



AGPT WITHDRAWAL POLICY 2017

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Responsible Section:	GP Selection and Education Section
Supporting documents, procedures and forms:	AGPT Application - Notification of Withdrawal
Audience:	Registrars enrolled on the AGPT Program, Regional Training Organisations and Stakeholders

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1 Purpose of Policy

- 1.1 The purpose of this policy is to set out the circumstances under which a registrar may be withdrawn from the Australian General Practice Training (AGPT) Program.

2 Definitions

Word/Term	Definition (with examples if required)
ACRRM	Australian College of Rural and Remote Medicine
Chief Executive Officer (CEO)	The CEO of the Regional Training Organisation (RTO) or equivalent or their nominated delegate.
Commencement of Training	<p>Commencement of Training is defined as the first day in which a registrar begins their training on the AGPT Program.</p> <p>Registrars are able to commence their training on the AGPT Program in a number of different training terms, which are: hospital training, Core Clinical Training, GPT1, Primary Rural and Remote Training, Extended Skills, Advanced Specialised Training and Advanced Rural Skills Training (for FARGP only).</p>
Core Vocational Training	Core vocational training refers to GPT1, GPT2, GPT3, Mandatory Elective and Extended Skills Training for FRACGP registrars and Primary Rural and Remote Training and Advanced Specialised Training for FACRRM registrars.
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.
FARGP	Fellowship in Advanced Rural General Practice through the RACGP. Registrars must be enrolled in FARGP to undertake Advanced Rural Skills Training.
Functional Assessment	An assessment to determine a registrar's capacity to meet the education and training requirements of the AGPT Program.
Level 1 Supervision	<p>Level 1 supervisions requires that:</p> <ul style="list-style-type: none">• The registrar's supervisor takes direct and principle responsibility for individual patients;• The supervisor must be physically present at the workplace at all times when the registrar is providing clinical care;• The registrar must consult with their supervisor about the management of all patients; and• Supervisor cannot happen over the phone. <p><i>Adapted from the Medical Board of Australia Guidelines for Supervised Practise for Limited Registration</i></p>
Mandatory Elective	Where a registrar training towards FRACGP receives recognition of prior learning (RPL) without time credit they are required to undertake training commensurate to that length of time. Training must be recorded by RTOs as Mandatory Elective. It is not an extension of training term. Mandatory Elective terms are still bound by pathway requirements.
RACGP	Royal Australian College of General Practitioners
Relevant College	The GP College to which the registrar is enrolled – RACGP, ACRRM or both.

Word/Term	Definition (with examples if required)
RIDE	Registrar Information Data Exchange – the information management system used to record the training and education of registrars on the AGPT Program.
Training Region	A defined and agreed area in Australia within which an RTO is required to deliver training to registrars enrolled on the AGPT Program.

3 Application and Scope

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

4 Registrar Withdrawal

- 4.1 This policy applies to the withdrawal of registrars from their Regional Training Organisation's (RTO's) training program and the AGPT Program.
- 4.2 RTOs should advise the Relevant College if they are notified by a registrar that they are considering voluntarily withdrawing from the AGPT Program or if concerns are raised that circumstances are occurring that could lead to the registrar being withdrawn from the AGPT Program.
- 4.3 RTOs are required to advise registrars in writing that they have been or will be withdrawn from the RTO's training program. Wherever possible, registrars should be advised of their withdrawal before the specified date of withdrawal.
- 4.4 Registrars must be withdrawn from their RTO's training program before the Department of Health will formally withdraw them from the AGPT Program.
- 4.5 RTOs are required to advise the Department of Health and the relevant College that a registrar has been withdrawn from the RTO's training program once 20 business days has elapsed since the date of withdrawal or the date the registrar was notified of their withdrawal by the RTO, whichever is the later. This should be done by submitting a completed AGPT Application - Notification of Withdrawal to the Department of Health at AGPTManagement@health.gov.au. This notification must include a copy of the formal written notification of registrar withdrawal and any other relevant documentation.
- 4.6 For involuntary withdrawals (Categories 2, 3 and 4) the registrar will have 20 business days from the date of withdrawal or the date they were notified of their withdrawal from their RTO's training program, whichever is the later, to lodge an appeal with their RTO. If no appeal is lodged with the RTO, the Department of Health will formally withdraw the registrar from the AGPT Program and advise the registrar in writing.
- 4.7 Once the registrar is formally withdrawn by the Department of Health, the Department of Health will advise the Department of Human Services – Medicare in writing to remove the withdrawn registrar from the Register of Approved Placements if the registrar has an active training placement.
 - 4.7.1 Once a registrar is removed from the Register of Approved Placements following withdrawal from the AGPT Program they have 2 weeks in which they can continue to use their AGPT Medicare Provider Number. After that time, they will not be entitled to use their AGPT Medicare Provider Number unless they are reinstated onto the Register of Approved Placements.
- 4.8 Once a registrar is withdrawn from their RTO's training program they cannot be reinstated unless the decision is overturned through the RTO's appeals process or the Department of Health's appeal process specified in the *AGPT Appeals Policy 2017* if the appeal to the RTO is unsuccessful.
- 4.9 Registrars can appeal an involuntary withdrawal from their RTO's training program. This appeal must be lodged with the RTO through the RTO's dispute resolution and appeals process within

20 business days from the date of withdrawal or the date the registrar was notified of their withdrawal whichever is the later.

- 4.10 Registrars are unable to appeal their withdrawal once they have been formally withdrawn from the AGPT Program by the Department of Health.
- 4.11 Registrars are unable to appeal withdrawal from the AGPT Program if they have previously appealed against the denial of an extension of training time and that decision has been upheld.
- 4.12 If an Australian Defence Force (ADF) registrar is withdrawn or withdraws from the AGPT Program, Joint Health Command will be advised following the 20 business days cooling off period (voluntary withdrawals) or period in which to lodge an appeal (involuntary withdrawals) with their RTO.

5 Categories of Withdrawal

- 5.1 Category 1 – Voluntary Withdrawal
 - 5.1.1 Category 1a – Voluntary withdrawal after the Commencement of Training
 - a. Where a registrar advises the RTO that they are withdrawing from the AGPT Program after the Commencement of Training.
 - 5.1.2 Category 1b – Voluntary withdrawal prior to the Commencement of Training
 - b. Where a registrar advises the RTO that they are withdrawing from the AGPT Program prior to the Commencement of Training.
 - 5.1.3 Withdrawal under Category 1 attracts a 20 business days cooling off period to enable the registrar the chance to reconsider their decision to withdraw from the AGPT Program.
 - 5.1.4 The date of withdrawal for Category 1 is the date the registrar notified the RTO of their withdrawal from the AGPT Program, not the conclusion of the 20 business days cooling off period.
 - 5.1.5 Registrars are required to inform their RTO in writing of their voluntary withdrawal from the AGPT Program.
 - 5.1.6 Registrars who withdraw under Category 1 cannot appeal their withdrawal from the AGPT Program.
- 5.2 Category 2 – Withdrawal based on Clinical Competence
 - 5.2.1 Where a registrar is found to be unable to sustain an acceptable level of clinical or training performance to progress with their training on the AGPT Program within a reasonable time and with available resources, they will be withdrawn. This will be assessed and determined by the RTO's Director of Training.
- 5.3 Category 3 – Withdrawal based on Capacity
 - 5.3.1 Where a registrar is willing but is unable to continue their training they will be withdrawn. Reasons may include (but are not limited to):
 - 5.3.1.1 Medical Registration Requirements
 - 5.3.1.1.1 Where a registrar fails to maintain their general medical registration they may be withdrawn.
 - 5.3.1.1.2 Where a registrar has conditions and/or undertakings imposed on their medical registration which renders them ineligible to continue training on the AGPT Program they will be withdrawn.
 - 5.3.1.1.3 Imposed conditions and/or undertakings could include, but are not limited to, a requirement for Level 1 Supervision and restrictions from seeing patients, which could be across all genders and/or ages.
 - 5.3.1.2 Withdrawal based on Professional Misconduct

- 5.3.1.2.1 Where a registrar is found by the Australian Health Practitioner Regulation Agency (AHPRA) to have behaved in a way that constitutes professional misconduct.
- 5.3.2 Registrars may be withdrawn under this Category if a Functional Assessment (as specified in the *AGPT Training Accessibility Policy 2017*) finds that they are unable to meet the Education and Training Requirements of the AGPT Program.
 - 5.3.2.1 Registrars may also be withdrawn if the Functional Assessment finds that they need to be transferred to a different RTO and/or pathway to enable them to continue training on the AGPT Program and the Department of Health is unable to secure a placement with an alternative RTO.
- 5.4 Category 4 – Withdrawal based on Compliance with Education and Training Requirements
 - 5.4.1 Where a registrar fails to comply with the Education and Training Requirements specified by their RTO, the AGPT Program and/or the Relevant College they will be withdrawn.
 - 5.4.2 Where a registrar’s allocation of training time and available extensions (where applicable) is exhausted, the registrar may be withdrawn.
 - 5.4.3 Registrars may be withdrawn if they fail to comply with and complete the requirements of an approved remediation.
 - 5.4.4 Where a registrar repeatedly fails to respond to correspondence from their RTO relating to their enrolment on the AGPT Program, they may be withdrawn.
 - 5.4.4.1 Prior to withdrawing a registrar under Clause 5.4.4, the RTO must attempt to make contact with the registrar a minimum of three times, including once by certified/registered mail over a two calendar month period.
 - 5.4.5 Registrars who are a Foreign Graduate of an Accredited Medical School (FGAMS) 457 visa holder may also be withdrawn if they are unsuccessful in obtaining permanent residency or citizenship of Australia or New Zealand prior to the completion of their training on the AGPT Program.
 - 5.4.6 Registrars, who cannot meet their training time requirements as specified in the *AGPT Training Obligations Policy 2017* and/or the *AGPT Extension of Training Time Policy 2017*, where applicable, may be withdrawn.
 - 5.4.7 Registrars who, after deferring the Commencement of Training for 12 calendar months are still not able to commence their training on the AGPT Program, may be withdrawn.

6 RTO Withdrawal Procedure

- 6.1 All RTOs must have policies and procedures in place to manage registrar withdrawal from their training program and the AGPT Program.
- 6.2 These policies and procedures must be published and accessible to all registrars in the RTO’s Training Region.
- 6.3 The RTO’s withdrawal policies and procedures must:
 - 6.3.1 Observe the rules of natural justice;
 - 6.3.2 Comply with legislative requirements including anti-discrimination and privacy legislation;
 - 6.3.3 Provide clear documentation of the withdrawal process used by the RTO;
 - 6.3.4 Include a requirement to inform registrars in writing of the reasons for their withdrawal, the date of withdrawal and provide an opportunity for the registrar to discuss their withdrawal with the RTO;
 - 6.3.5 Inform registrars of the appeal processes available to them through both the RTO and the Department of Health;

- 6.3.6 Specify that registrars will have 20 business days from the date of withdrawal or the date they were notified of their withdrawal, whichever is the later, to lodge an appeal with the RTO against their withdrawal;
- 6.3.7 Stipulate that the RTO will consider all possible support mechanisms, such as General Practice Registrars Australia (GPRA);
- 6.3.8 Include processes to counsel registrars out of the AGPT Program when they have been withdrawn; and
- 6.3.9 Invite the withdrawn registrar to attend an exit interview and if the registrar accepts, conduct the interview. The RTO must also provide the registrar with information regarding resources and options for support, including referral to GPRA, career counselling and other supports as required. The RTO must document the exit interview with the withdrawn registrar. The registrar should be provided with a written summary of the interview.

7 Roles and Responsibilities

- 7.1 Registrars are responsible for:
 - 7.1.1 Monitoring their own health and well-being;
 - 7.1.2 Monitoring their own progress through training;
 - 7.1.3 Meeting their Education and Training Requirements;
 - 7.1.4 Obtaining and providing evidence to their RTO that they have obtained permanent residency or citizenship of Australia or New Zealand if they commence the AGPT Program as a FGAMS 457 visa holder;
 - 7.1.5 Behaving professionally, ethically and responsibly within their training;
 - 7.1.6 Practising safely; and
 - 7.1.7 Notifying their RTO in writing if they choose to withdraw voluntarily.
- 7.2 RTOs are responsible for:
 - 7.2.1 Monitoring the health and well-being of registrars enrolled in the AGPT Program;
 - 7.2.2 Monitoring registrars' progress through training;
 - 7.2.3 Managing registrar training as required by the AGPT Program and the Relevant College;
 - 7.2.4 Ensuring registrars are supported in their training to enable them to practise safely;
 - 7.2.5 Ensuring that registrars who commence the AGPT Program as FGAMS 457 visa holders have obtained their permanent residency or citizenship of Australia or New Zealand prior to issuing their Completion of Training Certificate;
 - 7.2.6 Advising the Relevant College(s) if they are notified by a registrar that they are considering voluntarily withdrawing from the AGPT Program or if concerns are raised that there are circumstances occurring that could lead to the registrar being withdrawn from the AGPT Program.
 - 7.2.7 Notifying the Department of Health and the Relevant College when a registrar withdraws or is withdrawn under this policy once 20 business days has elapsed since the date of withdrawal or the date the registrar was notified of their withdrawal by the RTO, whichever is the later by submitting a completed AGPT Notification of Withdrawal form to AGPTManagement@health.gov.au; and
 - 7.2.8 Notifying the Department of Health if the withdrawn registrar has lodged an appeal with the RTO within 20 business days of the date of withdrawal or the date the registrar was notified of their withdrawal by the RTO.
- 7.3 The Department of Health is responsible for:

- 7.3.1 Formally withdrawing registrars from the AGPT Program and advise in writing as per the process specified in this Policy; and
- 7.3.2 Notifying the Department of Human Services – Medicare in writing to remove withdrawn registrars from the Register of Approved Placements if the registrar has an active placement.

8 Compliance and Monitoring

- 8.1 The Department of Health will monitor:
 - 8.1.1 The number of registrars withdrawing under each Category of withdrawal; and
 - 8.1.2 That RIDE has been updated to reflect that the registrar has been withdrawn.
- 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 20 business days with reasons for the discrepancies and the actions that will be taken to prevent them from recurring.

9 Entering Data into RIDE

- 9.1 Withdrawals of registrars in training
 - 9.1.1 Update the registrar table with the withdrawal date and withdrawal reason and type.
 - 9.1.2 The withdrawal date to enter into RIDE is the date the registrar stopped training.
 - 9.1.3 Amend any current units so that the end date matches the withdrawal date.
 - 9.1.4 Cancel any units that start after the withdrawal date.
- 9.2 Withdrawals prior to the Commencement of Training.
 - 9.2.1 If the selection process is active, notify both AGPTselection@health.gov.au and AGPTreporting@health.gov.au
 - 9.2.2 Enter the withdrawal date, withdrawal reason and withdrawal type in the registrar table and set to Not Enrolled.
 - 9.2.3 Cancel any units.
 - 9.2.4 AGPTreporting will then cancel the registrar record and the registrar's Registrar RTP record.

10 Related Documents

- 10.1 *AGPT Program Policies 2017 Overarching Document*
- 10.2 *AGPT Complaints Policy 2017*
- 10.3 *AGPT Appeals Policy 2017*
- 10.4 *AGPT Transfer Policy 2017*
- 10.5 *AGPT Program Leave Policy 2017*
- 10.6 *AGPT Training Obligations Policy 2017*
- 10.7 *AGPT Training Accessibility Policy 2017*
- 10.8 AHPRA's [Recency of Practice Registration Standard](#) and [Continuing Professional Development Registration Standard](#)
- 10.9 Relevant State or Territory Medical Board policies and guidelines for dealing with impaired practitioners
- 10.10 *The Health Insurance Act 1973*
- 10.11 AGPT Application - Notification of Withdrawal

11 Version Control and Change History

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