



AGPT REMEDIATION POLICY 2017

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Responsible Section:	GP Training Policy Section, Health Training Branch
Supporting documents, procedures and forms:	AGPT Application - Remediation
Audience:	Registrars enrolled on the AGPT Program, Regional Training Organisations and Stakeholders

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1 Purpose of Policy

- 1.1 This policy supports registrars who have been identified and assessed by their Regional Training Organisation (RTO) as needing remediation to enable them to meet the required level of skill and knowledge to successfully train on the Australian General Practice (AGPT) Program.

2 Definitions

Word/Term	Definition (with examples if required)
ACRRM	Australian College of Rural and Remote Medicine
Education and Training Requirements	The requirements placed on a registrar working towards fellowship of the RACGP, ACRRM or both. These requirements are specified by the Relevant College(s), the RTO and the Department of Health
RACGP	Royal Australian College of General Practitioners
Relevant College	The GP College to which the registrar is enrolled, RACGP, ACRRM or both.
Suspension of Training Time	Where a registrar's training will not be counted towards their training time cap for a specified period of time.

3 Application and Scope

- 3.1 This policy applies to all registrars enrolled on the AGPT Program.
- 3.2 This policy supersedes the previous *Remediation Policy 2016* and will come into effect as of 1 January 2017.

4 AGPT Program Remediations

- 4.1 Registrars who are managed under this policy are experiencing difficulty maintaining adequate progress through training on the AGPT Program.
- 4.2 Remediation aims to address a registrar's identified educational shortfalls or deficiencies in order to enable a registrar to meet all of their Education and Training Requirements and attain the required level of skills and knowledge to complete their training and successfully pass the requirements of the Relevant College in order to be awarded fellowship.
- 4.3 Under this policy resources are provided to support registrars, whose competencies have been identified by their RTO as falling below expectations, and who need to undertake a period of remediation in order to meet their agreed learning needs.
- 4.4 Where remediation suspends a registrar's training time, this time will not count towards the registrars training time cap as specified in clause 5.19 of the *AGPT Training Obligation Policy 2017*.

5 Process for Applying for Remediation

- 5.1 RTOs must have documented processes in place that enable them to identify and assess a registrar in need of additional training and support.
- 5.2 The process for registrar remediation is as follows:
- 5.2.1 An RTO identifies and assesses a registrar as requiring a period of remediation.
- 5.2.2 Once it has been identified that remediation is required, the RTO must:
- 5.2.2.1 Inform the Department of Health, via email to AGPTManagement@health.gov.au, that a registrar has been identified as requiring remediation;

- 5.2.2.2 An application for remediation will be provided to the Department of Health for consideration; and
- 5.2.2.3 Request that training time either be suspended immediately or that the registrar continue training (with time counting towards their training time cap) pending approval of the application for remediation.
- 5.2.3 The Department of Health will respond to the RTO within 5 business days and no further action will be taken until the application for remediation is received.
- 5.2.4 Only the Department of Health can approve the suspension of a registrar's training time.
- 5.2.5 If the Department of Health approves the RTO's request to suspend training time, the RTO will advise the registrar, suspend training time and record the suspension of training time in RIDE.
- 5.2.6 If there are concerns about the safety of the patients of a registrar who has been identified as requiring remediation, the RTO is to immediately place the registrar on Category 2 Leave and then request that the Department of Health suspend the registrar's training time pending the outcome of an application for remediation.
 - 5.2.6.1 In the instance that there is concern about the safety of the patients of a registrar a notification should be made to the Medical Board of Australia by the RTO.
- 5.2.7 Once the RTO has informed the Department of Health they have identified a registrar requiring remediation they will need to submit a completed application for remediation within 4 calendar weeks. This application should include:
 - 5.2.7.1 A completed AGPT Application - Remediation;
 - 5.2.7.2 The proposed remediation plan (as agreed to by the registrar) that addresses the additional training and support required;
 - 5.2.7.3 A proposed budget that identifies the activities and resources required to support the plan and includes both the GST inclusive and GST exclusive amounts of funding requested; and
 - 5.2.7.4 A proposed timetable for the remediation.
- 5.2.8 Applications for remediation must be submitted to the Department of Health via email to AGPTManagement@health.gov.au.
- 5.2.9 RTOs will be notified of the outcome of the remediation application within 20 business days of receipt of a complete remediation application by the Department of Health.
- 5.2.10 If the application for remediation is approved the RTO will need to suspend the registrar's training time, if not already suspended, and record the suspension in RIDE.
- 5.3 Funding under this policy is only available from the date of approval by the Department of Health for training and support provided under the approved plan. Funding cannot be backdated.
 - 5.3.1 The date of approval and the commencement of the approved remediation period will be 5 business days from the date the Department of Health's delegate approves the remediation application and signed the letter of approval, unless otherwise specified.
 - 5.3.1.1 Any activities undertaken prior to the remediation commencement date will not be funded by the Department of Health.
- 5.4 Registrars approved for funding support under this policy who fail or refuse to complete the agreed remediation plan (as required by their RTO) may be subject to withdrawal from the AGPT Program under the *AGPT Withdrawal Policy 2017*.

- 5.5 RTOs must notify the relevant College when a registrar is undertaking a Department of Health approved remediation.

6 What Remediations Cannot be Used For

- 6.1 Remediation cannot be used for the following purposes:
- 6.1.1 To meet the training location obligations as specified in the *AGPT Training Obligations Policy 2017*; and
 - 6.1.2 To make up time for registrars who are granted Recognition of Prior Learning (RPL) without time credit, a Mandatory Elective term should be used.

7 Roles and Responsibilities

- 7.1 Registrars are responsible for:
- 7.1.1 Monitoring their own progress through training;
 - 7.1.2 Meeting their Education and Training Requirements as specified by their RTO, the Relevant College and the Department of Health; and
 - 7.1.3 Complying with the agreed requirements of an approved remediation.
- 7.2 RTOs are responsible for:
- 7.2.1 Monitoring registrars' progress through training;
 - 7.2.2 Managing registrar training as required by the AGPT Program and the Relevant College;
 - 7.2.3 Advising the Department of Health when a registrar is identified as requiring remediation and seeking an immediate suspension of training time, if required;
 - 7.2.4 Placing registrars on Category 2 Leave if it is identified that the registrar requires remediation and there is concern about the safety of the registrar's patients;
 - 7.2.5 Making a notification to the Medical Board of Australia if there is concern about the safety of the registrar's patients;
 - 7.2.6 Submitting an application for remediation to the Department of Health for approval
 - 7.2.7 Submitting correctly rendered invoice(s), including both the GST exclusive and GST inclusive amounts, to the Department of Health for the payment of approved remediation funding; and
 - 7.2.8 Providing the Department of Health with all agreed reports over the course of the approved remediation.
- 7.3 The Department of Health is responsible for:
- 7.3.1 Approving initial requests from RTO's to suspend registrar's training time pending the outcome of an application for remediation, if required; and
 - 7.3.2 Assessing remediation applications and notifying RTOs of the outcome within thirty business days of receipt of a complete remediation application.

8 Compliance and Monitoring

- 8.1 The Department of Health will monitor:
- 8.1.1 The number of remediation applications submitted to the Department of Health; and
 - 8.1.2 The number of remediation applications approved.
- 8.2 The Department of Health will send a written request for response to RTOs in the event that data discrepancies are found during monitoring activities. The RTO will be expected to reply to the Department of Health's request within twenty business days with reasons for the discrepancies and the actions that will be taken to prevent them from recurring.

9 Related Documents

- 9.1 *AGPT Program Policies 2017 Overarching Document*
- 9.2 *AGPT Complaints Policy 2017*
- 9.3 *AGPT Appeals Policy 2017*
- 9.4 *AGPT Withdrawal Policy 2017*
- 9.5 *AGPT Training Obligations Policy 2017*
- 9.6 AGPT Application - Remediation

10 Version Control

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