

TR 007 Registrar Placement Policy and Procedure

1. Purpose

To facilitate the placement of registrars to practices in a transparent and equitable way, which considers the registrars' training requirements and preferences and the practices' training capacity and preferences.

2. Scope

This policy and procedure applies to all registrars and practices participating in the placement process. Registrars and practices must participate in the process for a placement to be approved by MCCC.

3. Definitions

Please refer to MCCC [TO 004 Acronyms Abbreviations and Definitions](#) Resource Document for a list of acronyms, abbreviations, and definitions used throughout this document.

4. Principles

1. There are two Registrar placement process held each year, the main placement process that occurs in September and a smaller placement process that happens in April/May.

The main placement process: To place registrar for the following year, February to January. This applies to newly selected Registrars and Registrars whose provider number will have expired for this period.

The Placement process usually covers a 12-month period. Typically, either two 6-month placements or 12-month placement dependent on practice and registrar availability.

Exclusions may include:

- Registrars returning from Maternity leave to complete their placement.
- Registrars undertaking Extension Terms. These registrars may however elect to participate, should they require a new practice to undertake this term.

Extension Awaiting Fellowship: As per the [AGPT Extension of Training Time Policy](#) registrars must work in an accredited practice during their extension time to access provider numbers. Registrars will generally sign on for the semester and MCCC see that it would be professionally appropriate to complete the terms of their agreement. A registrar can opt **not to** practice during this time, utilizing unused leave or leave without pay.

A smaller placement process: may be undertaken in the following year, to place registrars who:

- Received their training offer in AGPT's second intake
- Are unmatched for a semester
- Are returning from an Extended Skills post
- Experience unforeseen circumstances

2. Placement is a complex process that must consider the needs and requirements of the practice, supervisors, registrars (both socially and educationally), the Australian General Practice Training (APGT) program, the Department of Health (the Department), the Royal Australian College of General Practitioners (RACGP) and the Australian College of Rural and Remote Medicine (ACRRM).
3. Through the accreditation and/or re-accreditation process practices will be informed of the level/s of registrar/s suitable to train in their post.
4. All practices will be expected to train registrars from each of the experience levels (as indicated in 4.2) for at least 12 months over the 3-year accreditation cycle. Please refer to [ED 022 Training Post and Supervisor Accreditation Procedure: New Training Post \(including Extended Skills Posts\)](#).
5. Under this policy direct approaches or agreements cannot be made between a registrar and practice. The final placement is the decision of MCCC with consideration given to both parties' preferences, capacity issues and any other issues that are relevant to the placement.
6. Registrars and practices should not make private arrangements for a placement as MCCC will not uphold these agreements.
7. It is in the Registrars **best interest to attend all shortlisted interviews** and **MUST NOT** submit their preferences until **all their interviews are completed**.

The process is designed to enable you to engage with a variety of practices and understand what each has to offer.

MCCC experience shows that even a very positive encounter with a practice, may not result in the anticipated placement. Having options is very important in this process.

Placements are completed, by MCCC, and take into account many factors. Ensuring you have more than one option is **strongly recommended**.

No placements will be allocated until the **end of the placement** period regardless when the submission comes in.

8. Placing registrars in practices is intended to:
 - Support each registrar's identified training needs e.g. Consolidation of Skills, Rural Generalist and ACRRM requirements and additional training support.
 - Maximise registrar and practice choice.
 - Ensure equitable distribution of registrars to training practices within each region.
 - Expose registrars to a variety of practices.
 - Encourage registrars to take advantage of the more rural and remote practices within the MCCC regions.
 - Assist in building a sustainable primary healthcare team within the MCCC footprint especially in areas of higher workforce need.
9. A practice must be able to provide sufficient supervision for the number of registrars in training.
10. A registrar or practice may withdraw during the placement process however must inform MCCC and the other involved parties as soon as practicable.

11. Once the placement has closed and MCCC emails out the placement outcome, the placement is considered binding. This is not reliant on a contract between registrar and practice being in place.
12. If for any reason a registrar or practice wishes not to continue with the placement they have been allocated by MCCC, the withdrawing party will not receive a placement by MCCC for that same term or advertised vacancy.
13. With consideration to fatigue management and registrar well-being, registrars on the rural pathway are expected to reside within sixty (60) minutes' travel time from the practice in which they are placed. Attempting to reside further away than this while training in the rural pathway is detrimental to training and potentially hazardous.
14. Registrars are required by AGPT to train full time unless otherwise pre-approved. Please refer to TR0003 Training Obligation Policy.
15. MCCC will implement strategies to ensure that registrars with specific needs and requiring particular opportunities are placed accordingly.

5. Registrar Placement regulations

1. Registrars with identified specific training requirements will be placed in practices that can provide this training e.g. Consolidation of Skills training, Rural Generalist training and identified training support. This regulation supersedes all other placement regulations.
2. Initial allocation limit is up to two registrars per practice. Once all practices are filled with at least one registrar, additional allocations can be made immediately.
3. There is a restriction on the number of highly desirable (HD) ratings a registrar and practice can allocate
 - 1 x HD rating per registrar and 2 x HD ratings per practice.
 - There is no limit on the number of Desirable ratings.
4. The practice Highly Desirable (HD) ratings can only be used as follows:
 - one HD per 6-month term x 2 (2 registrars in total)
 - one HD per level GPT1/2 or GPT 3/4 for a 12-month term (2 registrars in total)
5. Allocation of registrars

1. HD Practice to HD Registrar	Maximum of 2; either 1 per GPT1/2 or GPT3/4 or one per semester
2. HD Practice to D Registrar	To ensure all practices receive at least one registrar.
Additional allocations can then occur immediately allocated, as follows:	
3. HD Registrar to D Practice	To fill all vacancies
4. D Registrar to D Practice	To fill all vacancies

MCCC encourages registrars and practices to be considerate of their peers and other training practices and to follow these regulations during the placement process.

IMPORTANT:

- a. Registrars and practices **must not discuss how they intend to preference each other.**

If you are asked to commit to or disclose your preference; please refrain and advise MCCC of this request.

- b. Registrars and practices not abiding by this condition are at danger of being **withdrawn from the placement process**.
6. A registrar who decides to withdraw from the placement process during the placement period must advise all practices they have interviewed or have booked to interview at, and MCCC of their intended withdrawal.
7. A practice that decides to withdraw from the placement process during the placement period must advise all registrars they have interviewed or have booked to interview and MCCC of their intended withdrawal.
8. Registrars **must complete all** scheduled interviews before submitting their preferences.
9. Registrars should plan for face-to-face interviews as the preferred mode for interviewing.
10. Registrars not wishing to commence on full time FTE training, must have their variation of hours pre-approved by MCCC. Please refer to the part time application procedure within the [TR 003 Training Obligation Policy](#)
11. Registrars must advise the practice of the time fraction they intend to work and any upcoming leave at the time of interview.
12. Supervisors must inform registrars of any upcoming leave and/or changes to supervision at the time of interview.
13. Registrars should take into consideration the College/s requirements when choosing practices to apply to.
 - a. ACRRM registrars should ensure they apply to practices that can give the rural and remote experience specified by the College. It is an expectation that registrars will live and work for a minimum of 12 months where placed.
 - b. RACGP registrars will need to consider meeting the diversity of practice requirement (all RACGP registrars), and the outer metro requirement for general pathway registrars.
 - c. Rural Generalist registrars **will be expected to train** in practices that provide them with a remote experience that will give them the fullness of the training experience required for this pathway.
14. All practices must meet the NTCER requirements.
15. MCCC suggest both registrar and practice discuss the particular requirements of the position e.g. after-hours work, on-call, anticipated leave etc.



Registrars please note:

Many locations will be popular due to a range of factors, including their geographic location and usually have large numbers of registrars apply.

Registrars should not base all their preferences only in one geographic area. Registrars should ensure that they have several options available to them to maximise their chances of being placed.

Providing narrow options may result in being unplaced in the first round of placements, with fewer options available in subsequent rounds. Always have an alternate plan.

Related documents or websites

MCCC documents

Appendix 1 – Registrar and Practice timelines for 2019

[TR 003 Training Obligation Policy](#)

[TR 012 Metro West Outer Metro training requirements and restrictions Policy](#)

[TR 002 Diversity and Training experience](#)

[TR 019 Operational Procedure for pre-existing personal relationships](#)

[TR 020 Therapeutic Relationships Policy](#)

[ED 022 Training Post Supervisor Accreditation Procedure: new training post](#)

[TR 003 Training Obligation Policy](#)

[TR 012 Metro West Outer Metro training requirements and restrictions Policy](#)

[TR 002 Diversity and Training experience](#)

[TR 019 Operational Procedure for pre-existing personal relationships](#)

External organisation documents

[AGPT Rural Generalist Policy 2019](#)

[ACRRM Fellowship Training](#)

[National Terms and Conditions for the Employment of Registrars \(NTCER\)](#)

8. Document History

Version	Summary of changes
2.0	Second version
3.0	Change wording from Practice Match to Placement and update
4.0	Update with Rural Generalist requirements and special needs placements

9. Appendix 1

