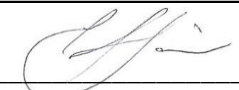
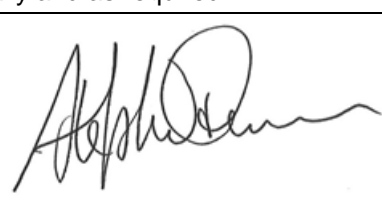
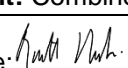
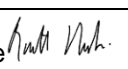
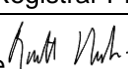








Training Selection and Placement Policy

Description			
Domain	Educational		
Policy number	EDU009		
TRIM folder number	10/3130		
Owner / responsible area/dept	Director of Training (DoT)		
Date originally adopted	02/11/2012		
Author:	Dr Tamsin Cockayne, DMCE (former DoT)		
Distribute to	GP registrars ✓	Staff ✓	Board X
Via	Information Bulletin ✓	Email ✓	Website ✓
This Policy includes	Procedure		✓
	Instrument(s) or Delegation(s)		X
	Attachment(s)		✓
Approval process			
Executive manager education and support approved to progress	Yes	Signature:  Date approved: 09 / 04 / 2018	
Board approved to progress	N/A		
Final authorisation	CEO		
Review cycle:	Annually and as required		
Signature:			09 / 04 / 2018
Title	Stephen Pincus, CEO		Date

Year reviewed		
2012	Comment: Combined a number of policies and procedures into one.	
	Signature: 	02 / 11 / 2012
	Name & Title: Dr Brett Dale, CEO	Date
2014	Comment: Updated Program Manager title in clause 1.2.1d Procedure updated clauses 2.7 to 2.11 in procedure and 3.2.2 and 3.2.3 deleted related documents in procedure and amended into clause 5.0 in policy'.	
	Signature 	09 / 01 / 2014
	Name & Title: Dr Brett Dale, CEO	Date
2014	Comment: Simplified GPR placement system to be less prescriptive; added TOR for NTGPE Registrar Placement Committee.	
	Signature 	03 / 06 / 2014
	Name & Title: Dr Brett Dale, CEO	Date

Year reviewed (cont.)		
2014	Comment: Updated wording 6.0 Training in a practice with other family member. Updated acronyms and definitions.	
	Signature: 	03 / 10 / 2014
	Name & Title: Dr Brett Dale, CEO	Date
2016	Comment: updated definitions, remove reference to PGPPP, insertion of change of placement process. Removed Terms of Reference of the NTGPE GP Registrar Placement Committee from policy.	
	Signature: 	09 / 05 / 2016
	Name & Title: Dr Brett Dale, CEO	Date
2017	Comment: Update to 2.0 procedures and general update	
	Signature: 	01 / 11 / 2017
	Name & Title: Stephen Pincus, CEO	Date
2018	Comment: General update including clarification on need to apply for exemption if requesting to train in same practice as a family member	
	Signature: 	10 / 04 / 2018
	Name & Title: Stephen Pincus, CEO	Date

Policy

1.0 Purpose

This policy articulates the selection and allocation of placements for NTGPE's program participants to ensure a transparent and equitable process that meets the specific training requirements and learning outcomes of individual program participants.

2.0 Scope

2.1 Application

This policy applies to potential and current program participants of NTGPE.

2.2 Limitations

Nil.

3.0 Acronyms and Definitions

3.1 AGPT – Australian General Practice Training Program.

3.2 ACRRM – Australian College of Rural and Remote Medicine.

3.3 Colleges – refers to both ACRRM and RACGP.

3.4 Director of education (DoE) – Director of Education has overall responsibility for NTGPE's medical education program, including design, implementation and evaluation.

3.5 Director of training (DoT) – The DoT has overall responsibility for NTGPE's medical education and training program, including design, implementation and evaluation.

3.6 FACRRM – Fellowship of Australian College of Rural and Remote Medicine.

3.7 FRACGP – Fellowship of the Royal Australian College of General Practitioners.

3.8 GP registrar – a GP registrar training under the AGPT training program.

3.9 GP registrar program manager (GP Registrar PM) – the lead administrator responsible for co-ordination, support and management for the GP Registrar program.

3.10 GP registrar support team – includes administrative staff members who assist the Program Managers to administer the GP registrar program. The role of the team is to answer all GP registrar general enquiries or direct GP registrars to the best person to assist.

3.11 JFPP – John Flynn Placement Program providing medical students with a unique opportunity to spend quality time in a rural or remote community.

3.12 RACGP – The Royal Australian College of General Practitioners.

3.13 Training review meeting – meeting held with all or some of the GP registrars training team to discuss their training, learning plan, identify specific goals for the coming term and talk about their general well-being.

3.14 Training team – a team of NTGPE staff who oversee the training journey of each GP registrar. The team consists of a named Medical Educator, Program Manager and Pastoral Care Officer who hold different responsibilities but work as a team supporting an individual GP registrar.

4.0 Responsibilities

4.1 Responsibilities of NTGPE

- 4.1.1 Provide a clear, flexible and effective operational framework for selection and placement processes that incorporates the relevant national selection criteria and guidelines.
- 4.1.2 Oversee selection and placement processes to ensure they are transparent, consistent and fair.
- 4.1.3 Maintain systems to ensure consistency in selection and allocation of placements.
- 4.1.4 Ensure that the training needs and expectations of individual program participants and the capacity of training posts are optimally matched.
- 4.1.5 Investigate and resolve complaints in a fair and equitable manner.

4.2 Responsibilities of program managers

- 4.2.1 Take leadership roles for implementation of relevant national program requirements for selection and placement at a local level.
- 4.2.2 Maintain an accurate database of capacity of training posts, accreditations and supervisors.
- 4.2.3 Maintain program selection and placement statistics and provide reports to management as required.

4.3 Responsibilities of program participants

- 4.3.1 Submit required forms and documentation for placements to NTGPE by required dates.
- 4.3.2 Raise and resolve issues or concerns in accordance with the [NTGPE EDU003 Education and Training Complaints and Appeals Policy](#) and related procedure.
- 4.3.3 Be proactive in gathering information to make informed choices about placement preferences.

5.0 Inclusions to this Policy

Procedure

6.0 Related Documents, Policies and Legislation

- 6.1 NTGPE Placement Guide “*placem^eNT*” <http://registrar.ntgpe.org>
- 6.2 [AGPT Applicant Guide](#) (for the current year)
- 6.3 NTGPE [EDU003 Education and Training Complaints and Appeal Policy](#)
- 6.4 NTGPE [Placement Process Feedback](#) (for GP registrars only)
- 6.5 NTGPE [FOREDU024 Application for Placement Change Form](#) (for GP registrars only)
- 6.6 NTGPE [TOR006 GP Registrar Placement Committee Terms of Reference](#)
- 6.7 NTGPE [EDU019 Training Exception and Exemption policy](#)
- 6.8 NTGPE [Application for training rule exception or exemption](#)

Procedure

1.0 Procedure – John Flynn Placement Program (JFPP)

1.1 National selection

- 1.1.1 The medical student applies through the national JFPP application process as advertised online through [Health Workforce Queensland](#) (HWQ).
- 1.1.2 An NTGPE delegated officer together with HWQ interview an agreed number of applicants and decide, based on the JFPP articulated criteria, who will be placed in the NT.
- 1.1.3 Those selected will be referred to NTGPE for placement.
- 1.1.4 Complaints or appeals regarding this process will be dealt with through HWQ and its JFPP regulations.

1.2 JFPP NT placement

- 1.2.1 Medical Students complete a total of eight weeks over three separate visits throughout the course of their medical studies. The first placement is a minimum of three (3) weeks to allow for appropriate orientation.
- 1.2.2 At least three months before the first placement, the JFP program manager and support officer negotiate appropriate suitable placement.
- 1.2.3 Once agreed, the JFPP and clinic sign agreements through an official letter of offer.
- 1.2.4 Subsequent placements will occur at the original placement site. Occasional placement location change is negotiated based on:
 - Training post availability
 - Individual needs of the JFPP participant
 - Availability of the JFPP
- 1.2.5 If the student or training post is unable to keep their commitment to the ongoing training agreement, the Program Manager reviews the situation and recommends to the DoT whether an alternative placement is required.
- 1.2.6 All appeals are to be facilitated through *NTGPE's EDU003 Education and Training Complaints and Appeals Policy and Procedure*.

2.0 Procedure – Australian General Practice Training Program - GP registrars

2.1 National selection

- 2.1.1 National selection is undertaken in accordance with the AGPT, RACGP and ACRRM policies and includes:
 - AGPT: <http://www.agpt.com.au/Junior-doctors/Australian-General-Practice-Training--AGPT--program/New-Applicants>
 - RACGP: [https://www.racgp.org.au/becomingagp/australian-general-practice-training-program-\(agpt\)/racgp-2018-agpt-selection/#](https://www.racgp.org.au/becomingagp/australian-general-practice-training-program-(agpt)/racgp-2018-agpt-selection/#)
 - ACRRM: <http://www.acrrm.org.au/training-towards-fellowship/overview-of-fellowship-training/pathways/agpt-program>
- 2.1.2 NTGPE requires all applicants to complete [pre-selection documentation](#) prior to attending their interview <http://ntgpe.org/node/197>.
- 2.1.3 Any appeals regarding acceptance into AGPT program are through the relevant college the applicant has applied to.

2.2 Local placement process

2.2.1 The NTGPE Registrar Placement Committee is responsible for annually reviewing the placement process, ensuring that the process for that year is widely advertised and administering all elements of placement including annual review after the process is completed. (see NTGPE [GP Registrar Placement Committee TORs](#)).

2.2.2 All appeals will be through the [Education and Training Appeals and Complaints Policy and Procedure](#).

3.0 Preparation for placement – all programs

3.1 Prior to the commencement of a placement, the program participant will receive details of the requirements to commence training which will include the required paperwork.

3.2 It is the responsibility of the individual program participant to complete this paperwork and submit it to the relevant body to allow processing prior to commencement of the placement.

3.3 Where this does not occur and all required paperwork is not received the program participant will be unable to commence their placement until such time as it is completed.

3.4 All program participants are required to contact their training post one week before placement to confirm local arrangements.

4.0 Change of confirmed placement – JFPP

4.1 Where a program participant decides to cancel or requests a change to their placement before commencement it must be agreed in writing by the program participant and the Program Manager.

4.2 If arrangements have already been made for travel and accommodation these costs must be reimbursed by the program participant.

4.3 Where there is the possibility of a replacement program participant this will be discussed with the relevant parties.

5.0 Change of confirmed placement – GP registrars

5.1 Where a GP registrar wants to alter a confirmed placement they are required to complete the [Application for Placement Change form](#). This form is used where the GP registrar wishes to:

- change working hours
- withdraw from the confirmed placement to take up a placement at another training post

5.2 If arrangements have already been made for travel and accommodation these costs must be reimbursed by the program participant.

5.3 Where there is the possibility of a replacement program participant this will be discussed with the relevant parties.

6.0 Training in a practice with other family member

NTGPE recognises the personal and professional challenges of people with close personal relationships working in the same practice. To ensure the best educational and learning opportunities are available to all program participants, NTGPE has a policy of program participants not training in a practice where a person with whom they have a close personal relationship e.g. spouse, partner, parent, sibling, child is working, training or has a position of administrative, clinical or financial authority.

Program participants have a responsibility to ensure that NTGPE is aware of such potential in order for placements to be organised to avoid this. In the case where this is unavoidable situation will be discussed and measures put in place to ensure the best possible learning environment is developed including a supervision plan to ensure that assessments and training is undertaken by a non-related clinician. GP registrars wanting to train in a practice with a family member will need to seek an [exemption to the training rule](#) for consideration by the DoT/DoE.