




TRANSFER POLICY

Description		
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TRIM Folder Number:	13/8432	
Owner/ Responsible Area	Director of Training (DoT) & Chief Executive Officer (CEO)	
Author:	Christine Heatherington-Tait, previous GP Registrar Program Manager	
Distribute to:	Program Participants ✓	Staff ✓ Board ✓
Via:	Information Bulletin ✓	Email ✓ Website ✓
This Policy includes:	Procedure	✓
	Instrument(s) or Delegation(s)	X
	Attachment(s)	✓
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Board Committee Approved to Progress:	Not Required	
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Signature:		29 / 01 / 2016
Title	Dr Brett Dale, Chief Executive Officer	Date

Year Reviewed		
2016	Comment updated reference to the new AGPT Transfer Policy 2016. Updated author of policy. Included definitions.	
	Signature: 	25 / 01 / 2016
	Name & Title: Dr Brett Dale, CEO	Date
2017	Comment	
	Signature	__ / __ / 20__
	Name & Title: _____ Chairperson / CEO	Date
2018	Comment	
	Signature	__ / __ / 20__
	Name & Title: _____ Chairperson / CEO	Date

Policy

1.0 Purpose

General Practice Registrars (GP Registrars) who are offered and accept a place in the Australian General Practice Training (AGPT) program do so on the basis that they have undertaken to complete their training with the Regional Training Organisation (RTO) that offered them the training place (the 'home' RTO). This policy outlines how a GP Registrar can apply to transfer from NTGPE to another RTO and from another RTO to NTGPE.

2.0 Scope

2.1 Application

2.1.1 This policy applies to GP Registrars enrolled in the AGPT program who wish to transfer out of NTGPE to another RTO and vice versa; either permanently or temporarily.

2.2 Limitations

2.2.1 This policy does not apply to Australian Defence Force (ADF) GP Registrars, where their transfer is mandated by ADF postings.

3.0 Definitions

3.1 **AGPT** – Australian General Practice Training Program.

3.2 **Chief Executive Officer (CEO)** – The most senior accountable officer with overall responsibility for the operation of NTGPE.

3.3 **DoH** – Department of Health.

3.4 **DoT** – Director of Training is responsible for overseeing all NTGPE medical and cultural education and training programs.

3.5 **External Clinical Teaching Visit (ECTV)** – A formative educational visit by an experienced GP to a GP Registrar in their training setting. The visitor observes consultations and provides feedback to further develop the GP Registrar's consultation skills.

3.6 **GP Registrar (GP Registrar)** – a GP Registrar training under the AGPT program.

3.7 **GP Registrar Program Manager (GP Registrar PM)** – the lead administrators responsible for co-ordination, support and management for the GP Registrar program.

3.8 **GP Registrar Support Team** – are administrative staff members who assist the Program Managers to administer the GP Registrar program. The role of the team is to answer all your general enquiries or direct you to the best person to assist you.

3.9 **RTO** – Regional Training Organisation.

3.10 **Home RTO** – the Regional Training Organisation (RTO) the GP Registrar currently trains with.

3.11 **Receiving RTO** - the Regional Training Organisation (RTO) the GP Registrar wishes to transfer to.

3.12 **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 GP Registrars

- 4.1.1 To make themselves familiar with AGPT Transfer Policy 2016 and NTGPE Transfer policy prior to considering applying for transfer.
- 4.1.2 Complete all requests for transfer paperwork and submit all required supporting documentation to their home RTO for consideration.

4.2 Responsibilities of Training Team

- 4.2.1 The Training Team is responsible for ensuring they provide the GP Registrar advice in line with the NTGPE and AGPT transfer policies.
- 4.2.2 To inform the GP Registrar of the transfer process.
- 4.2.3 To provide administrative assistance to all those involved in processing the application for transfer and providing information for decision making.
- 4.2.4 To inform the GP Registrar of the appeals process.

5.0 Related Policies and Forms

5.1 AGPT Transfer Policy 2016

<http://www.gpet.com.au/About-Us/Policies/AGPT-Policies-in-effect-1-January-2016>

5.2 AGPT Transfer Application between RTOs (Form TA2)

<http://www.gpet.com.au/About-Us/Policies/AGPT-Policies-in-effect-1-January-2016>

5.3 AGPT Transfer Application Rural to General (Form TA1)

<http://www.gpet.com.au/About-Us/Policies/AGPT-Policies-in-effect-1-January-2016>

5.4 NTPGE EDU003 Education and Training Complaints and Appeals Policy

[EDU003 Education and Training Complaints and Appeals Policy](#)

6.0 Attachments

Attachment 1 – FOREDU006 Flowchart NTGPE GP Registrar Requesting Transfer to Another RTO

Attachment 2 – FOREDU007 Flowchart GP Registrar Requesting Transfer to NTGPE

Procedure

1.0 Procedure - NTGPE GP Registrar requesting transfer to another RTO

- 1.1 NTGPE GP Registrars considering an application for transfer out of NTGPE should first read the [AGPT Transfer Policy 2016](#) to confirm if they meet the criteria for transfer under the available categories.
- 1.2 In general, GP Registrars are expected to complete their training with NTGPE in the pathway into which they initially enrolled. Transfer to another RTO or to another pathway within NTGPE is not guaranteed. Transfer to another RTO requires approval by the home and receiving RTO's CEOs. Transfer between pathways must be approved by the home RTO CEO and DoH.
- 1.3 A GP Registrar considering a transfer between RTOs must meet with their Training Team to discuss reasons for transfer, with reference to AGPT and NTGPE Transfer Policies and discuss training needs/plans prior to submitting their request.
- 1.4 The Training Team writes a brief on discussions with the GP Registrar for consideration by the DoT and CEO when reviewing the GP Registrar transfer request.
- 1.5 GP Registrar after discussion with their Training Team submits the application for transfer (Form TA2 on the [AGPT website](#)) with any supporting documentation to the GP Registrar PM via registar@ntgpe.org.
- 1.6 GP Registrar PM provides the following to the DoT for consideration of when reviewing the request to transfer:
 - Transfer Application;
 - GP Registrar Training Profile;
 - ECTV Status;
 - myGPcommunity results;
 - Exam/assessment status and plan; and
 - Training Team recommendation re the transfer.
- 1.7 DoT will review the paperwork and schedule a meeting to discuss with the GP Registrar.
- 1.8 DoT will provide a recommendation within 14 days of the initial request from GP Registrar provided all information is supplied.
- 1.9 If recommendation has been provided by NTGPE DoT, they will contact the DoT at receiving RTO to discuss the GP Registrars training history and progress. Only after support for the transfer is confirmed, the GP Registrar can then contact the receiving RTO.
- 1.10 Paperwork for transfer is then forwarded to NTGPE's CEO for final approval.
- 1.11 Once approved by the NTGPE CEO, the GP Registrar Support Team is to process the transfer application to the receiving RTO for approval by their CEO.
- 1.12 In preparation for final confirmation, the GP Registrar is to arrange a final Training Team meeting prior to the transfer to confirm current training profile is correct.

1.13 GP Registrar Support Team to provide receiving RTO with the following documentation from GP Registrar's file:

- ECTV reports;
- Training Team reports;
- GP Supervisor feedback;
- Course certificates;
- Academic Post Application and reports (if applicable);
- Extended Skills post Application and reports (if applicable); and
- Remediation Plan and reports (if applicable).

1.14 The final approval is subject to a reasonable the 'Transfer of Funds Agreement' proposed by the receiving RTO.

1.15 Where approval is not provided the GP Registrar may appeal as per [NTGPE's EDU003 Education and Training Complaints and Appeals Policy](#).

2.0 Procedure – GP Registrar requesting transfer into NTGPE

2.1 Prior to applying for transfer into NTGPE, the GP Registrar should first read the [AGPT Transfer Policy 2016](#) to confirm if they meet the criteria for transfer under the available categories and should also make themselves aware of their home RTO Transfer Policy.

2.2 GP Registrars are required to contact their home RTO to seek permission to transfer to NTGPE. Temporary transfers will be considered for 12 months or less, transfers longer than this period will be considered as a permanent transfer.

2.3 GP Registrars should only contact NTGPE after a recommendation for transfer has been provided by the DoT at their home RTO. Transfers into NTGPE require final approval of the GP Registrars home RTO CEO and NTGPE's CEO.

2.4 The GP Registrar is required to contact NTGPE GP Registrar PM to discuss transfer plans and current training status:

- Type of transfer (permanent or temporary);
- Period of transfer;
- End point qualification;
- Training term they will be in at time of transfer;
- Plan for training i.e. location / clinic;
- Provide copy of current Registrar profile and CV;
- Exam/assessment plan; and
- Transfer application.

2.5 GP Registrar PM prepares Transfer of Funds Agreement after discussion with GP Registrar where applicable.

2.6 GP Registrar PM provides DoT with above information for consideration when reviewing GP Registrar request to transfer to NTGPE.

2.7 NTGPE DoT then contacts the DoT at GP Registrars home RTO to discuss the GP Registrars training history, progress and Transfer of Funds Agreement.

2.8 DoT will provide a recommendation within 14 days of the initial request from GP Registrar, provided all information is supplied in a timely manner.

- 2.9 If verbal approval is provided by home RTO DoT and NTGPE DoT, paperwork for transfer is then forwarded to NTGPEs CEO for approval.
- 2.10 GP Registrar Support Team to process the transfer paperwork to DoH (AGPTReporting@health.gov.au)
- 2.11 GP Registrar PM finalises Transfer of Funds Agreement, signed by NTGPE CEO and sent to home RTO DoT.
- 2.12 GP Registrar PM and DoT to discuss allocation of Training Team and attendance at Orientation.
- 2.13 GP Registrar Support Team to request copy of GP Registrars file from home RTO.

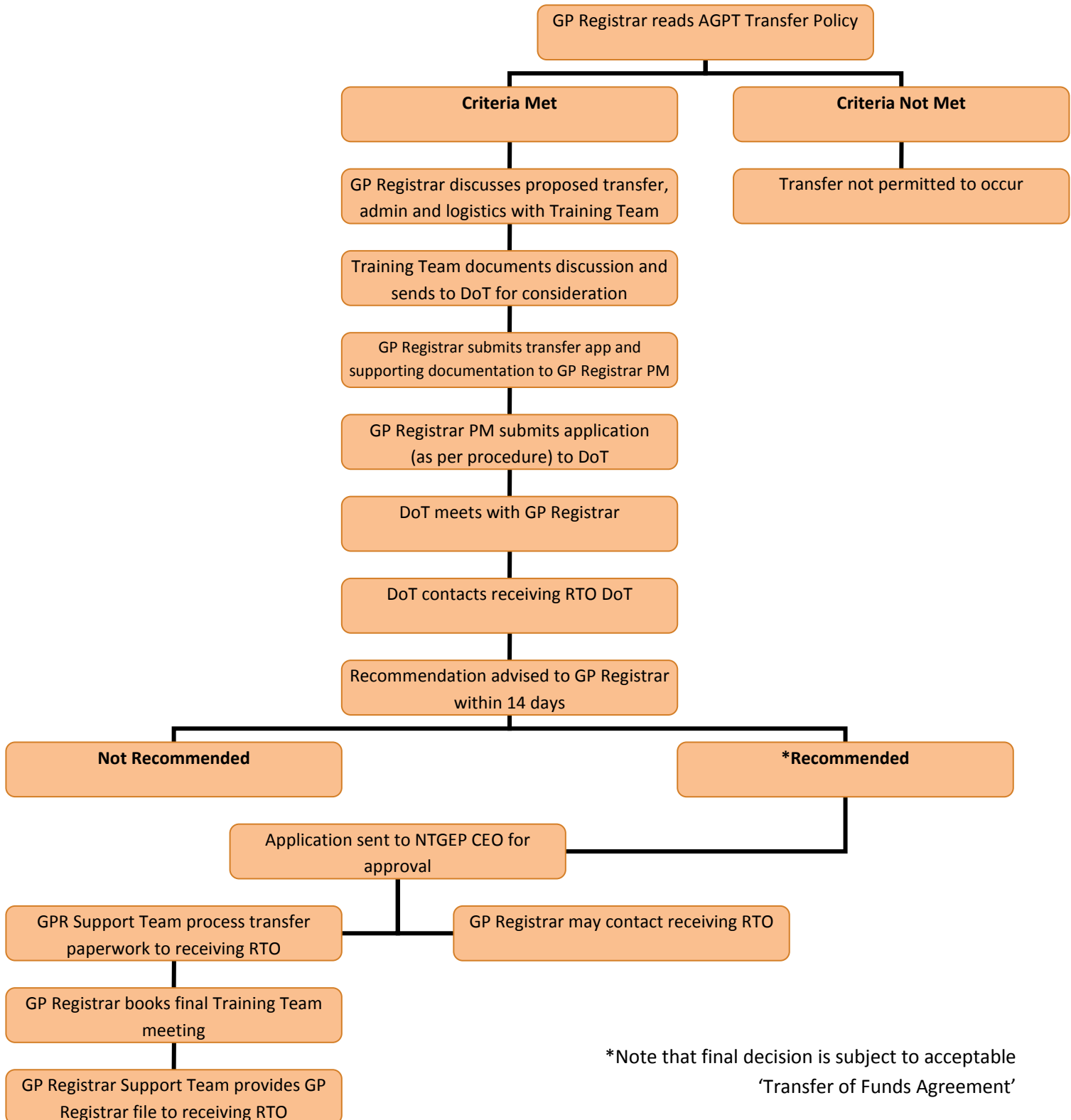
3.0 Transfers Between Pathways

- 3.1 GP Registrars wishing to transfer pathways should make themselves familiar with [AGPT Transfer Policy 2016](#).
- 3.2 GP Registrars on the general pathway of the AGPT Program do not require a transfer in order to train in an ASGC-RA 2-5 location. The general pathway includes ASGC-RA 1-5 locations.
- 3.3 A GP Registrar considering a transfer between pathways must meet with their Training Team to discuss reasons for transfer, with reference to AGPT and NTGPE Transfer Policies and discuss training needs/plans prior to submitting their request.
- 3.4 The Training Team writes a brief on discussions with the GP Registrar for consideration by the DoT and CEO when reviewing the GP Registrar transfer request.
- 3.5 DoT will review the paperwork and schedule a meeting to discuss with the GP Registrar.
- 3.6 DoT will provide a recommendation within 14 days of the initial request from GP Registrar provided all information is supplied in a timely manner.
- 3.7 GP Registrar after discussion with their Training Team submits the application for pathway transfer (Form TA1 on the [AGPT website](#)) with any supporting documentation to the GP Registrar PM via registar@ntgpe.org.
- 3.8 Applications for transfer of pathway require NTGPE's CEO recommendation and submitted to the DoH for final approval.
- 3.9 GP Registrar Support Team to process the transfer paperwork to DoH for final approval. (AGPTReporting@health.gov.au)

4.0 Non Compliance

- 4.1 Non-compliance is constituted where a GP Registrar makes an unsanctioned application to a receiving RTO before discussing with their home RTO.
- 4.2 In the event of a non-sanctioned application by a GP Registrar the receiving RTO will not consider the application further until the correct processes have met.

NTGPE GP Registrar Requesting transfer to another RTO



*Note that final decision is subject to acceptable 'Transfer of Funds Agreement'

GP Registrar Requesting Transfer to NTGPE

