

WAGPET 

# GP Registrar

Policy Handbook

2022

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# POLICY RATIONALE

Western Australian General Practice Education and Training (WAGPET) is committed to providing a quality, safe training experience for GP registrars training with WAGPET on the Australian General Practice Training (AGPT) program.

Successful training outcomes rely on a partnership between the GP registrar, GP supervisor, training facility and WAGPET, with each parties' contribution being an essential element to the training experience.

The Department of Health (DOH), Australian College of Rural and Remote Medicine (ACRRM) and Royal Australian College of General Practitioners (RACGP) provide a suite of policies and standards that WAGPET and our training participants must adhere to. Where AGPT policy and college standards are silent, WAGPET policy stands independently and must be followed.

This policy handbook outlines the policy requirements for GP registrars training with WAGPET on the AGPT program.

Adj Prof Janice Bell

Chief Executive Officer

# OVERARCHING POLICY STATEMENT

Western Australian General Practice Education and Training (WAGPET) adopts all Australian General Practice Training (AGPT) policy as first line policy. Supplementary WAGPET policy is appended to the AGPT policy foundation where required.

WAGPET adopts all Australian College of Rural and Remote Medicine (ACRRM) and Royal Australian College of General Practitioners (RACGP) policies and standards as they apply to WAGPET participants and references, in its policies, where the AGPT policy may be silent.

When there is a change at the AGPT or college level, WAGPET policy will be changed to remain compliant with the higher order policy.

WAGPET may introduce more specific additional requirements to manage the implementation of the policies and standards locally.

GP registrars training with WAGPET must adhere to all levels of this policy handbook.

Australian Defence Force (ADF) registrars are subject to the requirements of the AGPT Australian Defence Force Registrars Policy.

Procedures have been developed for and may be included within the policy or held separately. Documented procedures outline how relevant program participants and staff must work to implement the policy.

For each WAGPET policy, where relevant, the foundation AGPT policies and college requirements are identified and must be accessed, to understand and abide by the WAGPET policy.

In some cases, there is no WAGPET supplement to the AGPT policy but WAGPET publishes the procedures it adopts in implementing the AGPT policy.

All policies within this handbook together form a logical and coherent whole and, in most cases, several policies will be related and of relevance to participants.

Participants are advised to access all policies they consider relevant to the question or situation at hand.

All GP registrars must comply with the conditions of this policy handbook. Failure to comply with this policy handbook may lead to withdrawal from the AGPT program.

## POLICY SCOPE

All GP registrars training on the Western Australian General Practice Education and Training (WAGPET) Australian General Practice Training (AGPT) program.

# DATE OF EFFECT

1 July 2017

# POLICY AND PROCEDURE

## GPR1.0 PROFESSIONAL BEHAVIOUR POLICY

Last revision: 18 June 2020

Please refer to the [AGPT Withdrawal Policy 2020](#)

Inappropriate professional behaviour can have a significant impact on other program participants, affect workplace health and safety as well as the delivery of the Western Australian General Practice Education and Training (WAGPET) training program.

Appropriate professional behaviour and conduct is expected of all GP registrars training on the WAGPET Australian General Practice Training (AGPT) program.

WAGPET is committed to ensuring that all participants involved in the WAGPET training program behave in an appropriate professional manner.

WAGPET has zero tolerance towards unacceptable professional behaviour and provides an environment of mutual respect for all participants.

GP registrars at all levels are expected to:

- ensure that patient safety is of the highest concern
- always behave in an appropriate manner and comply with professional codes of conduct such as the Australian Health Practitioner Regulation Agency (AHPRA) Good Medical Practice: A Code of Conduct for Doctors in Australia
- demonstrate respect for patients, colleagues, supervisors, training facility staff, WAGPET program staff and external program stakeholders
- act in accordance with the law and demonstrate honesty, integrity and trustworthiness
- demonstrate academic integrity across all education and assessment requirements
- treat all personal and/or confidential information with respect and in accordance with privacy legislation requirements
- comply with the documented employment agreement between themselves and the training facility with respect to agreed employment terms and conditions for the training term
- ensure all reasonable steps have been taken to ensure readiness to start work on the agreed date (e.g. completed Medicare provider number paperwork and have medical indemnity insurance)
- ensure that an appropriate share of the patient load is taken at the training facility
- demonstrate willingness to actively engage in their own learning process, including cooperating with and involving themselves in the educational planning and delivery and formative assessment processes; and
- ensure timeliness and responsiveness with required program documentation and communications from WAGPET and that attendance is punctual at program events.

As per AHPRA's good medical practice guide, [section 3.14](#) GP registrars are strongly advised to:

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“Whenever possible, avoid providing medical care to anyone with whom you have a close personal relationship. In most cases, providing care to close friends, those you work with and family members is inappropriate because of the lack of objectivity, possible discontinuity of care, and risks to the doctor and patient. In some cases, providing care to those close to you is unavoidable. Whenever this is the case, good medical practice requires recognition and careful management of these issues.”

### **Process for dealing with inappropriate behaviour**

Where WAGPET identifies or is notified of inappropriate professional behaviour, it will take action to address the issues immediately.

Incidences involving GP registrars will be documented and reported to the WAGPET Chief Program Officer (CPO) and/or Clinical Director of Training (CDT).

The report will include details of the event(s) and evidence to substantiate claims. The report must also outline any action that has been planned, has already occurred and/or recommendations to resolve the issue. The CPO and/or CDT will inform all relevant parties in writing of the actions to be undertaken including any necessary intervention. The Australian College of Rural and Remote Medicine (ACRRM) and/or Royal Australian College of General Practitioners (RACGP) and AHPRA will be notified as appropriate.

If the action/intervention does not resolve the issue or the issue becomes more serious in nature, the CPO and/or CDT will escalate to the Chief Executive Officer (CEO) who will assess the situation and determine a course of action, which may include meeting with the party or parties involved. The resulting action will be documented and provided to those involved.

Issues that are ongoing or not resolved will be managed in consultation with ACRRM and/or RACGP. The WAGPET CEO may remove a GP registrar from the program temporarily whilst the issue is being investigated or may remove a GP registrar permanently.

## **GPR2.0 SELECTION POLICY**

Last revision: 25 February 2021

*Please refer to the relevant college for specific selection information.*

Applicants can apply for GP training in any State or Territory and do not need to preference the State where they obtained their medical degree.

Each year WAGPET is allocated AGPT places for the following training year. Entry into the AGPT program with WAGPET is a competitive, multi staged, transparent and merit-based process.

WAGPET in conjunction with Australian College of Rural and Remote Medicine (ACRRM) and Royal Australian College of General Practitioners (RACGP) select the highest quality applicants who have been deemed suitable and able to complete the AGPT program in the required period.

WAGPET will consider applicants who are on alternative medical specialty training programs other than general practice training programs.

Applicants who do not have permanent residency or citizenship and are on a visa will need to confirm with WAGPET that they are eligible to commence in the training program.

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**Applications to the AGPT program**

AGPT candidates must apply directly via the online application process at the relevant college(s) website. The colleges determine eligibility and if deemed eligible, applicants may undertake college(s) assessments.

**Assessments**

Eligible candidates will be required to undertake relevant college assessments comprising of Candidate Assessment and Applied Knowledge Test (CAAKT) for RACGP and/or Suitability Assessment and Referee reports for ACRRM.

**Regional Training Organisation (RTO) interviews**

Eligible applicants that have met the standard college criteria will be notified by WAGPET and invited to book a face-to-face RTO interview in the format of the MMI. Applicants must book their interview time using the WAGPET online booking system.

All applicants are required to sign a confidentiality agreement prior to commencing the MMI interviews.

Applicants are required to arrive at least half an hour prior to their allocated interview time and present photo identification, along with interview confirmation and applicant number.

Applicants who arrive after their confirmed interview has commenced will be unable to participate and must reschedule choosing an available time slot via the WAGPET online booking system. If there is no availability, applicants will be required to arrange an interview in round two if available.

Applicants who do not attend their interview, and have not advised WAGPET prior to the interview, will be required to arrange an alternative interview via the WAGPET online booking system subject to availability. If there is no availability, applicants will be required to arrange an interview in round two if available.

**Notification**

RACGP applicants who have scored less than 28 and/or who have scored a one or a two in more than two MMI stations may not be offered a position to train on the AGPT with WAGPET.

Applicants that behave unprofessionally will be identified and a written incident report will be provided to the relevant college(s). These applicants may be excluded from participating further in the selection process.

Successful candidates will receive an offer to train on the WAGPET AGPT program. The offer must be accepted and returned to WAGPET within seven days of it being sent.

Unsuccessful applicants will be notified in writing.

**GPR3.0 TRAINING TIME POLICY**

Last revision: 25 February 2021

*Please refer to the AGPT Training Obligations Policy 2020 the AGPT Extension of Training Time Policy 2020, the NTCER and the RACGP Fellowship Exam Attempts Policy.*

The aim of the AGPT training program is to increase the number of independent general practitioners with the right skills working where they are most needed by the community. This principle governs the decision making by WAGPET when considering and accommodating the needs of registrars.

GP registrars on the AGPT program are expected to train at 1.0 Full-Time Equivalent (FTE) and to work a 38-hour week for core vocational training terms. Education release time for attendance at in practice, in the region, online and central education activities, in-practice teaching time and administrative time is included within the 38 ordinary hours.

Registrars who are on an Extension for Assessment term may negotiate with WAGPET a reduction in work hours in accordance with their personal learning plan as per the AGPT Extension Policy 2020.

It is recognised that full-time training is not always possible and WAGPET will support registrars to work at less than 1.0 FTE but not less than 0.5 FTE.

For training time purposes:

- all full-time training at WAGPET is counted as 1.0 FTE with the registrar working four or more days a week, and
- all part-time training at WAGPET is counted as 0.5 FTE regardless of whether the registrar works more than 0.5 FTE up to 1.0 FTE for two or more days a week.

In setting the lower limit of 0.5 FTE WAGPET recognises that:

- there needs to be a minimum number of patient contact hours to enable registrars to see enough patients to build competence and capability at an appropriate rate,
- greater immersion in a craft is required to build capability toward completing fellowship requirements, rather than simply to maintain capability, and
- AGPT policy requires GP registrars to complete training in the minimum time possible and there is a training cap that sets a limit on the maximum time allowed in the AGPT program.

### **Applications to work part-time**

GP registrars considering working part-time must discuss this with their Regional Medical Educator (RME) or Program Training Advisor (PTA) prior to submitting a request or contacting a training facility.

The submission of a request to work part-time is the responsibility of the GP registrar. All requests must be clearly stated with all evidence provided in writing at least 20 business days prior to the placement process and prior to signing a contract with a training facility.

Part-time applications are considered on a case-by-case basis. The submission of a request to change FTE status is not a guarantee that the request will be approved and WAGPET does not guarantee there will be a part-time position for every GP registrar seeking one in the region of their choice.

Changes from 1.0 FTE to 0.5 FTE or from 0.5 FTE to 1.0 FTE can only be made at the beginning or end of a semester. Exceptions to this policy are made at the discretion of the Chief Executive Officer (CEO).

Registrars should confirm their ongoing part-time status or return to full-time training through their PTA.

### **Recommended consulting hours**

The tables below set out the recommended average consulting hours per week for full and part-time registrars. Attendance at workshops and regional education days should be counted as normal work activities and attendance should be included in total consulting hours.

Term	1.0 FTE	0.5 FTE
GPT1/CGT1	31 hours	16 hours
GPT2/CGT2	33 hours	16 hours
GPT3/CGT3 and above	35 hours	18 hours

When attending a regional education day on a non-rostered day this goes down to 29 hours per week for GPT1/CGT1 or 31 hours per week for GPT2/CGT2 if consulting full-time, and 14 hours per week for those consulting part-time.

Term	1.0 FTE	0.5 FTE
GPT1/CGT1	29 hours	14 hours
GPT2/CGT2	31 hours	14 hours
GPT3/CGT3 and above	35 hours	18 hours

### Exemptions to part-time training

GP registrars with recognised specialist skills or interests (obstetrics, anaesthetics, emergency medicine etc.) can count work in their discipline as their normal GPT and CGT requirements. They can do this for up to 20% of their FTE. They are not considered as working part-time.

GP registrars wishing to work below the relevant college's minimum FTE requirement during their Extension Awaiting Fellowship or Extension for Assessment terms can negotiate their preferred hours directly with their training facility and WAGPET.

It may be recommended that GP registrars on remediation, receiving additional support or who have been identified as at-risk change or reduce their hours. If this is the case it will be done in agreement with the GP registrar, their training facility and WAGPET. Any GP registrar undertaking formal remediation will have their Training Time stopped in accordance with the AGPT Policy.

### Optional recognition of prior training time worked

WAGPET may with approval from the Australian College of Rural and Remote Medicine (ACRRM), Royal Australian College of General Practitioners (RACGP) and AGPT, grant a 0.5 FTE registrar who has worked at more than the recommended booked consulting hours during their General Practice Term (GPT1 or 2) or Core Generalist Training (CGT) recognition of this prior training time worked. Once a registrar has passed all required college exams and completed all WAGPET required education and training components they may request to have this prior training time worked recognised in their AGPT training record. This will effectively reduce the time left for them to complete the AGPT, however it will not reduce the mandatory core vocational training requirements.

## GPR4.0 ENROLMENT, PLACEMENT AND EMPLOYMENT POLICY

Last revision: 22 February 2021

*Please refer to the AGPT Training Obligations Policy 2020, AGPT Rural Generalist Policy 2020, AGPT Program Leave Policy 2020, ACRRM Fellowship Handbook, RACGP Vocational Training Pathway – Requirements for Fellowship, RACGP Guide to Managing Practice Diversity and the RACGP FARGP Guidelines for general practice registrars and practising GPs.*

All GP registrars agree to meet specific working and training obligations when joining the Western Australian General Practice Education and Training (WAGPET) Australian General Practice Training (AGPT) program. WAGPET assists GP registrars to access training facilities in which these obligations may be met.

### Registrar declaration

All GP registrars accepting a placement on the WAGPET AGPT program are required to sign and return the WAGPET Registrar Declaration at the time of accepting their offer by the due date advised by WAGPET. GP registrars who do not return the declaration by the stated date may be withdrawn from the AGPT program. Registrars who do not agree or are unable to agree with the terms of the declaration will be withdrawn from the AGPT program.

### Mandatory hospital rotations

GP registrars must complete the respective AGPT and college mandatory hospital rotations prior to commencing in a general practice placement. RACGP registrars are expected to have had adequate exposure to a range of clinical rotations and adequate exposure to the discipline of medicine, surgery, emergency medicine and paediatrics. Please refer to the [RACGP Vocational Training Pathway – Requirements for Fellowship Section 5.2](#) for more information on the requirements for RACGP and the RACGP's [Paediatric Term Requirements Guidance Document](#).

ACRRM registrars are expected to gain exposure to emergency, paediatrics, obstetrics and gynecology and anesthetics prior to or during their Core Generalist Training (CGT). Please refer to the [ACRRM Fellowship Handbook](#) for more information.

### Registrar enrolment

Enrolment, or re-enrolment, is the mechanism by which GP registrars indicate their intention to undertake or continue training on the AGPT program and agree to meet the expectations of participation in the program. This occurs through an annual placement process using WAGPET's placement tool. WAGPET has found that, wherever possible, training placements are best made through a competitive process, involving GP registrar/GP supervisor/training facility negotiation, rather than direct matching by the Regional Training Organisation (RTO).

If training placements are not arranged for the following year by 31 August, this may result in withdrawal from the AGPT or the registrar having to take Category 2 leave. Any registrar who has exceptional circumstances and is unable to meet the 31 August deadline may apply to the CDT for an extension to their placement process.

All GP registrars must advise WAGPET annually of their full time or part time status during the placement process.

### FARGP enrolment

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Royal Australian College of General Practitioners (RACGP) enrolled GP registrars must enrol in Fellowship of the Royal Australian College of General Practitioners (FRACGP) prior to completion of core vocational training or they will be ineligible to enter Fellowship in Advanced Rural General Practice (FARGP) through the AGPT program.

FARGP is not considered core vocational training by Department of Health (DOH) and WAGPET will not pay enrolment and assessment fees.

The FARGP training term must be completed within 52 Full-Time Equivalent (FTE) weeks. GP registrars enrolled in FARGP who do not meet the requirements within 52 FTE weeks of the fellowship date or four (4) FTE years of their AGPT enrolment date will be withdrawn (please refer directly to the **RACGP FARGP Guidelines for general practice registrars and practising GPs**).

RACGP enrolled GP registrars must be enrolled in FARGP to be able to undertake Advanced Rural Skills Training (ARST).

ARST GP registrars must discuss their intention to enrol in ARST and complete their ARST training term with their Regional Medical Educator and Program Training Advisor (PTA) prior to enrolment. They must organise their placement directly with the training facility.

### **Placement process**

Training facilities are accredited to take an approved maximum number of GP registrars, up to 2 Full-Time Equivalent (FTE). Approved training capacity, above 2 FTE can only be varied with the approval of the Clinical Director Training (CDT) and only where the facility can demonstrate there will be adequate, dedicated supervision and teaching, sufficient patient load and mix, local community demand and physical capacity within the training facility. Refer to WAGPET's TF2.0 Accreditation Policy for additional information.

Facilities wishing to have a registrar placed with them must submit their capacity for the next training year via MyMatch (Note: this does not cover Hospital placements including ARST/AST). This information is then available for GP registrars to view where there is capacity and to contact facilities to arrange interviews.

If there is agreement between the GP registrar and the training facility a MyMatch request is then submitted for approval by both parties. The match is then submitted for WAGPET's approval. If the match meets all the program requirements it will be confirmed by WAGPET.

WAGPET will assist unmatched registrars to find a placement by notifying them of any vacant training positions however it is unable to guarantee that a placement will be available.

All GP registrars must confirm their placement matches for the following year by August 31.

GP registrars may be placed on compulsory Category 2 leave or withdrawn from the AGPT program if they:

- do not participate in the MyMatch placement process
- do not have their training approved for the following training year,
- do not confirm their placement match by 31 August, or
- are unmatched for the following training year and refuse an available training facility placement assigned by WAGPET.

Subject to their training obligations, RACGP registrars may choose to be placed in the one facility for the whole year. On doing this they must consider how they will meet the RACGP's Diversity of Training policy and their AGPT Training Obligations.

Any GP registrar that commits to a rural region can undertake all their core training in that region subject to placement capacity in that region, prospective approval from the relevant colleges and an agreement to meet all College and AGPT Training Obligations. This may include committing to the completion of additional activities such as a practice visit project or independent learning options.

WAGPET does not guarantee:

- that a placement at a training facility, or a placement in a particular location will be available, or
- that available training facilities will employ any or all registrars matched to them.

Where WAGPET has insufficient training facilities to meet the exact requirements of GP registrars, e.g. GPT1 / CGT1 with approved Recognised Prior Learning (RPL) wanting to work in specific locations, priority for placement will be given to registrars who can provide evidence that:

- The required AGPT and college mandatory hospital rotations have been completed through the provision of statement(s) of service from the relevant hospital(s).
- A Basic Life Support (BLS) course has been completed within 12 months prior to commencing GPT1 (RACGP only).
- They are a rural procedural GP registrar who is GP ready and has qualifications in either anaesthetics, obstetrics and gynaecology, emergency medicine, surgery or recognised Aboriginal health experience.
- PGY5 or above (excludes observerships).
- They are willing to be placed in Modified Monash Model (MMM) 3 or above and dedicated to a rural region.
- They meet one or more of the above priorities and are willing to be placed where there are training vacancies.

### **GP registrar engagement with training facilities**

WAGPET will only share personal data in undertaking the placement process in accordance with its privacy policy and the Registrar Declaration signed by GP registrars approving the use of their data for training related purposes.

Failure to abide by the rules of the placement process, complaints from training facilities about a GP registrar seeking a placement or other unprofessional behaviour may result in any placement matches being rendered null and void and the GP registrar being left with a reduced pool of facilities from which to choose.

### **New cohort GP registrars**

GP registrars who join the AGPT program are required to complete the first year of training in hospital. It is the responsibility of the GP registrar to arrange their hospital placements and employment agreements in hospital terms that are accredited for FACRRM and/or FRACGP training.

GP registrars who are eligible for a priority start to GP training will be notified and can be matched to available training facilities.

**GP registrars with special conditions**

GP registrars needing special training opportunities or additional training assistance are matched on a case by case basis outside of the competitive placement process following discussion with the RME, PTA and approval of the CDT. This includes GP registrars who have AHPRA conditions or restrictions or are undertaking, or have undertaken, a Focussed Learning Intervention Plan (FLIP) or formal remediation at the time of training facility allocation.

Where GP registrars are identified as needing a FLIP or formal remediation after the placement allocation, the CDT may withdraw the GP registrar from the allocated training facility and allocate them to a training facility which is assessed as better suited to meeting their needs.

GP registrars that need special placements to fulfil their training needs, e.g. GP obstetrics, GP emergency, and GP anaesthetics, will have their placements managed outside of the matching process.

**Placement confirmation**

The CDT approves all placement matches. No placement will be actioned without this approval.

**Employment agreement confirmation**

All employment agreements between GP registrars and training facilities must adhere to the NTCER.

A placement cannot commence until an employment agreement is signed between a GP registrar, GP supervisor and facility. Failure to do so in the time period published will result in the placement being delayed or forfeited.

**Withdrawal from placement match**

Once contracts are signed, withdrawal of either party will only be approved in extraordinary circumstances by the CDT and after full discussion between the GP registrar, RME and the training facility.

**Extended Skills**

GP registrars may undertake non-GP extended skills training for six months of their FRACGP training. GP registrars coordinate their own extended skills placements in consultation with their PTA. Extended skills facilities must be WAGPET accredited. Some community based non-hospital extended skills placements can only be undertaken after completion of certain general practice terms e.g. skin medicine.

**Learning and teaching plans**

The GP registrar's learning plan must be submitted and approved by the RME.

The training facility teaching plan must be submitted and approved by the CDT as part of the accreditation process.

**Practice diversity**

It is one of the requirements of RACGP fellowship that GP registrars have exposure to a diversity of patient presentations in relation to age, gender, socioeconomic status, cultural and linguistic backgrounds, and experience of at least two different general practice supervisors and two different

general practice management systems. Please refer to the [RACGP Guide to Managing Practice Diversity](#) for additional information.

It may not always be possible for registrars to work in two different facilities, particularly in rural locations. WAGPET will work with registrars in these circumstances and organise for them to complete the Practice Diversity Project to fulfill the requirements of the RACGP.

## GPR5.0 RECOGNITION OF PRIOR LEARNING POLICY (RPL)

Last revision: 25 February 2021

*Please refer to the AGPT Training Obligations Policy 2020, ACRRM Recognition of Prior Learning policy, RACGP Recognition of Prior Learning Policy and the RACGP guidance document.*

Recognition of Prior Learning (RPL) is the process by which GP registrars may apply to have their previous experience recognised when determining their Australian General Practice Training (AGPT) program training and learning requirements.

GP registrars commence the AGPT program in a hospital year or if approved for RPL in a General Practice Term. As RPL approval is not guaranteed, all GP registrars must have a confirmed hospital position for their first year on the AGPT program. Failure to secure a hospital position for this first year may result in withdrawal from the AGPT Program. In exceptional circumstances a GP registrar may apply for a deferral of the commencement of training but there is no guarantee that this will be granted. GP registrars are unable to commence on the AGPT program with Category 2 leave.

GP registrars must submit their RPL application to Western Australian General Practice Education and Training (WAGPET) in accordance with their relevant college's process by the specified due date. If an incomplete application is received, the application will be returned to the registrar for completion before an assessment can be made. RPL may be granted by the Australian College of Rural and Remote Medicine (ACRRM) and / or the Royal Australian College of General Practitioners (RACGP) following a review and recommendation from WAGPET.

Only after the RPL application has been submitted and approved may a GP registrar commence in GPT1/CGT1 or primary care in the first year of their training, instead of undertaking the planned hospital training year. WAGPET can determine GP registrars who are eligible to apply for RPL, provided their RPL application is complete and before the official paperwork from the colleges has been signed. The priority start section of this policy outlines the requirements for commencing GPT1/CGT1/Primary care in the first year on the AGPT program.

### **RACGP RPL**

Registrars who have extensive hospital experience with adequate breadth and recency, and terms completed prior to the date of general registration, may be considered for RPL. RPL may be granted for:

- One year of hospital rotations post Postgraduate Year 1 (PGY1) or intern year.
- Six months extended skills training, or
- Combined hospital rotations and extended skills posts up to a maximum of one year.

Hospital or community posts undertaken more than five years prior to the application for RPL will require additional documentation from the registrar which demonstrates how their skills have been

maintained. RPL will not be granted for experience completed more than ten years prior to the receipt of the application by the RACGP.

RACGP GP registrars must complete all sections of the RPL application form which includes:

- A list of Hospital and/or Extended Skills experience for up to one year.

The portfolio must include the following evidence sources:

- a. statements of services from the hospital or community posts,
- b. details of how supervision was undertaken (via completion of an education proforma),
- c. assessment forms for each post, if unavailable the following evidence will be considered:
  - i. letter from supervisor detailing the registrar's performance in the post,
  - ii. communication between the registrar's vocational training provider and the post supervisor verifying performance,
- d. evidence of attainment of medical registration,
- e. a curriculum vitae,
- f. the names and addresses of three supervisors who could act as referees to discuss the registrar's knowledge and skills, with reference to training for general practice and,
- g. vocational training provider assessment of the registrar's RPL application. (WAGPET to complete this following submission).

Documentation should be provided for each appropriate hospital discipline that is being applied for (even if undertaken in the same hospital). It is the GP registrar's responsibility to obtain the required documentation which must be submitted at the same time as the RPL application.

In exceptional circumstances when the above evidence sources cannot be provided, registrars may provide an explanation of why that evidence is not available and submit an alternate selection to be discussed with the Clinical Director of Training (CDT) prior to submission of an RPL application.

Following receipt of a completed RPL application WAGPET will assess the application and if necessary, discuss this with the registrar and make the recommendation to the censor. This may be for part of or all the time requested by the registrar.

The college will notify WAGPET of the outcome of the RPL application, and registrars will receive in writing from WAGPET confirmation of the number of weeks of RPL granted.

### **ACRRM RPL**

Registrars may claim up to 24 months RPL through a combination of the following:

- Core Generalist Training – paediatrics, anaesthetics and O&G experience completed within the past 5 years,
- Core Generalist Training, secondary care, emergency care and rural and remote practice - experience completed within the past 2 years, and
- Advanced Specialised Training – experience completed within the past 2 years

ACRRM registrars who are seeking RPL for 12 months or more should discuss their application with the Clinical Director Training in advance as reduced training time can have implications in terms of completing assessments and timing of when to sit exams.

GP registrars must complete and submit an ACRRM training plan with their RPL application to demonstrate how outstanding clinical training, education and assessment requirements will be met within the timeframe available on the AGPT Program.

The college will notify WAGPET and the registrar of the outcome of the RPL application and the number of weeks of RPL granted.

Registrars must complete and submit the ACRRM RPL application form, the form requires the following information:

- Applicant details –an up to date curriculum vitae in the [AHPRA](#) standard format or on an ACRRM CV proforma
- Verification of Clinical Experience i.e. supervisors reports or a completed ACRRM verification of Clinical experience proforma
- Section 4 and 5 – completion of the applicant checklist and declaration as requested.

Documentation should be provided for each appropriate hospital discipline that is being applied for (even if undertaken in the same hospital). It is the GP registrar’s responsibility to obtain the required documentation which must be submitted at the same time as the RPL application.

The RPL application must include the following evidence:

- Verification of employment through one of the following:
  - hospital record of employment including rotations covered,
  - statement of service,
  - for applicants in Visiting Medical Officer (VMO) positions, a letter from the employer confirming length of employment, patient numbers, demographics and diagnostic categories,
  - letter demonstrating clinical privileges at a local hospital (if applicable); or
  - verification of clinical experience using the ACRRM pro-forma.
- Confirmation of satisfactory performance in clinical work through one of the following:
  - supervisor report,
  - reference; or
  - verification of clinical experience using the ACRRM pro-forma.
  - certified copies of original certificates for medical qualifications and courses.

### **Priority start**

A GP registrar who is GP ready and meets the college(s) RPL eligibility requirements may be able to start in community GP for their first training year, subject to placement availability. This is called a priority start. GP registrars who were successful in the first round of the selection process for the following year may apply for a priority start. Details about the priority start process and deadlines are provided following acceptance onto the AGPT program.

Registrars who are successful in the later rounds of the selection process are not eligible for priority start consideration and will undertake hospital term for their first year of training. Exceptions to this may be considered by the WAGPET Chief Executive Officer (CEO).

To be eligible for priority start GP registrars must provide evidence that:

- The required AGPT and college mandatory hospital rotations have been completed through the provision of statement(s) of service from the relevant hospital(s).
- A Basic Life Support (BLS) course has been completed within 12 months prior to commencing GPT1 (RACGP only).
- They are a rural procedural GP registrar who is GP ready and has qualifications in either anaesthetics, obstetrics and gynaecology, emergency medicine, surgery or recognised Aboriginal health experience.
- PGY5 or above (excludes observerships).
- They are willing to be placed in Modified Monash Model (MMM) 3 or above and dedicated to a rural region.
- They meet one or more of the above priorities and are willing to be placed where there are training vacancies.

GP registrars that commence in a hospital in their first year may consider applying for RPL for hospital based Extended Skills (RACGP) or Advanced Specialised Training (AST ACRRM). Those who wish to submit an RPL application must arrange a training plan meeting with their Program Training Advisor prior to submitting their RPL application by Sunday, 1 March 2021.

## GPR6.0 EDUCATION AND ASSESSMENT POLICY

Last revision: 25 February 2021

*Please refer to the ACRRM and RACGP Curriculum and Assessment Policies and the WAGPET GP Registrar Handbook.*

Western Australian General Practice Education and Training (WAGPET) provides structured education and programmatic assessment that meets the requirements of the Australian College of Rural and Remote Training (ACRRM) and Royal Australian College of General Practitioners (RACGP) curricula. The education and assessment framework assists GP registrars to satisfactorily complete Fellowship of the Australian College of Rural and Remote Medicine (FACRRM), Fellowship of the Royal Australian College General Practitioners (FRACGP) and Fellowship in Advanced Rural General Practice (FARGP) requirements.

The aim of the education and assessment framework is to ensure registrars are practising safely and competently and that they build the capability to practise independently.

### **Education and assessment requirements**

GP registrars must complete the following education and assessment requirements within the timeframes set by WAGPET for each semester or year and by the relevant college(s):

- Basic Life Support (BLS) course before starting General Practice Term (GPT) 1 (RACGP)
- REST course completed by the second year of Core Generalist Training (CGT).
- Advanced Life Support (ALS) course before completion of training (within four years for RACGP and three years for ACRRM)
- all required education and assessments undertaken during training, including:
  - in-practice teaching relevant to the term undertaken
  - regional education days
  - GP365 or GPR-MAP online education
  - central workshops

- Direct observations by GP supervisor
  - External Clinical Teaching (ECT) visits and formative Mini Clinical Evaluation Exercises (mini-CEX)
  - Multi-source Feedback (MSF) for both ACRRM and RACGP registrars
  - self-directed learning as set by WAGPET
  - all WAGPET and college formative assessments, and
- college summative assessments.

### College summative assessment

To be eligible to undertake the relevant college(s) summative assessments, registrars must have:

- been assessed by their Regional Medical Educator (RME) or the Clinical Director of Training (CDT) as ready for summative assessment
- satisfactorily completed the terms set out below, including any approved recognition of prior learning.

### ACRRM

Training time (FTE equivalent)	Assessment
One-year Core Generalist Training	Eligible to enrol in Multiple Choice Question (MCQ) and Multi Source Feedback (MSF)
Two-years of Core Generalist Training	Eligible to enrol for Case Based Discussion (CBD)
	Eligible to sit PC Structured Assessment using Multiple Patient Scenarios (StAMPS)*

\*ACRRM registrars are only eligible to sit their PC StAMPS if they have successfully passed the MCQ and successfully completed a Mini-CEX and/or MSF.

### RACGP

Training time (FTE equivalent)	Term level	Assessment
One-year	Hospital Year (unless RPL reduces this time)	Complete all education requirements
Six-months	GPT1	
Six-months	GPT2	
Six-months	GPT3, Extend skills	Eligible to sit Applied Knowledge Test (AKT)
		Eligible to sit Key Feature Problems Test (KFP)
		Eligible to sit the Clinical Competency Exam (CCE) *(only eligible if passed both the AKT and KFP exams)
		Please note, due to COVID-19 only candidates who passed their AKT and KFP in 2020.1 or earlier will be sitting the <a href="#">Remote Clinical Exam</a> (RCE). Candidates who are sitting their AKT and KFP in 2020.2 will be sitting the RCE later in 2021.

\*Please refer to the RACGP Fellowship Pathways Policy Framework for further information

### Completion of education and assessment requirements

GP registrars are expected to satisfactorily complete all required elements of the WAGPET education and assessment framework. They must provide evidence when requested by WAGPET or the relevant college(s) of their completion of these activities.

GP registrars must complete the requirements within the specified timeframes set by WAGPET or the relevant college(s) in order to remain on the AGPT program and to complete the fellowship requirements within the training time.

Requirements not completed within the set timeframes may lead to:

- a GP registrar's current and prospective supervisors, and relevant college(s) being informed the GP registrar is not keeping up and did not keep up with their peers.
- exclusion from extensions of training time or additional WAGPET services and resources should a GP registrar who did not complete their requirements on time subsequently fail any aspect of the summative assessment of the relevant college(s).
- WAGPET not approving completion of training until all required educational and assessment requirements are completed.
- a comment being placed on the completion of training record forwarded to the relevant college censor that whilst all education requirements were met, the GP registrar did not complete the WAGPET educational and assessment requirements in a timely fashion.
- withdrawal from the AGPT if the GP registrar does not complete the education and assessment requirements and pass the summative assessments in the training time approved for that GP registrar or if unsatisfactory performance and progress is documented through other assessment mechanisms.

GP registrars who believe they will have difficulty completing any of the education or assessment requirements within the time set should proactively provide written evidence of any compelling unforeseen and extenuating circumstances including:

- medical certificates, official and requested documentation for events missed or likely to be missed,
- being on a Focussed Learning Intervention Plan (FLIP) or Formal Remediation or other WAGPET approved learning mechanism with agreed written higher priority requirements and deadlines.

Where GP registrars are assessed as not ready for summative assessment, and have met the education and assessment requirements according to the time criteria set for each will be assisted to:

- apply for an extension of training time for assessment purposes, and
- develop an appropriate learning plan to rectify any deficiencies to become ready for summative assessment.

## GPR7.0 WITHDRAWAL POLICY

Last revision: 20 May 2020

*Please refer to the AGPT Withdrawal Policy 2020 and AGPT Australian Defence Force Registrar Policy 2020.*

GP registrars agree to meet specific working and training obligations when they enrol with Western Australian General Practice Education and Training (WAGPET) in the Australian General Practice

Training (AGPT) program and WAGPET agrees to provide their training in line with the published requirements of the relevant college(s), Department of Health (DoH) and WAGPET.

Sometimes these expectations are not met and result in the GP registrar withdrawing or being withdrawn. Withdrawal is usually the last resort and WAGPET will make every attempt to avoid withdrawal if possible. However, there are many compelling, unforeseen, and extenuating reasons why a GP registrar might withdraw or be withdrawn.

When dealing with withdrawals, clauses 6.31 to 6.39 of the AGPT Withdrawal Policy will be followed

Where appropriate, or upon request, WAGPET will notify the Medical Board of Australia (MBA) and/or the Australian Health Practitioner Regulation Agency (AHPRA) and the relevant colleges of the events leading to the withdrawal of the GP registrar from the AGPT program.

Registrars should refer to section 5 of the AGPT Withdrawal Policy 2020 for the full information about withdrawals. However, some of the main categories for withdrawal are set out below:

- Category 1 - Voluntary Withdrawal
- Category 2 – Withdrawal based on Clinical Competence
- Category 3 – Withdrawal based on Capacity
- Category 4 – Withdrawal based on Compliance with Education and Training Requirements

The Clinical Director of Training (CDT) or delegate will notify in writing and wherever possible verbally:

- the GP registrar
- the relevant colleges(s)

The CDT will determine that all appropriate action to prevent the withdrawal has been or will be undertaken, including:

- full assessment of the deficiency warranting possible withdrawal, its seriousness and the failure to progress despite intervention
- assigning one or more categories to the withdrawal situation for that registrar
- developing a targeted and specific plan to avoid withdrawal if possible and if required acquiring the GP registrar's written agreement to the plan including warnings, remediation, additional monitoring,
- gathering the evidence supporting the withdrawal decision, and
- advising the next steps depending on the outcome of the withdrawal consideration.

If the Registrar is withdrawn, WAGPET will provide formal written notification to the registrar, following approval by the Chief Executive Officer (CEO), outlining:

- category of withdrawal
- withdrawal date
- WAGPET appeals process and College appeals process.
- access to an AGPT Medicare provider will cease four weeks after the College formally withdraws the registrar from the AGPT program if no appeal has been received, and
- an invite for the GP registrar to attend an exit interview.

After 20 business days from the date of withdrawal, or earlier if the registrar opts to waive their cooling off period and confirms this in writing, and in the absence of an appeal, WAGPET will notify the relevant college(s) of the decision including:

- the completed Notification of Withdrawal form
- documentation supporting the withdrawal decision
- a summary of steps taken to attempt to avoid the withdrawal, and
- advice of the next steps, including implementation of cooling off periods, WAGPET and the College appeal options relevant to the category of withdrawal.

## GPR8.0 RURAL SUPPORT PAYMENTS POLICY

Last revision: 23 February 2023

WAGPET will provide a financial contribution to an eligible GP registrar who is undertaking Australian General Practice Training (AGPT) program terms in a designated rural and/or remote setting to support some of their costs of training.

Support payments will be payable per semester, based on the placement location using the Modified Monash (MM) classification, training term level and training Full-Time Equivalence (FTE). Where a GP registrar is undertaking training on a part-time basis, a pro-rata support payment will be available.

The amount offered as a rural support payment is subject to ongoing AGPT funding and may be amended annually.

GP registrars are responsible for managing their own financial commitment necessary to enable their completion of training such as: coordinating and funding their own relocation requirements, managing costs associated with attending workshops/exams, managing cost of living in a rural and/or remote area.

GP registrars should seek independent financial advice in relation to the potential tax-deductibility of the costs incurred in undertaking GP training.

Incentive payments are payable in addition to the standard Rural Support Payment. These incentives are payable for locations that are identified below.

### WA towns by MMM and incentive eligibility

Location	MMM	Incentive	Location	MMM	Incentive
Albany	3		Kalgoorlie	3	✓
Australind	2		Karratha	6	✓
Beresford	3		Katanning	5	
Boyup Brook	5		Kojonup	5	
Broome	6		Kununurra	7	✓
Brunswick Junction	2		Lake Grace	6	
Bunbury	2		Lancelin	5	
Busselton	3		Mandurah	1	
Carnarvon	7	✓	Manjimup	5	

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Collie	4		Margaret River	4	
Dalwallinu	6		Meekatharra	7	✓
Denmark	5		Merredin	5	
Derby	7	✓	Moora	5	
Dongara	5		Mount Barker	5	
Donnybrook	5		Narrogin	5	
Dunsborough	3		Newdegate	6	
Eaton	2		Northam	4	
Esperance	6		Northampton	5	
Geraldton	3		Pinjarra	1	
Gnowangerup	6		Port Hedland	6	✓
Halls Creek	7	✓	Ravensthorpe	7	✓
Harvey	5		Roebourne	6	✓
Hopetoun	7	✓	Toodyay	5	
Kalbarri	6		York	5	

Where WA towns are designated as eligible for an incentive payment, the amount of the rural support payment as per the schedule below will be doubled (calculated pro-rata based on fulltime equivalent training weeks).

For the purposes of this policy, the following location is recognised as requiring additional support above that which is defined by the MM.

Location	MMM	RA	Payment paid at MMM	Incentive
<b>Kalgoorlie</b>	3	3	5	✓

Rural Support Payment Schedule					
MMM	GPT1 / CGT1	GPT2 / CGT2	GPT3 / CGT3	Extended skills/CGT4	ARST/AST
1	\$ -	\$ -	\$ -	\$ -	\$ -
2	\$ -	\$ -	\$ -	\$ -	\$ -
3	\$ 2,500	\$ 2,500	\$ 1,250	\$ 1,250	\$ 750
4	\$ 5,000	\$ 5,000	\$ 2,500	\$ 2,500	\$ 1,250
5	\$ 10,000	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000
6	\$ 15,000	\$ 15,000	\$ 7,500	\$ 7,500	\$ 7,500

7	\$ 20,000	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000
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### Eligibility to make a claim

All WAGPET GP registrars who are living in a rural and/or remote training location MM3 or higher in Western Australia and are undertaking an eligible training term will be entitled to claim a rural support payment for each eligible training semester.

Confirmation of the GP registrar's primary residence in a rural and/or remote training location will be sought directly from the GP registrar's training facility by way of a formal declaration.

Those residing in an incentivised location will be eligible for double the standard Rural Support Payment.

Payments are taxable income and will be taxed at source where the GP registrar does not provide an Australian Business Number (ABN). When taxed at source the GP registrar will be provided with a payment summary for taxation purposes.

Eligible training terms include: General Practice Training (GPT1) or Core Generalist Terms Training (CGT1), GPT2/CGT2, GPT3/CGT3, Extended Skills or CGT4, Advanced Rural Skills (ARST) or Advanced Specialised Training (AST).

### Training Terms that are not eligible for payment

Registrars who are working in the following training terms are not eligible to receive a rural support payment:

- Australian Defence Force (ADF) placements.
- Extension for Assessment, Extension for Rural Generalist, Extension for Academic Post, Extension to Transition and Extension Awaiting Fellowship terms.

### Claim and payment process

Payments are calculated based on residential location, training term level and fulltime equivalent weeks of a GP registrars training term.

At the commencement of each training semester WAGPET will identify those GP registrars it believes are undertaking eligible terms in a designated training location and may be eligible to submit a claim.

WAGPET will contact a registrar's training facility directly seeking confirmation of their primary residence. Once obtained, the GP registrar will be notified of their eligibility to submit a claim and the value of the support payment available to them.

GP registrars, who are not eligible for a support payment, will not receive a notification.

GP registrars will be required to provide WAGPET with their own tax invoice or use the [generic template](#) which is available on the WAGPET website (please see the Forms, Policies and Guides page), within 60 days of the notice of eligibility. Claims received outside of 60 days may not be paid.

If a GP registrar has an ABN and is registered for Goods and Services Tax (GST), GST should be charged  
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on the amount being invoiced to WAGPET.

Under Australian Taxation Office (ATO) guidelines, WAGPET is required to withhold 47% of the invoice amount if a GP registrar does not quote an ABN. This amount will be withheld when making the payment to the GP registrar and WAGPET will provide the GP registrar with an “ATO Payment Summary – Withholding where ABN not Quoted” for their taxation return.

All support payments will be paid by electronic funds transfer, and the registrar should include their bank details (account name, BSB and account number) on their invoice to WAGPET.

Remittance advice will be issued to the GP registrar’s nominated email address upon the payment being made.

### **Changes to training placements**

Where a GP registrar withdraws, changes residence, transfers, changes placement or is removed from a training placement during the semester for any reason, the GP registrar will be required to return an equivalent full-time week proportion of the support payment they have received. Exceptional circumstances may be discussed with the Rural Program Manager and approved by the CEO.

WAGPET will issue an invoice to the GP registrar for the return of these funds. These funds will be required to be returned to WAGPET within 30 days in accordance with WAGPET’s [Accounts Receivable Policy](#) (available on the WAGPET website).

## **GPR9.0 TRANSFERS POLICY**

Last revision: 26 August 2021

Please see the [AGPT Transfer Policy 2020](#), the [Australian Defence Force Registrars Policy 2020](#) and the [AGPT Appeals Policy 2020](#)

All GP registrars in the Australian General Practice Training (AGPT) program are expected to train with the Registered Training Organisation (RTO) that accepted them for the duration of their training time (the home RTO).

On rare occasions, GP registrars are unable to continue to train with their home RTO due to extenuating and unforeseen circumstances occurring after the GP registrar has been selected by an RTO. While GP registrars, training facilities and RTOs are expected to make every endeavour to adjust to these new circumstances without transferring to another RTO, Western Australian General Practice Education and Training (WAGPET) accepts that in some instances a transfer may be justified.

### **Conditions for transfer**

As per the AGPT policy, transfers are generally not approved for registrars prior to the Commencement of Training or within six calendar months from the Commencement of Training.

GP registrars can apply for a transfer from one (home) RTO to another (host) RTO to access training placements otherwise not available with their current RTO, or to accommodate extenuating or unforeseen circumstances. Transfers are not automatically approved and are granted only in limited circumstances and under agreed conditions involving the approval of both RTOs involved.

Transfers may be permanent or temporary. Permanent transfers into WAGPET are for the remainder of the GP registrar's training time and WAGPET will sign off on completion of training. Temporary transfers are for a specific time-limited purpose and no longer than 12 months.

GP registrars employed with the Australian Defence Force, who are required to relocate for operational reasons will fall under Category 3 transfers and will have their request to transfer approved by WAGPET. GP registrars will be required to submit the relevant AGPT transfer form and attach a copy of their posting orders or equivalent documentation.

All transfers from WAGPET to another RTO, or from another RTO to WAGPET require the approval of the Chief Executive Officer (CEO) on the recommendation of the Chief Program Officer (CPO) and/or Clinical Director of Training (CDT).

WAGPET may, at its discretion, request further independent evidence to support or reject the transfer application, including medical opinions, supervisor assessments, and advice from the other RTO involved in the transfer.

The submission of a request to transfer with all required supporting documentation is the responsibility of the GP registrar.

#### **Transfer to WAGPET**

Transfers to WAGPET will only be considered if:

- full funding (if required) is provided by the home RTO for the duration of the training time expected to be delivered by WAGPET or the home RTO is part of the agreed group of RTOs that do not transfer funding
- the GP registrar has met all education and training requirements for their stage of training
- the home RTO provides a statement of satisfactory performance to date including assessment evidence to support the statement
- sufficient time is allowed for the processing of the transfer
- the placement commences at the beginning of a semester and not during the semester
- the GP registrar wishing to transfer would have met the cut off WAGPET selection score for entry into WAGPET in the year they joined the AGPT
- the transfer is sought after completion of General Practice Training (GPT) 1/Core Generalist Training (CGT), and
- WAGPET has a placement for the GP registrar wishing to transfer

If WAGPET declines a transfer into its region, the WAGPET CDT will provide a letter to the GP registrar via their current RTO specifying why their requested transfer was declined.

#### **Transfer from WAGPET**

Transfers from WAGPET will only be considered if:

- WAGPET has the funds sought by the host RTO and these are no more than WAGPET would have allocated this GP registrar if they were continuing to train with WAGPET or the host RTO is part of the agreed group of RTOs that do not transfer funding

- WAGPET considers the circumstances around the transfer to be compelling, extenuating and/ unforeseen
- approval is granted from both RTOs involved
- the placement commences at the beginning a semester and not during the semester, and
- the transfer request is received no later than 60 days prior to the intended start date at the host RTO to allow enough time for processing the transfer.

The submission of a request to transfer, home RTO approval or host approval is not a guarantee that the transfer will be approved.

### **Transfer procedure**

GP registrars considering a transfer between RTOs must discuss this with their Program Training Advisor (PTA) or Regional Medical Educator (RME) prior to submitting a request or contacting a host RTO or training facility. The reasons for the transfer must be clearly stated with all evidence requested provided in writing. The 'Transfer Between RTOs or Training Region' application is available on the AGPT website.

The home RTO may accept or reject the application to transfer.

If the home RTO approves the transfer out, the application is sent to the host RTO for consideration under its own policies and procedures, as well as placement availability. Any applications made directly to the host RTO will be rejected.

Once the application is approved by both RTOs, the home RTO notifies the GP registrar of the outcome.

With transfers to WAGPET, the home RTO will provide WAGPET with a report outlining the GP registrar's progress through their training, specifically identifying any significant critical incidents and personal issues.

WAGPET will provide the home RTO with an invoice for the cost of training (if required) relating to the GP registrar (e.g. post payments, in-practice teaching, ECTVs, GP registrar support payments and administration), which WAGPET will claim from the home RTO for the duration of the transfer. Unless the registrar is transferring from an RTO with which there is an agreement that funding is not required.

WAGPET may refuse the transfer if the home RTO is not able to provide funding for the training costs.

A transfer is not required when a GP registrar is undertaking hospital based training or Extended Skills terms in another state.

### **Transfer appeals process**

GP registrars who do not accept the determination by WAGPET in relation to the granting of a pathway or RTO transfer will have recourse to appeal via the WAGPET Appeals and Complaints Policy and/or the AGPT Appeals Policy 2020. If the host RTO rejects a transfer application from WAGPET, there is no recourse to appeal, as per the AGPT Transfer Policy 2020.

## **GPR10.0 LEAVE POLICY**

Last revision: 25 February 2021

*Please refer to the AGPT Program Leave Policy 2020 and AGPT Australian Defence Force Registrars Policy 2020.*

All GP registrars agree to meet specific working and training obligations when they enrol with Western Australian General Practice Education and Training (WAGPET) in the Australian General Practice Training (AGPT) program. WAGPET agrees to provide their training in line with the published requirements of the relevant college(s) and the Department of Health (DOH).

For various reasons whilst on the AGPT program circumstances may arise which result in the GP registrar taking leave from the AGPT program.

GP registrars on the AGPT are expected to achieve their fellowship within four years of the commencement of training for Royal Australian College of General Practitioners (RACGP), within five years of the commencement of training for Australian College of Rural and Remote Medicine (ACRRM) and five years from the commencement of training for GP registrars seeking fellowship in RACGP and Fellowship in Advanced Rural General Practice (FARGP).

Where appropriate or upon request, WAGPET will notify the relevant college(s) and Joint Health Command (for Australian Defence Force (ADF) registrars) of the GP registrar's leave.

### **Leave Category 1**

This leave is available to all GP registrars. A completed leave application should be submitted to the Program Training Advisor (PTA) no later than 30 business days prior to the date of the proposed leave with supporting documentation such as valid certificates. Category 1 leave includes but is not limited to:

- Parental Leave
- Sick Leave
- Carers Leave

There are certain instances where GP registrars may wish to undertake paid employment while on Category 1 leave. This must be discussed and agreed with WAGPET as part of the leave request.

WAGPET will advise the GP registrar in writing within 10 days of the outcome of their request and if declined provide reasons for declining, the considerations factored into the decision and information on the GP registrar's right to appeal.

### **Additional Leave Category 2**

This leave applies to all GP registrars. A completed leave application should be submitted to the PTA no later than 30 business days prior to the date of the proposed leave with supporting documentation. Category 2 leave includes:

- personal reasons,
- if the registrar is unable to secure an appropriate training placement, and
- any other purpose not included under Category 1 leave.

WAGPET will advise the GP registrar in writing within 15 business days of the outcome of their request and if declined provide reasons for declining, the considerations factored into the decision and information on the GP registrar's right to appeal. In extenuating and unforeseen circumstances, a

request for an additional 26 weeks of leave can be submitted in writing by completing the AGPT Application – Program Leave with supporting documentation to WAGPET for College consideration.

Extenuating and unforeseen circumstances is defined as circumstances which were unforeseen and outside a registrar's control when they accepted a place on the AGPT program. Please refer to GPR17.0 Extenuating and Unforeseen Circumstances Definition for the full AGPT definition.

Submission of a leave application does not guarantee approval. WAGPET can decline leave if it goes against the registrar's training plan.

### **ADF (Australian Defence Force) Leave Category 3**

This leave applies to GP registrars who are full-time members of the Australian Defence Force. ADF registrars must notify their PTA as soon as they are made aware that they will need to take leave from the AGPT program to meet ADF service requirements.

### **Program Deferrals Leave Category 4**

Program deferrals are available to eligible GP registrars for an initial period of six calendar months and need to be submitted for consideration by the relevant College. Deferral of the commencement of training will only be considered:

- in extenuating and unforeseen circumstances
- in line with Category 1 leave
- to meet ADF service requirements, or
- if the registrar is unable to be matched to an appropriate training facility.

A completed AGPT Application - Deferral of Training is to be submitted to WAGPET for College consideration along with supporting documentation a minimum of 20 business days prior to the commencement of training. WAGPET will advise registrars of the outcome within 20 business days of receipt of a complete application.

## **GPR11.0 REGISTRAR AT RISK POLICY**

Last Revision: 31 January 2020

Western Australian General Practice Education and Training (WAGPET) always aims to ensure GP registrars are placed in supportive training environments. From time to time, GP registrars may encounter unforeseen difficult circumstances that would define them as being at risk under the terms of this policy.

To minimise the potential of issues occurring, WAGPET employs several mitigation strategies including but not limited to:

- training facilities and GP supervisors are accredited to WAGPET and college standards and operate under a training services agreement that defines requirements
- GP registrars must agree to and sign the WAGPET Registrar Declaration to be eligible to enter the WAGPET Australian General Practice Training (AGPT) program. The declaration explains minimum requirements for program performance and acceptable behaviour. GP registrars who do not sign and return the Registrar Declaration may not be permitted to start AGPT training with WAGPET.
- In the first week of the general practice term, GP registrars must complete an orientation in their practice. GP registrars are advised of potential stressors and the range of support mechanisms

available to them during their placement and how these may be accessed at their first regional education day.

- an early safety assessment to ensure registrars new to GP are practising safely early in their training and have an appropriate level of supervision and support.
- GP registrars, GP supervisors and training facilities have regular one-to-one contact with WAGPET staff such as Program Training Advisors (PTA) and Regional Medical Educators (RME)
- An induction visit by WAGPET is provided to training facilities and employment requirements are discussed, and
- GP Registrar and Training Facility handbooks are provided.

### **Identification of a GP registrar at risk**

All GP registrars are closely monitored through the early safety assessment activities and regional education days, PTA contacts, workshops, External Clinical Teaching (ECT) visits and GP supervisor reports during their placements. WAGPET has established reporting systems to support early notification of any issues so that appropriate action can be taken.

Identification of a GP registrar at risk may come from the GP registrar, training facility, GP supervisor, ECT visitor, RME, PTA, or sources external to WAGPET.

### **Management of a GP registrar at risk**

All notifications of a GP registrar at risk, regardless of the source, will be directed to the Clinical Director of Training (CDT). Where WAGPET considers the risk to be significant, WAGPET may remove the GP registrar immediately from the placement. WAGPET will advise the GP registrar and the training facility in cases where WAGPET determines the placement must be terminated.

Circumstances that may warrant the immediate removal of a GP registrar from their placement include but are not limited to:

- proven bullying and harassment towards the GP registrar by the GP supervisor or training facility staff, and/or
- the GP registrar is being forced by the GP supervisor or training facility staff to operate in ways that are unsafe or unethical while consulting.

Circumstances that do not warrant a placement change but may warrant the remediation of the GP registrar, GP supervisor or training facility staff include but are not limited to:

- disputes over working conditions or employment agreements, or
- personality clashes between the GP registrar, GP supervisor or training facility staff that leads to feelings of discomfort.

The GP registrar will be assessed by WAGPET in consultation with relevant parties to assess the severity and consequences of the risk. A support plan will be developed with suitable timelines for review.

Where the GP registrar initiates a GP registrar at risk claim, they must demonstrate in writing and provide evidence of the circumstances that place them at risk. All information provided will become part of the GP registrar's training record and may be used in discussions with the GP supervisor or

training facility staff in order to give them the full information and enable the GP supervisor or training facility staff the right of reply.

The PTA will coordinate the ongoing response to the GP registrar and will be responsible for ensuring that all parties affected by the situation are informed of progress and receive information as appropriate.

The WAGPET Chief Executive Officer (CEO) will be advised of the issue and the proposed support plan.

Where the GP registrar, GP supervisor or training facility staff are not satisfied with decisions made in relation to this policy, they will have recourse to appeal via the WAGPET Appeals and Complaints Policy.

## GPR12.0 REMEDIATION POLICY

Last revision: 20 May 2020

*Please refer to the AGPT Program Policies 2020, the ACCRM Remediation Policy and the RACGP Remediation Policy.*

GP Registrars may experience challenges whilst on the training program and require additional support and resources to enable them to complete the program successfully.

A tailored Focussed Learning Intervention Plan (FLIP) may be recommended including funded teaching and learning resources. GP registrars are expected to agree in writing to recommended plans and commit to regular reviews and updates, placement changes and other activities to be undertaken. It may also be necessary for GP registrars to apply for an Extension of Training Time to complete these plans. Lack of engagement in any recommended activities will result in no further remediation support being offered.

When necessary formal remediation may be applied for through the Australian College of Rural and Remote Training (ACCRM) and the Royal Australian College of General Practitioners (RACGP). During formal remediation, training time stops, and an intensive targeted intervention approved by the college is undertaken. This may include a new placement in accordance with the registrar's needs.

GP registrars cannot sit for summative assessment components while on formal remediation.

If remediation is unsuccessful or the GP registrar fails to meet the requirements of the remediation, the Clinical Director of Training (CDT) may recommend to the Chief Executive Officer (CEO) that the GP registrar is withdrawn from the Australian General Practice Training (AGPT) program.

If GP registrars do not engage in a FLIP or formal remediation and the CDT concludes there is the possibility of unnecessary and unacceptable risk to patients, the GP registrar's training may be suspended, or they may be withdrawn from the AGPT program in line with the college's remediation policies.

If WAGPET considers there to be unnecessary and unacceptable risk to patients it may also notify Australian Health Practitioner Regulation Agency (AHPRA) in accordance with mandatory reporting requirements.

WAGPET will always:

- provide clear documentation of the process used to assess the need for remediation

- require GP registrar engagement including written support or rejection for the remediation plan, and
- implement WAGPET's requirements and obligations under the remediation plan.

### GPR13.0 EXTENSION OF TRAINING TIME POLICY

Last revision: 20 May 2020

*Please refer to the AGPT Extension of Training Time Policy 2020, New Approach FAQs and the AGPT Training Obligations Policy 2020*

Occasionally a GP registrar is unable to meet the requirements of the Australian General Practice (AGPT) program or complete fellowship within the allotted time of four years Full-Time Equivalent (FTE) for the Fellowship of the Royal Australian College of General Practitioners (FRACGP), and five years FTE for the Fellowship of the Australian College of Rural and Remote Medicine (FACRRM) or Fellowship in Advanced Rural General Practice (FARGP).

Extensions awaiting fellowship will be revoked when a registrar requires an extension for assessment. If a registrar fails to achieve all training requirements and exhausts all extension for assessment opportunities, they may be eligible to apply for an extension to transition to the Practice Experience Program or Independent Pathway. These are approved by the appropriate College.

An approved extension for assessment purposes gives a GP registrar continuing access to an Australian General Practice Training (AGPT) provider number. This means a GP registrar can still work and bill Medicare, as long as they are abiding by the policies and conditions of the AGPT and those set by Western Australian General Practice Education and Training (WAGPET) and agreed with the GP registrar to satisfactorily meet the education and training requirements for their stage of training.

During this time, GP registrars are subject to the policies and conditions of the AGPT including pathway conditions.

Training Time can be extended for a period of up to 12 calendar months. WAGPET can approve extensions within the Training Time cap as follows:

- An initial extension of up to six calendar months,
- An extension of a further six calendar months can be granted but only where there are demonstrated extenuating and unforeseen circumstances. Applications must be submitted in writing to WAGPET.

Training Time can be extended for the following purposes, in line with the AGPT policy:

- to satisfactorily meet the Education and Training Requirements for a GP registrar's stage of training (these will be determined by WAGPET and discussed with the registrar)
- to successfully complete the requirements of their skills training term
- to sit or re-sit College required exams and/or assessments and await the results of College required exams and/or assessments
- following an extended period of leave to allow registrars to regain an appropriate level of competence prior to recommencing their training.

Additional extensions of training time beyond 12 calendar months can be applied for under specific circumstances, please refer to sections 7 and 8 of the AGPT Extension of Training Time policy.

Registrars on an approved Extension for Assessment Purposes must continue to meet the minimum training requirement of the Relevant College as per clause 5.8 of the AGPT Training Obligations Policy 2020.

if a registrar fails to complete the required College exams and/or assessments at the end of the Extension for Assessment period and has exhausted all available Training Time they will be withdrawn.

### **Eligibility**

GP registrars are not eligible for an extension of training time:

- for the completion of remediation terms. or
- to meet their training location obligations.

### **Approval process**

WAGPET will not approve an extension for assessment purposes unless the GP registrar has:

- discussed the extension for assessment purposes with their Regional Medical Educator (RME) or the Clinical Director of Training (CDT) and completed an extension application.
- undertaken all the education and training requirements expected of any GP registrar at their stage of training.
- enrolled in the summative assessments for the relevant college when eligible except when advised not to by their WAGPET RME.
- applied for a Medicare provider number along with an application for an extension for assessment purposes to WAGPET at least three months prior to needing the extension.
- a placement confirmed in a WAGPET accredited training facility.
- signed or agreed to sign a learning and assessment plan if required to, with their RME.
- relinquished all remaining Category 2 leave.

The submission of Medicare provider number forms is the responsibility of the GP registrar. Late submission of forms will result in the GP registrar being unable to work until the provider number is active.

Extension for Assessment applications will be approved in accordance with the AGPT Training Time policy. However, there is no guarantee that an extension for assessment purposes will be granted.

Any exceptions to this policy must be referred to the relevant College.

## **GPR14.0 APPEALS AND COMPLAINTS POLICY**

Last revision: 26 August 2021

*Please refer to the AGPT Complaints Policy 2020 and AGPT Appeals Policy 2020*

Western Australian General Practice Education and Training (WAGPET) acknowledges that from time to time, decisions will be made that adversely affect a participant of the Australian General Practice Training (AGPT) program. WAGPET policy cannot and should not cover every eventuality. WAGPET policy creates a level field for all participants and assists WAGPET to achieve its intended professional obligations on behalf of the relevant college(s) and contracted obligations to the Department of Health (DOH) on behalf of the community.

WAGPET supports and encourages participants to access a transparent appeals and grievances process and will deal with these in an efficient, just and respectful manner.

### **Complaints**

Complaints are best resolved at the location closest to where the complaint arose. This provides the most relevant and contextual information and minimises compromise to ongoing working relationships.

Grievances are more serious and may be prohibitive in nature or involve direct or indirect discrimination. These allegations must be presented to the WAGPET Chief Program Officer (CPO) and/or Clinical Director of Training (CDT) at the earliest opportunity.

### **Extent of WAGPET influence**

Note that WAGPET cannot:

- provide compensation to aggrieved parties
- remove conditions set by the Medical Board of Australia (MBA) or Australian Health Practitioners Regulation Agency (AHPRA)
- compel a training placement or Regional Training Organisation (RTO) transfer to another RTO
- confirm or back date a Medicare provider number
- make a recognition for prior learning decision, or
- resolve industrial or employment disputes outside a basic interpretation of the National Terms and Conditions for the Employment of Registrars (NTCER) and Fair Work Australia requirements.

Appeals can be lodged where other avenues have been exhausted and:

- the appeal is in writing with relevant documentation
- the aggrieved party can provide additional information that was not available or used when the decision was taken
- it can be shown that due process has not been followed
- the decision is not consistent with the provided valid evidence including policy, and
- the decision being challenged was communicated to the aggrieved party within the last 20 working days.

WAGPET will always:

- observe the rules of natural justice
- comply with legislative requirements

- provide clear documentation of the process used to make a decision, and
- publish and implement the reporting and appeals processes to be used when participants question a WAGPET decision.

### **Complaints arising at the local level**

WAGPET will, in the first instance, encourage the parties to a grievance to resolve their issues together at the local level. WAGPET will support all parties in this endeavour.

### **Informal mediation**

Where local resolution is not forthcoming or inappropriate, WAGPET will, on request from both parties, provide informal mediation. The complaint will need to be in writing from at least one of the parties. For non-clinical issues the WAGPET Chief Program Officer (CPO) will be the appropriate person and for clinical issues the Clinical Lead Program Support (CLPS) will determine whether themselves or the Regional Medical Educator (RME) are best to provide the mediation. Complaints relating to a WAGPET decision should also be directed to one of the above staff members in the first instance.

External parties also able to provide informal mediation and can be called upon for example:

- General Practice Supervisors Australia (GPSA) and/or General Practice Registrars Australia (GPRA)
- Australian Medical Association Western Australia (AMA WA)

If the matter remains unresolved, the parties may seek the assistance of:

- The CPO or delegate for non-clinical matters and the CDT for clinical matters. That officer will make a ruling on the dispute based on evidence and following due process including:
  - relevant policy
  - evidence collected in the complaint process
  - engagement with the aggrieved parties
  - communication of, reasons for, and consequences of the decision
  - opportunity to respond to decision informally, and
  - opportunity to appeal

### **Formal appeal**

If the complaint remains unresolved a formal appeal can be submitted against WAGPET's decision. The appeals process is as follows:

- the aggrieved party must submit an appeal to the Chief Executive Officer (CEO) in writing with supporting documentation within 20 working days of the decision being appealed
- the CEO or delegate will acknowledge receipt of the appeal within five working days

Action to address the complaint will be taken within 20 working days of the appeal. If the CEO declines the appeal the aggrieved party may appeal to the relevant college.

## **GPR15.0 COMPLETION OF TRAINING POLICY**

Last revision: 26 August 2021

*Please refer to the AGPT Extension of Training Time Policy 2020 and AGPT Training Obligations Policy 2020.*

Once all training and education requirements have been completed, GP registrars must apply to the relevant college(s) to be awarded a fellowship. This process can take time as the college(s) assess each application. During this time, GP registrars are no longer eligible for an Australian General Practice Training (AGPT) Medicare provider number, nor are they eligible for a specialist GP Medicare provider number.

An approved extension awaiting fellowship gives a GP registrar continuing access to an AGPT Medicare provider number until the fellowship is confirmed by the relevant college(s). During this time GP registrars continue to be subject to the policies and conditions of the AGPT including pathway conditions.

Extension awaiting fellowship is capped at a maximum of 12 weeks. Further extensions must be approved by the relevant College. Western Australian General Practice Education and Training (WAGPET) will approve a Medicare provider number for a maximum of 26 weeks, to allow for any delays in the fellowship application process. Failure to have fellowship awarded within 12 weeks will leave a GP registrar without a provider number and unemployed.

Dual fellowship registrars training towards both Australian College of Rural and Remote Medicine (ACRRM) and Royal Australian College of General Practitioners (RACGP) fellowship must not apply to Medicare for certification of their vocational registration until they have obtained both fellowships.

Australian Defence Force (ADF) registrars who complete their fellowship requirements while on deployment, can apply to WAGPET for a one-off extension of up to 26 weeks from the date of their return from that deployment.

### **Application process**

It is the GP registrar's responsibility to advise their Program Training Advisor (PTA) and Regional Medical Educator (RME) of their intention to apply for an extension awaiting fellowship three months prior to the start of their extension and they must:

- provide evidence that all training obligations for the relevant college(s), the AGPT and WAGPET have been or will have been met before the extension is required
- have passed all summative assessments of the relevant college(s) and provided all required or requested evidence to WAGPET
- have applied for their Medicare provider numbers through WAGPET using the Medicare and AGPT provider number forms three months prior to the start of their extension. Late submission of forms will result in the GP registrar being unable to work until the provider number is active.
- have a confirmed placement in a WAGPET accredited training facility, and
- have applied for fellowship from the relevant college(s) or confirmed agreement to apply for fellowship within five working days of starting an extension awaiting fellowship. Failure to do so will result in any further requests for extensions being rejected.

WAGPET will not approve an extension awaiting fellowship without this information.

Last revision August 2021

## GPR16.0 PRIVACY POLICY

Last Revision: 26 August 2021

Western Australian General Practice Education and Training (WAGPET) recognises the importance of privacy and our obligations to those who share their private information with us in the delivery of and participation in Australian General Practice Training (AGPT) in WA.

This policy describes how WAGPET Ltd protects information in accordance with its obligations under the Privacy Act 1988 (Privacy Act) and the Australian Privacy Principles (APPs) while at the same time managing the AGPT in WA, ensuring safe quality training for GP registrars and safe quality care is being provided to the community.

Further information on the APPs can be found on the Office of the Australian Information Commissioner's website: <https://www.oaic.gov.au/>.

This policy describes:

- how and why we collect personal information,
- how your information is used,
- when and with whom we share information, and
- how you can access and amend your personal information.

### Personal information we collect

WAGPET will only collect personal information needed to administer and promote the programs we deliver.

This includes processing applications for the program, dealing with the ongoing management of doctors enrolled in the programs, conducting training in conjunction with our external training service providers and other regional training providers, managing the accreditation and reaccreditation of training facilities and GP supervisors, and providing information about our programs to prospective applicants (direct marketing).

Examples of personal and sensitive information we may collect includes your:

- name, residential and work telephone numbers,
- residential, work and email addresses,
- occupation,
- academic and employment history,
- family background, and
- financial records.

Examples of sensitive personal information we may collect include your:

- medical history,
- racial or ethnic origin, and
- indigenous affiliation.

### Personal information you give to us

We may collect your personal information directly from you when you enquire or apply for one of our training or placement programs or participate in our program as a service provider. We also collect your personal information during your engagement with us so that we can monitor and appraise performance and training or placement needs.

We also collect information to assist us to assess whether the program is meeting participant needs specifically, and the needs of participants generally. We will not collect sensitive personal information about you unless you consent, and the information is reasonably necessary for one or more of our functions or activities.

#### **Personal information we collect from other sources**

We may collect personal information or sensitive information from a person or entity other than the individual. We will not collect this information for purposes outside the scope of the services that we are contracted to provide.

If we do collect your personal information from another source, we will take reasonable steps to ensure that you are made aware:

- that we collected your personal information from another source,
- what we will do with the information, and
- any other person or body to whom we may share or disclose the information.

We may collect sensitive personal information in accordance with the exceptions contained in APP 3.4 of the Privacy Act. For example, if the collection is required or authorised by or under an Australian law or by a court of tribunal order.

#### **What we do with your personal information**

We use and disclose personal information to enable us to carry out our business of providing pre-vocational and vocational education, training and placement services for medical practitioners. We will use your personal information to:

- process and monitor applications,
- manage your training for the duration of the training period or placement,
- facilitate Department of Human Services (Medicare) and any incentive payments,
- report to the Department of Health (DOH) and other Commonwealth agencies, and the Australian College of Rural and Remote Medicine (ACRRM) and Royal Australian College of General Practitioners (RACGP) as necessary,
- conduct quality assurance and other program activities,
- undertake research, for example analysis of demand for medical services and distribution of doctors in our program, and
- promote and direct market programs to prospective applicants.

Sometimes we may use and disclose personal information for purposes that are related to the primary purpose. For example, to conduct surveys or undertake activities to assist us to improve our services and procedures.

We will not use your sensitive personal information for another purpose unless it is directly related to our functions and activities.

We may use or disclose personal information in accordance with the exceptions contained in APP 6.2 and APP 6.3 of the Privacy Act.

A link to the Federal Privacy Act is here: <https://www.oaic.gov.au/assets/privacy/app-guidelines/app-guidelines-july-2019.pdf>.

**Organisations we may disclose to**

Sometimes we need to disclose your personal information to persons or organisations outside WAGPET. You may reasonably expect that we may disclose your personal information to:

- referees that have been included in an application,
- training service providers who provide training or training support services to WAGPET including the Aboriginal Health Council of Western Australia (AHCWA), Australian Medical Association (AMA) WA, Rural Clinical School (RCS) of Western Australia, Rural Health West (RHW), Western Australian Country Health Services (WACHS), and Western Australian Primary Health Alliance (WAPHA),
- agencies involved with relevant official administration, monitoring, registration and verification activities such as the Australian Health Practitioner Regulation Agency (AHPRA), Department of Health, Department of Human Services (Medicare Australia), ACRRM and the RACGP,
- contractors or agents who provide services to us, for example, External Clinical Teaching Visitors (ECTV), Regional Advisory Committees, data management contractors and associated contractors, and marketing and promotional contractors,
- General Practice Supervisors Australia (GPSA), and
- General Practice Registrars Australia (GPRA).

**Can you request to deal with us without identifying yourself?**

We understand that anonymity is an important element of privacy. In most cases, we need to know who you are to process and/or manage your application, training or enquiry. You can request to deal with us without identifying yourself or by using a pseudonym. However, in some instances this may not be possible, for example, when making a complaint, we may need to know your identity in order to investigate the complaint, in relation to a particular service provided by a training post.

If it is practicable to deal with us on an anonymous basis, we will take measures to ensure that information you provide on an anonymous or pseudonymous basis is not able to be linked with other information we may have about you. If you wish to deal with us on an anonymous or pseudonymous basis, contact the Privacy Officer.

**Do we send your personal information overseas?**

It may be necessary for us to send your personal information overseas, for example to an overseas based data assessment or questionnaire assessment institution or firm with which we are collaborating in medical training assessment and research. We will not send the information outside Australia without your consent or unless the transfer complies with APP 8 (cross-border disclosure of personal information) or where we are obliged to do so under contract with the Department of Health.

**How we keep your personal information secure**

WAGPET uses a range of physical and electronic security measures to protect personal information from misuse and loss, and from unauthorised access, modification or disclosure. For example, we restrict physical access to our offices, employ security containers, firewalls, secure databases, computer user identifiers and passwords. Emails you send to us are screened by our email security systems and may be viewed by authorised WAGPET information technology personnel and subcontractors for security purposes.

**Automated information collection**

Last revision August 2021

When you visit the WAGPET website our server makes a record of that visit and logs the following information:

- your server address,
- the top-level domain name (for example .com, .gov, .au, .uk),
- the date and time of the visit to the site,
- the pages accessed and documents downloaded,
- the previous site visited, and
- the type of browser used.

The data listed above is collected to facilitate website and system administration, including monitoring to prevent security breaches and enhancement of the website to meet users' needs.

We do not attempt to identify users or their browsing activities except in the unlikely event of a criminal investigation, for example where a law enforcement agency has issued a warrant to inspect our server logs.

We do not use cookies when people make general visits to our website. Cookies are small text files that may be transferred to your computer's memory by the servers of some of the websites you visit. Their purpose is to track and store information about a visitor's usage of a website.

We do use cookies in relation to some of the specific web pages we have established for particular clients to allow them limited access to information via our intranet. These cookies are used only during a browsing session and expire when the visitor closes his or her browser.

WAGPET's website has links to other internet sites. Once you leave our website, the guidelines of this privacy policy no longer apply. Please read carefully the relevant privacy policies or terms and conditions governing these linked sites to ensure your privacy is protected.

#### **How to access your personal information**

WAGPET will provide you with access to your personal information, subject to any applicable exceptions under the Privacy Act. We will first require you to verify your identity in a manner that is reasonable in the circumstances and specify the information you wish to access.

If we refuse your request, we will provide you with reasons for the refusal. For example, if we are not satisfied as to the identity of the requestor. You will not be charged for lodging a request to access your personal information.

Requests for access to personal information should, in the first instance, be directed to the Privacy Officer who will refer the request to an appropriate person within WAGPET.

#### **How to update your personal information**

We will take all reasonable steps to ensure that your personal information is accurate, up to date, complete and relevant.

If you are able to establish that your personal information is inaccurate, out of date, incomplete, irrelevant, or misleading, we will take reasonable steps to amend the information.

If we update or amend personal information about you that we previously disclosed to another entity, and you request that we notify that entity, we will take reasonable steps to give that notification.

If we refuse your request to amend or update your personal information, we will give you a written notice setting out the reasons for the refusal, the mechanisms available to complain about the refusal, and any other matter

prescribed by regulations. If you ask us to, we will associate the information with a statement that the information is inaccurate, out of date, incomplete, irrelevant or misleading in accordance with your request.

### **How you can complain about WAGPET's privacy practises**

If you have a concern about the way in which WAGPET handles your personal information and wish to make a complaint, contact the Privacy Officer.

Under the Privacy Act, the Privacy Commissioner has the power to investigate complaints or acts or practises that may be a breach of privacy even if there is no direct complaint to the Privacy Commissioner. If you have made a complaint to us about a WAGPET practice that you think amounts to an arbitrary or unreasonable interference with your privacy, and you do not believe that the matter has been resolved satisfactorily, you should either write to the Privacy Commissioner setting out the details of the practises which you think interfere with your privacy, or telephone the Privacy Hotline 1300 363 992 (local call charge).

If you wish, you are able to make a complaint directly to the Privacy Commissioner rather than to WAGPET. In most cases, however, it is likely that the Privacy Commissioner would refer you to WAGPET in the first instance to see if your complaint can be resolved without requiring the involvement of the Commissioner.

### **Further information**

To find out more about WAGPET's management of personal information, contact our Privacy Officer:

The Chief Financial Officer

Western Australian General Practice Education and Training Ltd

Telephone: 08 9473 8200

Email: [privacyofficer@wagpet.com.au](mailto:privacyofficer@wagpet.com.au)

For more information on the Privacy Act and the APPs:

Visit the website the Office of the Australian Information Commissioner [www.oaic.gov.au](http://www.oaic.gov.au) or contact the Privacy Hotline 1300 363 992 (local call charge).

We will, from time to time, review and revise this Privacy Statement. We reserve the right to amend this policy at any time and any amendments will be notified by the posting of an updated version on our website at: <https://www.wagpet.com.au/resources>.

## Definitions

Privacy Act 1988 (Privacy Act)	Legislation which aims to safe guard and protect individual's personal and sensitive information: <a href="https://oaic.gov.au/agencies-and-organisations/app-guidelines/">oaic.gov.au/agencies-and-organisations/app-guidelines/</a>
Australian Privacy Principles (APPs)	The 13 APPs replace the National Privacy Principles and are enacted legislation found in the Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth): <a href="https://oaic.gov.au/agencies-and-organisations/app-guidelines/">oaic.gov.au/agencies-and-organisations/app-guidelines/</a>
Personal Information	Any information or an opinion about an identified individual, or an individual who is reasonably identifiable; whether the information or opinion is true or not; and whether the information or opinion is recorded in a material form or not. What constitutes personal information will vary, depending on whether an individual can be identified or is reasonably identifiable in the particular circumstances.
Privacy Officer	<p>The Chief Financial Officer is WAGPET's appointed Privacy Officer. The role of the Privacy Officer will include:</p> <ul style="list-style-type: none"> <li>• participating in the development of initiatives that have a potential privacy impact</li> <li>• providing advice on the general application of the Privacy Act 1988 (Privacy Act) to the agency's general operations</li> <li>• handling, or supervising the handling, of privacy complaints and enquiries</li> <li>• training staff in aspects of the Privacy Act that apply to their day-to-day activities</li> <li>• being the primary privacy contact for the Office of the Australian Information Commissioner.</li> </ul>

- Sensitive information is a subset of personal information and is defined as information or opinion (that is also personal information) about an individual's:
- Racial or ethnic origin
  - Political opinions
  - Membership of a political association
  - Religious beliefs or affiliations
  - Philosophical beliefs
  - Membership of a professional or trade association
  - Membership of a trade union
  - Sexual preferences or practices; or
  - Criminal record
  - Health information about an individual
  - Genetic information (that is not otherwise health information)
  - Biometric information that is to be used for the purpose of automated biometric verification or biometric identification, and
  - Biometric templates.
- Sensitive Information

Sensitive information is generally afforded a higher level of privacy protection under the APPs than other personal information. This recognises that inappropriate handling of sensitive information can have particular ramifications for the individual concerned or those associated with the individual. For example, some kinds of sensitive information, such as information relating to race or ethnic origin, may provide the basis for discrimination or other forms of mistreatment. Mishandling of this information may also lead to humiliation or embarrassment or may undermine an individual's dignity.

## GPR17.0 EXTENUATING AND UNFORESEEN CIRCUMSTANCES DEFINITION

Last revision: 21 May 2020

*Please refer to the AGPT Program Leave Policy 2020*

For the purposes of this policy handbook, extenuating and unforeseen circumstances are determined as defined in the Australian General Practice Training (AGPT) policies. These are described as circumstances which were unforeseen and outside a registrar's control when they accepted a place on the AGPT program. These circumstances will not be considered as unforeseen if it can be determined that the circumstances were known or reasonably should have been known by the registrar prior to the acceptance of their place on the AGPT Program.

Examples of extenuating circumstances may include, but are not limited to:

- Ill-health (other than minor illnesses),
- deterioration of an existing medical condition that can no longer be managed in the current location,
- bereavement,
- acute personal/emotional circumstances,
- hospitalisation,
- illness of an Immediate family member,
- a major change to a registrar's personal circumstances; or
- an involuntary change in a spouse's employment.

Extenuating circumstances do not include, for example:

- a change in relationship status from single to partnered or married; or
- a change in family circumstances (including starting a family and children's schooling).

# POLICY UPDATE SCHEDULE

Last Handbook revision date	Policy section that has changed	Previous Handbook wording that has changed	New wording in this Handbook
24 February 2020	GPR2.0 Selection Policy	Eligibility completed by DoH	Eligibility completed by colleges
24 February 2020	GPR3.0 Training Time Policy		Possible reduction in work hours statement for registrars on Extension for Assessment
24 February 2020	GPR4.0 Enrolment, Placement and Enrolment Policy		Change to RACGP practice diversity requirements
24 February 2020	GPR8.0 Rural Support Payment Policy replaced		Additional payments for specific towns
24 February 2020	GPR10.0 Leave Policy		Added WAGPET can decline leave if against a registrar's training plan
29 June 2020	Changes to RACGP and ACRRM summative assessment tables		
18 June 2020	GPR1.0 Professional Behaviour policy	None	Additional section added reminding GP registrars of AHPRA good practice guidelines section 3.14 advising them not to treat other staff, friends or family
18 June 2020	GPR14.0 Appeals and Complaints policy	Appeals against decisions now to go directly to relevant College and step for appeal to be heard by a WAGPET Review Committee has been removed.	If the CEO declines the appeal the aggrieved party may appeal to the relevant College.
25 May 2020	GPR2.0 Selection Policy	Removal of paragraph relating to the requirement to have completed two FTE GP terms with home RTO before applying for a transfer to WAGPET	
20 May 2020	Minor wording updates policies to reflect the AGPT 2020 policy changes		
20 May 2020	GPR9.0 Transfers Policy	Updated to reflect that the RTO now approves ADF transfers due to relocation for operational reasons and to	GP registrars employed with the Australian Defence

		reflect AGPT policy changes for 2020	Force, who are required to relocate for operational reasons will have their request to transfer approved by WAGPET. GP registrars will be required to submit an application and must attach a copy of their posting orders or equivalent documentation.
19 March 2020	GPR 8.0 Rural Support Policy	MMM classifications updated following changes. New sentences added in to clarify eligibility.	<p>Assessment of eligibility for a payment is based on community need, whether the area is a Designated Priority Areas (DPA), the proximity of the area to Perth (how commutable it is) and is subject to the terms outlined below.</p> <p>Terms that are not eligible include:                      Extension for Assessment, Extension for RG, Extension Awaiting Fellowship</p>
14 February 2020	GPR15.0 Completion of Training Policy	The time has been extended for which a Medicare Provider Number can be approved from 12-26 weeks.	WAGPET will approve a Medical provider number for a maximum of 26 weeks, to allow for any delays in the fellowship application process. Failure to have fellowship awarded within 26 weeks will leave a GP registrar without a provider number and unemployed.
31 January 2020	GPR13.0 Extension of Training Time Policy	Policy was previously called Extension for Assessment Purposes policy, but this has	Training Time can be extended for the

been updated to reflect the AGPT changes allowing for additional circumstances where Extensions of Training Time can be sought and that Extensions beyond 12 months may also be available.

following purposes, in line with the AGPT policy:

- to satisfactorily meet the Education and Training Requirements for a GP registrar’s stage of training (these will be determined by WAGPET and discussed with the registrar)
- to successfully complete the requirements of their skills training term
- to sit or re-sit College required exams and/or assessments and await the results of College required exams and/or assessments
- following an extended period of leave to allow registrars to regain an appropriate level of competence prior to recommencing their training.

Additional extensions of training time beyond 12 calendar months can be applied for under specific circumstances, please refer to sections 7 and 8 of the AGPT Extension of Training Time policy.

31 January 2020	GPR11.0 Registrar at Risk policy	Updated to reflect the new early safety assessment that	New dot point Under the section:
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		has been implemented as part of the 2020 education and assessment framework.	To minimise the potential of issues occurring, WAGPET employs several mitigation strategies including but not limited to:  * an early safety assessment to ensure registrars new to GP are practising safely early in their training and have an appropriate level of supervision and support.
15 July 2019	Formatting review	Nil	Nil
7 January 2019	Formatting review	Nil	Nil
12 November 2018	Full policy handbook review and edit to bring multiple policies into line with the AGPT 2019 policies	Substantial policy edits to reflect the updates to policies in line with AGPT 2019 policies.	Because of the extensive policy edit, please refer to policy in full.
24 July 2018	GPR6.0 Education and Assessment Policy	Added additional paragraph regarding the new RACGP exam attempts policy.	From 1 January 2019, the RACGP will be limiting the maximum number of examination attempts to six attempts undertaken over a three year period. This will affect GP registrars currently on the AGPT program who have not yet obtained fellowship, and all future GP registrars. Along with these changes, RACGP will no longer be offering just cause or exam remediation from 1 January 2019. For more information refer to the RACGP policies on their website.
9 April 2018	GPR4.0 Enrolment, Placement and Employment Policy	Substantial policy edits to reflect the improvements to the 2018 placement matching process.	Because of the extensive policy edit, please refer to policy in full.

6 February 2018	GPR1.0 Professional Behaviour Policy	The report must include detail of the event(s) and evidence to substantiate claims. The report must also outline any action that has been planned, has already occurred and/or recommendations to resolve the issue. The Chief Operating Officer and/or Clinical Director of Training will inform all relevant parties in writing of the actions to be undertaken including any necessary intervention.	The report must include detail of the event(s) and evidence to substantiate claims. The report must also outline any action that has been planned, has already occurred and/or recommendations to resolve the issue. The Chief Operating Officer and/or Clinical Director of Training will inform all relevant parties in writing of the actions to be undertaken including any necessary intervention. The RACGP and/or ACRRM and AHPRA will be notified as appropriate.
Policy 3.2.40 18 August 2017	GPR2.0 Selection Policy	All applicants for the annual AGPT intake undergo a national selection assessment process, and the standardised SJT and MMI components are delivered in WA by WAGPET. WAGPET has additional requirements for those seeking to train in WA on the AGPT program. These requirements relate to the WA training context and the program funding received. NAC scores including component scores and AGPT band scores.	WAGPET in conjunction with ACRRM and RACGP select the highest quality applicants who have been deemed suitable, trainable and able to complete the AGPT program in the required period.  RACGP applicants who have scored less than 28 in the MMI will not be offered a position to train on the AGPT with WAGPET. RACGP applicants who have scored a one (1) or a two (2) in more than two MMI stations will not be offered a position to train on the AGPT with WAGPET. WAGPET will notify the respective Colleges of any applicants that have been flagged during the MMM interviews.
Policy 3.2.58 18 August 2017	GPR4.0 Enrolment, Placement and Employment Policy	All GP registrars Awaiting Fellowship must enrol with WAGPET annually, whether or not they are in active training, full-time or part-time program.	All GP registrars with the exception of registrars in their Extension Awaiting Fellowship terms must enrol with WAGPET annually, whether or not they are in active training, full-time or part-time.
Policy 3.2.57 20 July 2017	GPR8.0 Rural Support Payments Policy	Effective 17 July 2017 (Semester 2 2017), the policy is amended to recognise those harder to fill training	Carnarvon goes from MM6 to 7 Kalgoorlie goes from MM3 to 5

		locations where the MM is not reflective of the costs associated with education attendance.	Kununurra goes from MM6 to 7 Northampton goes from MM5 to 7
Policy GPR8.0 15 July 2017	GPR8.0 Rural Support Payment Policy	Remove additional GPT1/2 support recognition for Northampton – Table 3	Line removed from table 3

# GLOSSARY

## COMMON ACRONYMS AND TERMINOLOGY

ACRRM	Australian College of Rural and Remote Medicine
AGPT	Australian General Practice Training Program
AHPRA	Australian Health Practitioner Regulation Agency
AKT	Applied Knowledge Test
ALS	Advanced Life Support
AMA WA	Australian Medical Association Western Australia
ARST	Advanced Rural Skills Training
AST	Advanced Specialised Training
CAAKT	Candidate Assessment and Applied Knowledge Test
CEO	Chief Executive Officer
CPO	Chief Program Officer
CDT	Clinical Director of Training
CDR	Clinical Director – Rural
CGT	Core Generalist Training
CLME	Clinical Lead Medical Education
CLPS	Clinical Lead Program Support
CCT	Core Clinical Training
Core Vocational Training	GPT1, 2 and 3 and Extended Skills for FRACGP. Core Generalist Training and Advanced Specialised Training for FACRRM.
CPR	Cardiopulmonary Resuscitation
DOH	Department of Health
DWS	District Workforce Shortage
ECT/ECTV	External Clinical Teaching/Visitor
FACRRM	Fellowship of the Australian College of Rural and Remote Medicine
FARGP	Fellowship in Advanced Rural General Practice (RACGP)
FRACGP	Fellowship of the Royal Australian College of General Practitioners
FLIP	Focussed Learning Intervention Plan
FTE	Full Time Equivalent

GP365	Online learning and assessment tool for registrars in their first two terms of the AGPT program
GPRA	General Practice Registrars Australia
GPSA	General Practice Supervisors Australia
GPT1/CGT1	General Practice Term 1/Core Generalist Training 1; the first six months of GP training
GPT2/CGT2	General Practice Term 2/ Core Generalist 2; the second six months of GP training
GPT3/CGT3	General Practice Term 3/ Core Generalist Training 3; the third six months of GP training
(GPT4) Extended Skills/CGT4	General Practice Term 4/ Core Generalist Training 4; the fourth six months of GP training. Known as Extended Skills in RACGP
MBA	Medical Board of Australia
MCQ	Multiple-Choice Question
Mini-CEX	Mini-Clinical Evaluation Exercise
MM	Modified Monash
MMI	Multiple Mini Interview
MSF	Multi-Source Feedback
NTCER	National Terms and Conditions for the Employment of Registrars
Program Training Advisor (PTA)	Program Training Advisors are responsible for a single hub and are the primary contact person for their hub for all WAGPET and AGPT program-related inquiries and support.
RA	Remoteness Area
RACGP	Royal Australian College of General Practitioners
RCS	Rural Clinical School
RLO	Registrar Liaison Officer – the RAC member responsible for supporting registrars in the regions
RME	The Regional Medical Educator assigned to mentor you outside the practice setting. The RME may be based at WAGPET or within your region; they are a practicing GP and are there to make sure you are on the right track to meet your fellowship requirements.
RPL	Recognition of Prior Learning
RTO	Regional Training Organisation
StAMPS	Structured Assessment using Multiple Patient Scenarios
SLO	Supervisor Liaison Officer – supports other GP supervisors in the region and is a member of the RAC.

UX	The online platform for registrars, supervisors and training facilities to access online resources such as forms, eLearning, GP365 and training records.
VMO	Visiting Medical Officer
WACHS	WA Country Health Service
WAGPET	Western Australian General Practice Education and Training
WAPHA	WA Primary Health Alliance

