

ED 009 Dual Practice Part Time Training Placements Guidance Document

1. Purpose

This is a guidance document for registrars wishing to undertake training in two practices concurrently. Its purpose is to ensure that both registrars and training posts undertaking such arrangements can anticipate and address in advance any potential issues which may arise.

This document is applicable to all MCCC regions, however it has particular implications for AGPT General Pathway where registrars are required to comply with the AGPT Training Outer Metro Obligations Policy.

2. Scope

This policy is applicable to registrars and supervisors in MCCC training practices. Registrars, supervisors and medical educators should ensure that they are familiar with the MCCC Professional Behaviours Policy (TR 022) and comply with Fair Work legislation when considering dual practice placements.

3. Definitions

The following definitions apply to this document:

Outer metropolitan practice: A practice located in an outer metropolitan area as defined by Department of Health (www.doctorconnect.gov.au).

Inner metropolitan practice: A practice which does not comply with the definition of an outer metropolitan practice as above.

4. Principles

All part time placements must comply with the RACGP Vocational Training Pathway – Requirements for Fellowship Policy (November 2018) which defines the minimum number of hours a registrar must work to be eligible for Fellowship. This stipulates part time training as a minimum 10.5 hrs face to face, rostered, patient consultation time undertaken over a minimum of two days within a 14.5hr working week.

For ACCRM registrars –part time training must be based on an agreed minimum proportion of the equivalent full-time training position. Part time training which is less than 50% of full time is not encouraged.



5. Procedure

Where a registrar wishes to work part time concurrently in two practices:

1. In general, MCCC will only permit registrars at GPT/PRRT - 3/4 level to work part time concurrently in two practices.
2. Registrars who sign a contract to work full time in a practice and subsequently wish to change to part time need to inform the practice of their request and receive MCCC approval from the RHE twenty (20) business days prior to commencement of the placement, unless urgent circumstances intervene. The practice has a right to decline the request on grounds of workforce requirements and in compliance with Fairwork Australia (<https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/minimum-workplace-entitlements/requests-for-flexible-working-arrangements>)
4. Registrars who wish to change from full time to part time hours need to have extenuating circumstances for this to be approved (e.g. health issues, childcare arrangements, family issues or other unforeseen matters - these should be discussed with the RHE).
5. Where a registrar reduces from full time to part time work, the part time hours to be worked must be mutually agreeable to all parties. If a registrar then wishes to return to full-time work hours, where applicable, this should be with the original practice in which the registrar was placed.
6. If a registrar has commenced contracted full-time work and subsequently reduces to part time work and then wishes to undertake work concurrently at another practice, approval must be obtained from both practices and the MCCC RHE twenty (20) business days before this can proceed.
7. It is advisable that registrars making applications for more than one part time position disclose to both practices of their intention to seek part time training positions concurrently. This is to ensure that arrangements are in place to facilitate the registrar's day to day transition and working hours between the two practices.
8. Where a registrar proceeds with a change in training hours/arrangements as outlined above, the employment contract must reflect this.
9. Registrars who change work hours must submit to MCCC TRF 0017A Variation of Training Time Application twenty (20) business days prior to the anticipated commencement of the placement.
10. Except in extenuating circumstances, only one change of registrar working arrangements is permitted per training term.

Where a registrar is already working in an approved part time arrangement concurrently in two practices:

1. Registrars should generally work full days in each practice and not split the day working across both practices. Split days may carry implications for patient care with unforeseen issues arising in either practice affecting the registrar's work in the other practice.
2. Registrars cannot expect to change working hours in either practice where this may affect the hours in the second practice, without clear agreement from all parties.
3. Registrars need to take into consideration that it may not be possible to take leave from both practices at the same time or to make demands about weekend work hours because of this arrangement.
4. Where a registrar is working part time in two practices and needs to return to full time employment, this must be undertaken in their original practice where the registrar was placed in the first instance, where applicable. If this is not possible, this return to full time work can be undertaken in another practice. The registrar must submit to MCCC TRF 0017A Variation of Training Time Application twenty (20) business days prior to the anticipated commencement of the placement.

Guidance for training practices:

1. Training practices offering full time positions only, need to inform registrars of this at interview and state in their contract that a change to part time is not possible because of practice work force demands.
2. Full time training positions advertised on the practice website should be clear that the position is full time only and not available to applicants seeking part time work, unless the practice has the capacity to accommodate this.

6. Teaching Requirements:

GPT3/PRRT3 registrars require at least 45 minutes of protected face to face teaching per week. Registrars and practices undertaking dual practice arrangements need to ensure that this requirement is met. Agreed teaching arrangements should be clearly documented in employment contracts prior to commencement. In general, registrars and practices undertaking a 50/50 split dual practice placement will alternate their teaching weeks. Variations to dual practice placement fractions and teaching arrangements should be discussed with the RHE and agreed to by all parties prior to approval of placements.

Please refer to the MCCC Registrar Agreement for teaching payment information.



7. Related documents or websites

MCCC documents

[Variation of Training Time Application.](#) (TRF 017a)
[MCCC Professional Behaviours Policy](#) (TR 022)
MCCC Registrar Agreement (Provided to each Registrar)

External organisation documents

[AGPT Training Obligations Policy](#)
Doctor Connect www.doctorconnect.gov.au
[RACGP Vocational Training Pathway – Requirements for Fellowship Policy](#) - November 2018

Legislation

Fair Work Australia www.fairwork.gov.au
Requests for flexible working arrangements <https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/minimum-workplace-entitlements/requests-for-flexible-working-arrangements>

7. Document History

Version	Summary of changes
1.0	First version