

Education & Training Placement Policy

1.0 Policy

Northern Territory General Practice Education (NTGPE) is committed to providing a transparent and equitable process for the placement of program participants at Training Posts and Placement Locations to ensure that training requirements and clinical placements meet identified learning outcomes.

2.0 Scope

2.1 Application

This policy applies to the allocation of placements for program participants undertaking training and clinical placement with NTGPE.

2.2 Limitations

This policy does not apply to program participants in the International Medical Graduate Education and Support (IMGES) Program.

3.0 Definitions

3.1 Training Post

A general practice, hospital, Aboriginal Community Controlled Health Service or other health service that has been accredited for General Practice Registrar (GPR) training and/or Junior Doctor clinical placement.

3.2 Placement Location

A general practice, hospital, Aboriginal Community Controlled Health Service or other health service where Rural Undergraduate Support and Coordination (RUSC) program participants are undertaking medical education and training and/or clinical placement with NTGPE. These places may or may not be accredited for General Practice (GP) training.

3.3 Program Participant

General Practice Registrars (GPRs), Junior Doctors (JDs), Medical Students and/or International Medical Graduates (IMGs) undertaking medical education and training and/or clinical placement with NTGPE.

4.0 Responsibilities

4.1 Responsibilities of NTGPE

- 4.1.1 Provide an efficient and effective process and maintain systems to store and monitor the required data to ensure a transparent and equitable allocation of placements.
- 4.1.2 Consult with key stakeholders to ensure program participant expectations and the match between learning needs and Training Post/Placement Location experience and capacity are considered a best match.
- 4.1.3 Investigate and resolve complaints in a fair and equitable manner.

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- 4.1.4 Ensure the following documentation is in place, if required, before commencement of the program:
- NT Registration as a Medical Practitioner;
 - Individual Criminal History Check;
 - Application for Medicare Provider Number;
 - Aboriginal Land Permit; and/or
 - Travel arrangements for clinical placements.

4.2 Responsibilities of Program Participants

- 4.2.1 Submit required forms for placement allocation and other required documentation to NTGPE in a timely manner.
- 4.2.2 Raise and resolve issues or concerns related to placement according to the *Education and Training Complaints and Appeals Policy* and related procedure.

5.0 Related Documents

5.1 NTGPE Documents

- Placement Procedure for relevant program
- Education and Training Complaints and Appeal Policy and Procedure
- Criminal History Check Policy and related program procedure
- Application for Medicare Provider Number Procedure for relevant program
- Aboriginal Land Permit Procedure for relevant program
- Travel Procedure for relevant program
- PGPPP NT Medical Registration Procedure

5.2 AGPT General Practice Training Program National Minimum Terms and Conditions for Basic and Advanced GP Terms.

5.3 RACGP, Prevocational General Practice Placements Program Guidelines for Training Collaboration.

6.0 Effective From

This policy is effective from 12 January 2010.

Dr Michael Wilson
Executive Director

Dated: 12 January 2010

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