



# ED 012 Out-of-Practice Education Attendance Policy and Procedure.

## 1. Purpose

All components of the out-of-practice education program are compulsory.

The out-of-practice education program at MCCC GP training comprises:

- face to face learning (workshops);
- synchronous online learning (webinars); and
- asynchronous online learning (core eLearning activities, done in the registrar's own time).

This policy outlines the principles supporting this and the procedure to be followed when a registrar is unable to meet the requirement.

## 2. Scope

This policy is applicable to all registrars in their GP training terms 1-3, with Murray City Country Coast GP Training (MCCC).

## 3. Definitions

**Unforeseen or extenuating circumstances:** In this instance, this refers to personal or sick leave, carers leave, or bereavement leave.

Please refer to MCCC TO004: MCCC Acronyms, Abbreviations, and Definitions Resource Document for a list of acronyms, abbreviations, and definitions used throughout this document.

## 4. Principles

Attendance at all scheduled MCCC workshops and webinars, as well as the completion of all core eLearning activities, is a mandatory educational requirement and a pre-requisite for eligibility to sit college exams.

MCCC runs an intensive 12-month out of practice education program and all registrars are required to complete the program during the first 12 months of their training (this includes registrars whose practice hours are on a part time basis).

1. The components of the MCCC's out-of-practice education program are explicitly linked, and together they create each learning program. Workshops, webinars and the core eLearning activities together, provide a meaningful and relevant learning narrative.
2. The design of the out-of-practice education program ensures that face to face learning activities (both at workshops and at webinars):
  - a. address topics not easily taught in a general practice setting';
  - b. allow registrars to practice specific procedural skills in a safe environment;
  - c. deliver information on priority health areas and other relevant clinical and non-clinical topics; provide the opportunity for registrars to learn with peers at the same stage of training; and provide an opportunity for peer-to-peer teaching.



3. The dates of the mandatory education program are available to all required registrars on MeL via their login. They are also emailed to each registrar and practice managers.

It is essential that registrars diarise these dates to ensure their availability and plan their annual leave and other commitments around these activities.

4. Workshops and webinars are held during in working hours.
5. Registrars are to be released from their practices to attend all workshops and webinars.
6. Non-compulsory workshops such as pre-exam workshops, are to be undertaken in the registrar's own time. Release from the practice will need to be negotiated. This may mean the use of annual leave or leave without pay, if allowed by the practice.

## 5. Procedure for non-attendance at mandatory workshops and webinars due to extenuating circumstances

1. Registrars who are unable to attend a workshop or webinar, due to unforeseen and extenuating circumstances must notify their regional Education and Program Support Officer (EPSO) as far in advance of the event as possible.
2. Registrars must also provide appropriate certification/documentation for non-attendance to the Regional Head of Education (RHE) in their region. These must be provided within a week of the missed workshop or webinar.
3. Registrars may be responsible for unrecoverable costs related to their non-attendance, e.g. accommodation expenses.
4. The registrar must then contact the RHE of their region within fourteen (14) days to discuss follow up education activities.
5. The RHE or delegate will identify appropriate alternative activities for the missed workshop/webinar.
6. The alternative activities will be completed by the registrar within the identified time frame, in the registrar's own time.
7. If the alternative activity requires attendance at a workshop or webinar facilitated in a following 12-month period, registrars will need to negotiate directly with their practice regarding release.
8. Evidence of satisfactory completion of these alternative activities must be submitted to the RHE or delegate for recording in the appropriate data base.
9. Failure to complete mandatory education activities or appropriate alternatives may result in an inability to sit the exam.

## 6. Related documents or websites

### MCCC documents

[ED 013 Financial Support and Safety for Out-of-Practice Events \(Registrars and Supervisors\)](#)

[Appeals](#)

### External organisation documents

[ACRRM training requirements](#)



[RACGP training standards](#)

## 7. Document History

Version	Summary of changes
1.0	First version
2.0	Changes to emergency skills alternatives
3.0	Reference to 12-month education program

**Replacement activities for missed out-of-practice education**

The following are alternate activities that may be undertaken following discussion with your RHE.

Please note these are examples only.

**Emergency Skills requirement**

Registrars providing services to small rural hospitals, are required to undertake a REST course in GPT1/PRRT1, these are offered in various regions. For emergency skills the only the only alternatives are:

- a. A REST course in another region, if available

**or**

- b. A course run not through MCCC, in this instance the related cost would be the responsibility of the registrar.

All other registrars are required to undertake a one-day ALS course in their own time. This alternative should be undertaken in GPT1/PRRT1. MW will now run 2 ALS days per year, registrars can attend the second ALS session in the second half of the year.

**Aboriginal and Torres Strait Islander health**

The alternative activity must meet the RACGP/ACRRM requirements. To meet these requirements the registrar must either:

- a. Attend an MCCC Aboriginal and Torres Strait Islander Health workshop on another date.
- b. Undertake an alternative activity approved by the Aboriginal Health Manager/Cultural Educator, the lead Aboriginal and Torres Strait Islander portfolio Medical Educator (ME), and the RHE.

**For other workshops and webinars, alternative activities may include any combination of:**

- a. Undertaking an appropriate online activity on MeL.
- b. Undertaking another appropriate online activity.
- c. Attendance at another MCCC workshop or webinar.
- d. Undertaking appropriate research and presenting to peers
- e. An individual learning projects.