

TR 007 Registrar Placement Policy and Procedure

1. Purpose

To facilitate the placement of registrars to practices, in a transparent and equitable way. Whilst addressing community need and considering the registrars' career goals and training requirements.

2. Scope

This policy applies to registrars enrolled in the Australian General Practice Training (AGPT) program with Murray City County Coast GP Training (MCCC).

Nothing in this policy negates any other obligations placed on a registrar, specific requirements of the Royal Australian College of General Practitioners (RACGP) and the Australian College of Rural and Remote Medicine (ACRRM) or requirements of the AGPT Rural Generalist Policy.

Registrars and practices must participate in the process for a placement to be approved by MCCC.

3. Definitions

Please refer to TO 004 Acronyms Abbreviations and Definitions resource document for a list of acronyms, abbreviations, and definitions used throughout this document.

The College abbreviations GPT PRRT and CGT are referred to collectively within as Training Term (TT). E.g. Training Term 1 (TT1) has been replaced with GPT/PRRT1, Training Term 2 (TT2) has been replaced with GPT/PRRT 2, Training Term 3 (TT3) has been replaced with GPT/PRRT3, Training Term 4 (TT4) has been replaced with GPT/PRRT4.

4. Principles

Placement is a complex process that must consider the needs and requirements of communities, practices, supervisors and registrars training needs. As well as obligations and requirements of the AGPT program, the Department of Health (the Department), RACGP and ACRRM.

Placing registrars in practices is intended to:

1. assist in building a sustainable primary healthcare team within the MCCC footprint especially in areas of higher workforce need
2. encourage registrars to take advantage of the experience offered by more rural and remote practices
3. support each registrar's identified training needs e.g. Rural Generalist (RG Pathways), RG Consolidation of Skills, College requirements and general pathway obligations
4. ensure equitable distribution of registrars to training practices
5. ensure transparency of process, and,
6. expose registrars to a variety of practices

Registrars are required by AGPT to train full time unless otherwise pre-approved a minimum of 20 days prior to placement.



MCCC will implement strategies to ensure that registrars with specific needs and requiring particular opportunities are placed accordingly.

MCCC will take into consideration the Registrar's college/s requirements when approving the practices registrars may apply to.

5. Pathway specific requirements

RACGP General Pathway registrars

General Pathway registrars are predominately placed in MMM1 locations being Melbourne or Geelong CBD but also have access to MMM2 - 7 training placements.

General Pathway registrars have an outer-metro or rural obligation.

Outer Metro - Due to the number of outer-metro practices, Metro West registrars are required to train a maximum of 12 month in outer-metro **and** 12 months in inner-metro areas during their training.

Rural locations - General Pathway registrars may however undertake their entire training in MMM2 – 7 locations.

Due to the availability of practices within the Metro West region, MCCC recommends Metro West registrars undertake two six-month placements.

RACGP Rural Pathway registrars

RACGP Rural Pathway registrars must be placed in practices in MMM2 – 7 locations or Priority Distribution Areas.

With consideration to fatigue management and registrar well-being, registrars on the rural pathway are expected to reside within 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 registrar well-being.

It is a requirement that registrars will live and work in the area where placed. RACGP registrars are required to undertake the diversity requirement set by the College.

ACRRM registrars

ACRRM registrars are to apply to practices that will provide them with the environment and training best suited to this pathway.

ACRRM registrars are considered Rural Generalists (RG) and are therefore eligible to apply through the RG placement process, to a defined pathway.

Alternatively, ACRRM registrars are recommended to participate in the Priority Placement process, to provide preferential access to some of the practices that provide the rural and remote context experience as specified by the College.

MCCC strongly advocate for ACRRM registrars to undertake their Community Primary Care in an MMM4 and above locations.

RACGP Rural Generalists

RACGP Rural Generalist registrars will have a separate placement process where they can apply to defined RG pathways or be placed in practices that offer Rural Generalist-Consolidation of their Advanced Skill.

RACGP Rural Generalist registrars are to complete training plans with defined pathways that are advertised and obtained. The registrar is required to train in the post and practices detailed within their designated pathway.

Should a Rural Generalists registrar not be successful in obtaining an advertised training pathway, they may participate in the Priority or Competitive Placement process, to provide access to some of the practices that provide the experience that will give them the fullness of the training experience required for this pathway. These practices are in MMM3 and above locations.

6. Allocation Process

Registrars with identified 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. Community need will also be given precedence. **This regulation supersedes all other placement regulations.**

There is a restriction on the number of highly desirable (HD) ratings a registrar and practice can be allocated:

Registrars:

- 1 x HD rating
- No limit on Desirable (D) ratings

Practices:

- 1 x HD rating per training level for TT1-2 and/or TT3-4* for 12 months (two registrars in total)
- Practices placements for single-semesters (6 months) can preference 1 x HD registrar per term (two registrars for the year)

*Allocations of TT 3-4 registrars will be reviewed by MCCC based on factors such as practice accreditation and availability of registrars.

Practices should remain open to receive applications during the entire initial application period. Registrars are aware they have this nominated time period to apply so closing applications early may disadvantage registrars.

Practices must provide one supervisor for every two registrars to adequately support the teaching and learning requirements. MCCC will not support placement of registrars above this ratio, without exceptional circumstances and pre-approval.

Practices hoping for multiple registrars are better to indicate this capacity with additional TT 1-2 registrars, rather than have an expectation of a TT 3-4 registrar, as the number available can be limited.

Allocations will prioritise community need and training requirements e.g. RG-Consolidation of Skills placements.

Following this, HD Practice to HD Registrars matches and subsequent desirable matches will be allocated.

Allocations are made in the following order:

1. Community or training need

2. HD Practice to HD Registrar
3. HD Practice to D Registrars
4. D Practice to D Registrar.

For equity purposes, once all practices that received a preference are filled with at least one registrar, additional allocations may then be made dependent on registrar numbers.

It is expected that all practices accredited for TT1 registrars will place a TT1 for a minimum of 12 months over a three-year period (this can be 2 x six-month placements).

Additional capacity notified to MCCC during the placement process will not be considered until all existing advertised places have been filled.

7. Conditions pertaining to the Registrar Placement process

1. Under this policy direct approaches or agreements cannot be made between a registrar and practice.
2. Registrars and practices should not attempt to make private arrangements or for a placement as MCCC will **not** approve these agreements.
3. Registrars and practices **must not** discuss how they intend to preference each other. Registrars and practices not abiding by this condition are at danger of being withdrawn from the placement process.
4. MCCC require registrars and practices to be considerate of their peers and other training practices and to follow these regulations during the placement process.
5. Registrars must advise the practice of the time fraction they intend to work and any upcoming leave at the time of interview.
6. Both registrar and practice should discuss the requirements of the position e.g. after-hours work, on-call, anticipated leave etc.
7. 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.
8. Placements in the Competitive Placement phase will not be allocated until the end of the placement period regardless of when the submission comes in.
9. 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 the registrar and practice being in place.

Additional Practice Obligations

1. A practice must be able to provide enough supervision for the number of registrars in training. The ratio being two full-time registrars for every one accredited supervisor.
2. Through the accreditation and/or re-accreditation process practices will be informed of the level/s of registrar/s suitable to train in their practice
3. Practices accredited to train all levels of registrar will be expected to train registrars of lower experience levels for a minimum of one year in every three-year accreditation cycle. Please refer to ED 022 Training Post and Supervisor Accreditation Procedure: New Training Post (including Extended Skills Posts).



4. Higher level registrars will be prioritized to practices whose accreditation level can only support this level due to limited supervision or location restrictions.
5. Supervisors must inform registrars of any upcoming leave and/or changes to supervision at the time of interview.

Additional Registrar obligations

1. Registrars **must complete all** scheduled interviews before submitting their preferences. Failing to attend scheduled interviews is unprofessional and will limit registrars options to be successful in being placed.
2. Registrars must interview with practices to be able to preference them.
3. Registrars must inform practices of any upcoming leave and/or changes to employment at the time of interview.
4. Registrars must provide three genuine practice options to have a valid submission.

8. Withdrawals

During the placement process

A registrar or practice may withdraw **during** the placement process however they must inform MCCC and the other involved parties immediately.

1. The registrar must advise all practices they have interviewed or have booked to interview at, and MCCC of their intended withdrawal.
2. The practice must advise all registrars they have interviewed or have booked to interview and MCCC of their intended withdrawal.

After the placement process

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.

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.

9. Procedure

Please refer to the Registrar Placement Guide and the MCCC website links below for the specifics of the Placement Process, including key dates and actions required.

[Registrar Placement Process – information for registrars](#)

[Registrar Placement Portal for Practices](#)

Practices and registrars will also be provided with information at relevant points via email.

1. Practices will utilise the practice portal to communicate shortlisted registrars and final preferences.
2. Registrars will be emailed a link to enter their preferences at the appropriate time.

10. Related documents or websites

MCCC documents

[Registrar Placement Guide](#)

[TO 004 Acronyms Abbreviations and Definitions](#)

[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](#)

External organisation documents

[AGPT Obligation policy](#)

[AGPT Rural Generalist Policy 2020](#)

[ACRRM Fellowship Training](#)

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