



TR 009 Registrar Selection Procedure

1. Purpose

Entry into the Australian General Practice Training (AGPT) program is a competitive, multi-phased, transparent and merit-based selection process.

Murray City Country Coast GP Training (MCCC) ensures the selection process stands up to the scrutiny of external regulators in respect of human rights and anti-discrimination. Specifically, the process is:

- Procedurally fair.
- Transparent and defensible.
- Non-discriminatory.
- Free of bias.

The Selection process for the AGPT program consists of three stages:

Stage 1: Application and eligibility.

Stage 2: College assessment.

Stage 3: Regional Training Organisation (RTO) and training region placement.

Further information about the selection process can be found in the AGPT Applicant Guide.

2. Scope

This procedure applies to all RACGP applicants for selection into the AGPT program with MCCC, as ACRRM administer their own interview process with support from MCCC interviewers. Details of ACRRM's process and timeline are available on their website and are not detailed in this procedure.

RACGP's website and selection documentation describes the first two stages of selection of Candidates.

This procedure refers only to Stage 3: RTO and training region placement.

3. Procedure

Stage 3: RTO Selection and placement offers

1. MCCC coordinates the interview process on behalf of the RACGP. MCCC provides information about the Selection process via the MCCC website.
2. RACGP inform MCCC of the names of candidates at a designated time. Candidates who have been shortlisted for interview will receive an email requesting the following:
 - i. booking their interview time: this will be on a first in basis. A booking confirmation email will be generated automatically to the candidate.
 - ii. completion of an Application to Train with MCCC via a Survey Monkey.
 - iii. a request to complete the Hospital Experience Assessment via MCCC's online portal.
 - iv. If interviews are being held virtually, a confidentiality form.



3. There are designated day/s available for interview and all candidates must be available during these date/s. The numbers of days available may change depending on the format of the interview. If a candidate cannot attend, they will need to re-apply to the AGPT program the following year.
4. The interviews for RACGP can be Multiple Mini Interviews (MMI) or Panel interviews. The type will be determined each intake.
5. Interviews may be offered in person or virtually which will be determined and specified each intake.
6. MCCC will select and offer candidates a training place in the AGPT program on the basis of the following in descending order:
 - a. Their interview score
 - b. Interviewers' feedback.
 - b) The CAAKT score(if available) .
 - c) Rural intent (it a rural placement and other criteria have not differentiated the candidates)

AGPT Matched Shortlist Places will be offered to Aboriginal and Torres Strait Islander candidates who have requested priority shortlisting. As with rural Australian Defence Force (ADF) candidates, these candidates will be automatically shortlisted to their preferred region.

Being accepted into the AGPT program does not automatically guarantee a GP term placement.

Candidates accepted during the second intake may find difficulty in being placed in a practice and receiving a provider number for the first semester of the following year. MCCC's mid-year placement process may enable placement during the second semester of that year.

Region distribution process

Additional information will be sought via the Application to Train with MCCC to assist MCCC distribute successful candidates to regions

1. Shortlisted candidates will be asked to preference their desired training locations, through the Application to Train with MCCC questionnaire.
 - a. Rural pathway candidates, this will be in one of following regions: North East, North West or South West.
 - b. General pathway candidates, this will be in either the Metro West (Western side of Melbourne) or South West (Geelong only) regions.
2. A list of available training locations can be found on MCCC's website, under the Registrars tab in 'Where you can train'.
3. If successful following the interview stage, MCCC will take the candidates' preferences into consideration when undertaking the process to allocate each candidate to a region.
4. The allocations will be based upon the interview score and their genuine commitment to the region and the number of places available in each region, until a region is full.
5. Registrars are placed in their region of preference utilising the following criteria:



- a) Interview score
- b) Rural intent
- c) Their links with the region of preference

The number able to be given their first preference will depend upon:

- a) The number of registrars requesting that region
- b) The number of places available in the region.

The intent is always to fill the placements in each region with those who chose it as their first choice

Hospital Experience Assessment

1. All candidates should obtain from their Hospital/s or Workforce Manager Statement of Service they will be asked to provide. This information is needed for one of three reasons
 - a. To assess if you are considered "practice ready to commence in General Practice.
 - b. To assess registrars undertaking Extended or Advanced Skills as they need to be practice ready to do so.
 - c. To provide registrars continuing in the hospital setting the following year, with an outline of future requirements to ensure they are practice ready by either the second semester or first semester the following year.
2. The required information is to be entered and uploaded into the MCCC Hospital Experience Assessment portal located on the MCCC website. Ensure you have your Statements of Service, as detailed below before beginning the online process.

All candidates should obtain from their Hospital/s or Workforce Manager Statement of Service. Request these as early as possible as they can take up to 8 weeks to obtain.

3. Statements of service - these are letters from the hospital providing dates, duration and disciplines completed.

- a. The statement will need to cover all the required core rotations and breadth of experience requirement for RACGP. ACRRM candidates will be asked to provide their details via a separate format.
- b. Candidates requiring more hospital training may require one statement showing rotations you have completed and another indicating rotations you are yet to undertake but are rostered to complete prior to commencing training.
- c. Australian trained candidates will require evidence of 52 weeks (full time equivalent) of hospital time since full general registration and overseas trained candidates must have two years of Australian/New Zealand hospital training.

Offers of Training

1. Once the preferences are allocated, offers of training will then be sent out to all candidates.



2. The offer will indicate the region the candidate has been allocated to. If a candidate does not wish to accept the offer for the particular region, the candidate can decline the offer of training. Any candidate grievances regarding their region allocated will be reviewed by the MCCC CEO (or their delegate), however the principles outlined in this policy continue to apply in that review. In the event the candidate does not wish to accept the offer the candidate will need to contact the relevant College/s, with a view to participating in any further intakes.
3. Should a candidate not be successful and does not receive an offer of training, they may be invited by MCCC to participate in any subsequent intakes or interview rounds for any unfilled positions.
4. Should a candidate decline an offer of training, they may reapply to another pathway with MCCC.

4. Related documents or websites

MCCC documents

[MCCC website - Where you can train](#)

External organisation documents

[RACGP information](#)

[ACRRM information](#)



5. Document History

Version	Summary of changes
1.0	First version
2.0	2018 updates
3.0	Third version
4.0	Amended to changes to Selection in 2020