be assigned in the following way.

1. During the annual recruitment process potential registrars will be given the opportunity to register their interest in particular packages as outlined in Section x. These expressions of interest will be received through registration on the website and then placed in a queue in the order in which they were received until such time as the applicant is accepted into the GPlogic program and he or she seeks to be placed.
2. GPlogic registrars who have not yet had a placement confirmed for the next two terms will be invited in July and in January to submit a Placement Preference Form. At this time they will be given a list of available training locations for the coming two terms together with a summary of the number of registrars who are eligible for those placements and their standing in the queue for that training package.
3. A summary of all registrars' requests, their eligibility and their place in any relevant queue will be presented to the Registrar Placement Committee. This committee will be appointed by the Chief Executive Officer and will be chaired by the Director of Medical Education. The committee will apply the above criteria when formulating its advice on the assignment of registrars to particular practices and training posts. It may also take account of factors presented by the registrar such as the registrar's interests and training requirements.

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4. Registrars who have confirmed their eligibility for a training package will be placed first. Consideration of applications for specific placement(s) within the nominated training package will be determined by the registrar's place in the relevant queue, ie the date on which the *Reservation of a Training Package* was lodged.
5. Within practical limitations, the Registrar Placement Committee will send each registrar's curriculum vitae to at least two available training practices and will provide each practice that is seeking a registrar with at least two registrars for consideration.

It will then be the registrar's responsibility to seek an interview with these nominated practices.

Registrars and practices who enter into an employment contract should inform the GPlogic Administration Manager as soon as possible so that the placement can be confirmed by the Director of Medical Education and provider number and VMO forms can be processed..

If, by (date), there are any registrars who have not yet secured employment in a training post, the Director of Medical Education may seek to secure a post on his or her behalf.

3.2 Seeking employment at a hospital

There are three situations in which a registrar might seek employment at a hospital as part of their training:

- to complete the registrar's initial hospital terms;
- to undertake primary health care training towards a fellowship of the Australian College of Rural and Remote Medicine; or
- to undertake a period of special skills or procedural training including those Advanced Rural Skills Posts supported by NSW Health.

Registrars seeking a placement in order to complete their hospital terms as part of their AGPT training are encouraged to seek employment at a hospital within the GPlogic region in order to benefit from support offered by the provider.

Registrars wishing to undertake specialised or procedural training within a hospital are required to discuss their plans with their medical educator and the Director of Medical Education before submitting an application to the relevant hospital.

4. URBAN REGISTRARS

The government requirement that urban registrars spend at least one 6 month term in rural general practice presents many registrars with a significant dislocation to their personal and family lives. In an attempt to minimise the negative aspects of this and to seek to improve the quality of this rural experience GPlogic offers urban registrars with the opportunity to seek particular placements well in advance of the planned rotation.

To increase opportunities for registrars while also ensuring that rural practices have an equitable access to rural pathway registrars, GPlogic has also reserved a small number of

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training locations in towns and cities that have more than post for allocation to urban registrars.

From time to time GPlogic will seek practices' willingness to accept an urban registrar in a particular term. In those locations which are popular with urban registrars, GPlogic will seek to share this responsibility as equitably as possible and may request those practices accepting more than one registrar to accept one from an urban provider.

There are two ways in which urban registrars or urban providers can secure training placements with GPlogic by lodging an expression of interest:

- on the GPlogic website at any time but before 1 February or 1 August to participate in the early round of placements; or
- with the Administration Manager by 1 March or 1 September for placement in the following term as part of the main or final rounds of placements

4.1 Securing a training placement through the website

Training locations will be advertised on the GPlogic website and urban registrars can lodge expressions of interest for placement in particular locations in specified terms well in advance. Urban providers can also reserve placements if they know that they will wish to place one or more of their registrars in a particular term. In this regard they will be treated in the same way as GPlogic registrars who qualify for the early round of placements as set out in 3.1.1.

If that expression of interest is the first to be lodged for a particular available post GPlogic will inform the practice and invite the supervisor to interview the registrar. If the placement is not available GPlogic will discuss different options such as alternative terms or placements with the registrar.

4.2 Securing a training package through the main and final placement rounds

Registrars and providers who so choose or who have not been able to reserve a placement in advance will be considered together with GPlogic registrars. In this regard these applications will be treated with those from GPlogic registrars as set out in 3.1.2 if they are received by 1 February or 1 August and in accordance with 3.1.3 if they are received after that date..

5. Appeals

Registrars may appeal against the processing of their placement request only on the grounds that their application was not processed in accordance with this policy. Appeals should be submitted in accordance with REG0x Appeals Policy.

ASSOCIATED POLICY

REG06 Registrar Subsidy Policy
REG14 Complaints and Grievance Resolution Policy
REG13 Appeals Policy.

GPlogic REGISTRAR PLACEMENTS

