



## 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.

### 4. Policy

Placement is a 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 available, Metro West registrars are required to train a maximum of 12 calendar months in outer-metro

**Rural locations** - General Pathway registrars may however undertake all or some of their 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 being matched to. 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, which provides preferential access to 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 (RG)

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. These practices are in MMM3 and above locations.

## 6. Prior to Allocation Process

### Important Information for Registrars

#### All intakes

MCCC works in partnership with hospitals and expects registrars, who have accepted a hospital position for the following year, to honour that commitment. MCCC will not support registrars reneging on an accepted hospital placement to commence their training in general practice unless there is agreement from the hospital to release the registrar. Evidence must be provided by the registrar from their employer that identifies in writing their agreement to release the registrar.

#### AGPT Second Intake

Most candidates who successfully obtain a place with MCCC in the second AGPT intake, will undertake hospital term for their first year of training. To avoid disappointment of being unable to secure a placement, those GP trainees are strongly encouraged to obtain a hospital placement.

Typically, only limited practice placement vacancies are available for second intake and MCCC's GP Trainee Placement Handbook provides information on possible vacancies at the time of second intake.

Placement into Practice vacancies in second intake will be subject to candidates:

- Securing a Practice Placement in the vacancies available before and submitting to MCCC any Medicare Provider Number information required within required timelines; and
- Not having accepted an offer of employment with a hospital; and
- Submitting and meeting Hospital Experience Assessment requirements within MCCC timelines

## 7. 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 (per placement)
- 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 full time equivalent (FTE) 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.

MCCC will endeavour to match a minimum of one GP Trainee for each suitable practice, until all vacancies are filled.

MCCC is unable to guarantee that this minimum number will be achieved for every practice as factors such as number of GP Trainees, practice and registrar preferences, training requirements and practice restrictions must be considered by MCCC when determining allocation. 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 and suitability of the practice.

It is expected that all practices accredited for TT1 registrars are able to receive at least one TT1 for a minimum of 12 months over a three-year period (this can be 2 x six-month placements).

MCCC is responsible for ensuring GP trainees are placed in a suitable training practice

## 8. Conditions pertaining to the Registrar Placement process

1. Under this policy direct approaches or agreements cannot be made between a registrar and practice. Registrars and practices should not attempt to make private arrangements or for a placement as MCCC will **not** approve these agreements.
2. 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.
3. MCCC require registrars and practices to be considerate of their peers and other training practices and to follow these regulations during the placement process.
4. Registrars must advise the practice of the time fraction they intend to work and any upcoming leave at the time of interview.
5. Both registrar and practice should discuss the requirements of the position e.g. after-hours work, on-call, anticipated leave etc.

6. The final placement is the decision of MCCC with consideration given to both parties' preferences and any other factors that are relevant to the placement. Placements in the Competitive Placement phase will not be allocated until the end of the placement period regardless of when the submission comes in.
7. 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 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. In some circumstances due to limited supervision or location restrictions, some practices are accredited to receive only higher level registrars. In these circumstances placements will be distributed to also factor in these requirements.
4. 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' chances of being allocated to a practice.
2. Registrars must interview with practices in order to preference them.
3. Registrars must inform practices of any upcoming leave and/or changes to hours, or any other employment changes that may impact on registrar training at the time of interview.
4. Registrars must preference a minimum of three genuine practice options for their application to be considered.

## 9. 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 may not receive a placement by MCCC for that same term or advertised vacancy.

## 10. Procedure

Please refer to the MCCC GP Trainee Placement Handbook for the details of the Placement Process, including key dates and actions required.

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

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

## 11. Related documents or websites

### MCCC documents

[MCCC GP Trainee Placement Handbook](#)

[TO 004 Acronyms Abbreviations and Definitions](#)

[TR 026 Boundaries in Therapeutic and Professional Relationship Guidelines](#)

[TR 002 Diversity and Training experience](#)

[ED 022 Training Post and Supervisor Accreditation Procedure New Post](#)

### External organisation documents

[AGPT Obligation policy](#)

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

[ACRRM Fellowship Training Program Handbook](#)

## 12. Document History

Version	Summary of changes
1.0	First version – list major key changes with each version change
2.0	Second version
3.0	Third version
4.0	Fourth version
5.0	Fifth version
6.0	Sixth version
7.0	Seventh version