

# GPEX Part-time Training Policy

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## **Note**

This policy supersedes the previous GPEX Part-time Training Policy and will apply to all registrars in the GPEX training program under the Australian General Practice Training (AGPT) program. This policy is intended to complement the AGPT Training Obligations Policy 2017.

## **1. Purpose**

To inform registrars of the minimum education and training requirements with respect to part-time training.

## **2. Scope of this policy**

This policy applies to registrars enrolled in the AGPT program training with GPEX.

## **3. Responsibility for implementation, compliance monitoring, measuring and continual improvement**

- Director of Medical Education (DOME)
- Chief Executive Officer (CEO)
- Director of Education Operations (DEO)

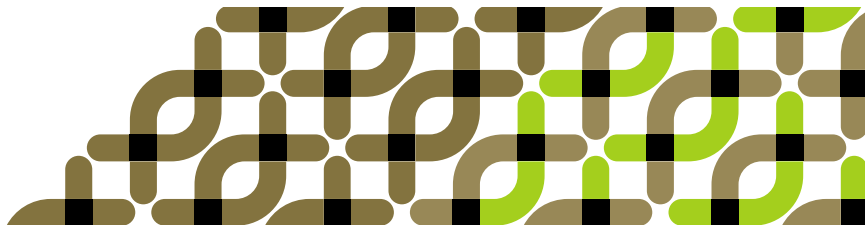
## **4. Policy statement - general**

4.1 In formulating this policy, GPEX has used the Australian General Practice and Training (AGPT) principles:

- 4.1.1 All registrars commence their vocational training at 1.0 full-time equivalence (FTE) and are supported to undertake full-time training to obtain College fellowship.
- 4.1.2 Regional training organisations (RTOs) will endeavour to provide access to training at less than FTE for those registrars who require this flexibility.
- 4.1.3 The provision of training at less than FTE is the result of a negotiated arrangement between registrars and their RTO.

## **5. Definitions**

Full time training is defined as a minimum of 38 hours per week (this includes a combination of clinical work and educational time)



## 6. Supporting procedures

- 6.1 Registrars who wish to undertake part-time training need to submit an application to the DOME outlining their reasons.
- 6.2 Applications are to be submitted on the Application for Part-time Training Form.
- 6.3 Approval to undertake part-time training should not be assumed. In considering the application for part-time training the DOME will take into consideration the registrar's proposed part-time training schedule to ensure it complies with the AGPT program requirements and GPEx minimum training time conditions.

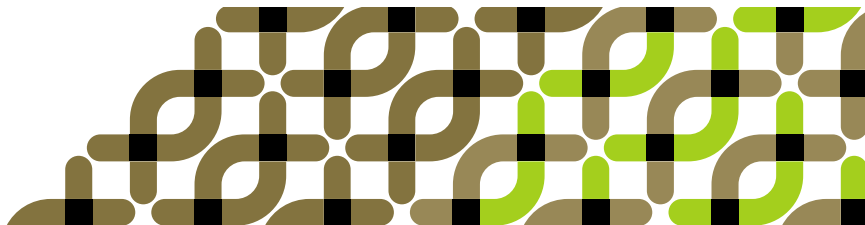
## 7. GPEx Minimum Training Time Conditions

- 7.1 General Practice Term 1 and 2 (GPT 1, GPT 2, PRRT 1 and PRRT 2)- **who are completing the GP365 program**
  - 7.1.1 GPT 1, GPT 2, PRRT 1 and PRRT 2 registrars approved for part-time work will be required to undertake approximately **16 hours per week of clinical work** in a general practice setting.
  - 7.1.2 Part time GPT 1/PRRT 1 and GPT 2/PRRT 2 registrar's educational requirements are the equivalent to full-time registrar educational requirements and therefore will be required to:
    - 7.1.2.1 allocate 3 hours per week for in-practice learning (comprising of two hours of self-directed learning and 1 hour of supervisor review)
    - 7.1.2.2 attend all mandatory education workshops scheduled during the semester. This includes all major release day education and mini release education sessions and critical case analysis sessions (an average of three hours per week).This is an average total of 22 hours per week.
- 7.2 General Practice Term 2 (GPT 2 and PRRT 2)- **who have completed the GP365 program**
  - 7.2.1 GPT 2/PRRT 2 registrars who have completed the GP365 program, and have been approved for part-time work, will be required to undertake **22 hours (minimum) of clinical work** in a general practice setting.
- 7.3 General Practice Term 3/PRRT 3 and above (GPT 3, PRRT 3, PRRT 4, Extended Skills & Extension Awaiting Fellowship - Assessment)
  - 7.3.1 GPT 3/PRRT 3 and above registrars approved for part-time work will be required to undertake **22 hours (minimum) of clinical work** in a general practice setting.

## 8. Exceptional circumstances

- 8.1 Registrars returning from parental leave or other exceptional circumstances are eligible to apply in writing for part-time work on the following basis:
  - 8.1.1 GPT 1, GPT 2, PRRT 1 and PRRT 2 term, the minimum number of hours per week of clinical work in a general practice setting will be 10.5 hours per week (total of 16.5 hours per week with educational requirements)
  - 8.1.2 GPT 3/PRRT 3 and above terms, the minimum number of hours per week of clinical work in a general practice setting will be 16.5 hours per week. There is no fixed educational time requirement.
  - 8.1.3 These concessional arrangements will apply for a maximum period of twelve months. A registrar will be eligible to access these arrangements at the conclusion of each parental leave period.
  - 8.1.4 At the completion of the twelve months return to work period, a registrar will be required to increase their work and training requirements to the same minimum level (i.e. 22 hours) that applies to all part-time registrars.

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### **9. Appeals process**

If a registrar is not satisfied with the decision of the DOME in relation to part-time training, the registrar will have recourse to appeal via the GPEX Grievance policy.

### **10. Related Documents**

This policy should be read in conjunction with the following GPEX and AGPT policies:

- GPEX Appeals policy
- GPEX Grievance Policy
- GPEX Application for Part-time Training Form
- AGPT Appeals Policy 2017
- AGPT Training Obligations Policy 2017
- ACRRM Fellowship Training Handbook
- RACGP Vocational Training Pathway – Requirements for Fellowship Policy