

GPEX Withdrawal Policy

Note

This policy commences on 1 January 2016 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 Withdrawal Policy 2017.

1. Purpose

This policy sets out the circumstances under which a registrar may be involuntarily withdrawn from the AGPT program during enrolment in the GPEX training program. For voluntary withdrawal see the AGPT Withdrawal Policy 2017 which can be accessed via the [AGPT web site](#).

2. Scope of this policy

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

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

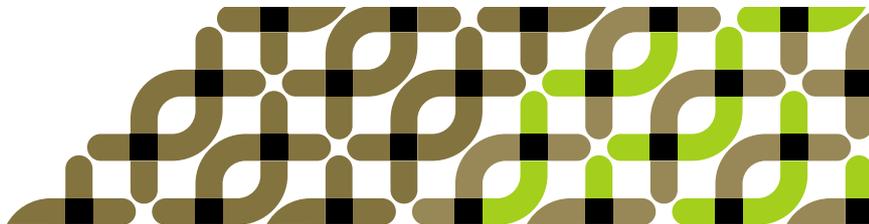
- Director of Medical Education (DOME)
- Chief Executive Officer (CEO)
- Director of Education Operations (DEO)

4. Roles and Responsibilities

4.1 Registrars are responsible for:

- 4.1.1 monitoring their personal health and well-being;
- 4.1.2 checking their training progress;
- 4.1.3 meeting their training obligations and requirements;
- 4.1.4 acting professionally and responsibly within the training post setting;
- 4.1.5 practising competently and safely;
- 4.1.6 maintaining general registration with reference to 'recency of practice' and 'continuing professional development' registration standards in accordance with Australian Health Practitioner Regulation Agency (AHPRA) requirements.

4.2 Registrars who show deficiencies in clinical competence and program compliance are supported by GPEX to improve their performance and meet the objectives of the program. Where the underperformance of a registrar cannot be satisfactorily addressed through



specific intervention by GPEx that registrar may be withdrawn from the AGPT program in accordance with this policy.

4.3 GPEx is responsible for:

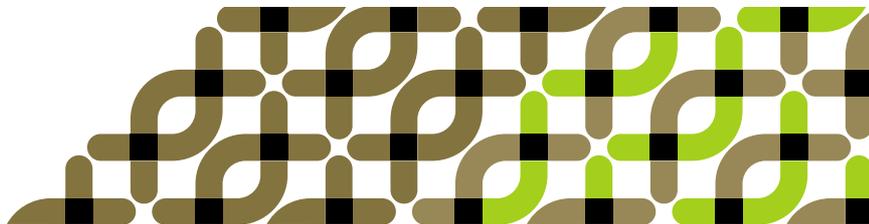
- 4.3.1 Monitoring the health and well-being of registrars enrolled in the GPEx training program;
- 4.3.2 Monitoring registrars' progress through training;
- 4.3.3 Managing registrar training as required by the AGPT Program and the relevant College(s);
- 4.3.4 Ensuring registrars are supported in their training to enable them to practise safely;
- 4.3.5 Advising the relevant College(s) if they are notified by a registrar that they are considering voluntarily withdrawing from the AGPT Program or if concerns are raised that there are circumstances that occurring that could lead to the registrar being withdrawn from the AGPT Program.
- 4.3.6 Notifying the Department of Health within 20 business days when a registrar withdraws or is withdrawn under this policy by submitting a completed AGPT Notification of Withdrawal form to AGPTManagement@health.gov.au.
- 4.3.7 Notifying the relevant College(s) within 20 business days when a registrar withdraws or is withdrawn under this policy; and
- 4.3.8 Notifying the Department of Health within 20 business days if the withdrawn registrar has lodged an appeal with the RTO within thirty days of the date of withdrawal.
- 4.3.9 Notifying the Department of Human Services – Medicare in writing to remove withdrawn registrars from the Register of Approved Placements if the registrar has an active placement.

5. Categories of withdrawal

A decision may be made to withdraw a registrar from the GPEx training program in the following circumstances:

5.1 Clinical Competence

- 5.1.1 Where the DOME has deemed the registrar is unable to sustain an acceptable level of performance to progress with their training within reasonable time and available resources;
- 5.1.2 Where in the opinion of the CEO the registrar fails to achieve the outcomes of a remediation plan (see the GPEx Remediation Policy) and is unlikely to result in satisfactory return to training;
- 5.1.3 Where the registrar has completed all training time allowable under the AGPT policy and has not successfully passed the college assessments to achieve fellowship;



5.2 Compliance

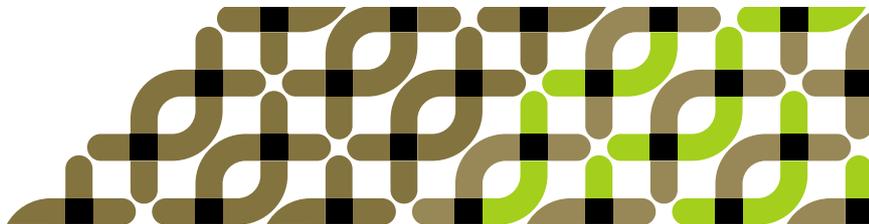
- 5.2.1 If the registrar is not registered with (or fails to provide GPEX with satisfactory evidence of registration with) the Medical Board of Australia to a level which satisfies AGPT entry criteria;
- 5.2.2 If the registrar is not for any reasons eligible for a Medicare provider number for their training pathway;
- 5.2.3 If the registrar does not have (or fails to maintain) professional indemnity insurance appropriate for their level of training;
- 5.2.4 Where a registrar fails or refuses to comply with the GPEX training program and/or AGPT program requirements such as:
 - 5.2.4.1 Failing to actively participate in all compulsory education activities;
 - 5.2.4.2 Failing to repeatedly respond to correspondence from GPEX
- 5.2.5 Where a registrar is found by AHPRA to have behaved in a way that constitutes professional misconduct (which includes unethical or criminal behaviour and malpractice that is substantially below the standard reasonably expected of a registered health practitioner of an equivalent level of training or experience);

5.3 Capacity

- 5.3.1 Where the registrar has a condition or conditions placed on their medical registration which in the opinion of the CEO makes continuation in the GPEX training program impracticable;
- 5.3.2 Where a significant health problem or health related issue in relation to a registrar is identified which in the opinion of the CEO poses an unacceptable risk to their fitness for work and/or ability to undertake clinical practice (see GPEX Wellbeing and At Risk Policy).

6. Withdrawal process

- 6.1 Before considering the withdrawal of a registrar from the GPEX training program, GPEX will, where possible and appropriate, explore all available possible solutions including support mechanisms (such as General Practice Registrars Australia), personal intervention, remediation and various types of leave in accordance with GPEX Performance Review Policy, GPEX Registrar Leave Policy, GPEX Remediation Policy, GPEX Wellbeing and At Risk Policy, AGPT Program Leave Policy 2017, AGPT Remediation Policy 2017 and AGPT Transfer Policy 2017.
- 6.2 Before making a decision to withdraw a registrar GPEX will provide:
 - 6.2.1 written notice identifying the matter or matters of concern and request the registrar to show cause why they should not be withdrawn;
 - 6.2.2 a reasonable opportunity to address the matters of concern by responding to the show cause notice either in writing or in person within 10 days of receiving the



written notice. The face to face meeting will be with the DOME or their delegate and registrars will be encouraged to engage a support person for the meeting.

- 6.3 The DOME, with the assistance of senior staff, will document the withdrawal process which will include the keeping of records of all relevant:
 - 6.3.1 meetings;
 - 6.3.2 formal communications;
 - 6.3.3 investigations.
- 6.4 Once a decision is made to withdraw a registrar, the CEO or delegate on behalf of GPEX will inform the registrar in writing of the reasons for that decision, the date on which the decision was made, and inform the registrar that they will have thirty (30) days from the date of withdrawal to lodge an appeal with GPEX. The registrar will also be given an opportunity to attend an exit interview with GPEX.
- 6.5 Where a registrar is withdrawn under this policy:
 - 6.5.1 the registrar is deemed to have been withdrawn from the GPEX training program;
 - 6.5.2 GPEX will advise Department of Health (DoH) and the relevant College(s) within ten (10) business days that the registrar has been withdrawn from the GPEX training program by submitting a fully completed Notification of Withdrawal Form.

7. Appeals process

- 7.1 Registrars who are not satisfied with the decision to withdraw them from training will have recourse to appeal in accordance with the GPEX Grievance Policy.
- 7.2 Where the registrar is not satisfied with the decision under the GPEX Grievance Policy, they can appeal to the Department of Health Appeals Panel.

8. Related documents

- This policy should be read in conjunction with the following GPEX and AGPT policies:
- GPEX Appeals Policy
- GPEX Grievance Policy
- GPEX Performance Review Policy
- GPEX Remediation Policy
- GPEX Wellbeing and At Risk Policy
- GPEX Registrar Leave Policy
- AGPT Appeals Policy 2017
- AGPT Remediation Policy 2017
- AGPT Transfer Policy 2017
- AGPT Program Leave Policy 2017
- AGPT Withdrawal Policy 2017