



## **AGPT TRANSFER POLICY 2020**

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<b>Approved by:</b>	Assistant Secretary, Health Training Branch, Department of Health
<b>Custodian and e-mail address:</b>	Department of Health <a href="mailto:AGPTManagement@health.gov.au">AGPTManagement@health.gov.au</a>
<b>Supporting documents, procedures and forms:</b>	AGPT Application - Pathway Transfer AGPT Application - Transfer between RTOs or Training Regions
<b>Audience:</b>	Registrars enrolled on the AGPT Program Regional Training Organisations and Stakeholders

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## 1 Purpose of Policy

- 1.1 The purpose of this Policy is to manage the transfer of registrars between Regional Training Organisations (RTOs) or Training Regions and/or pathways on the Australian General Practice Training (AGPT) Program.

## 2 Definitions

Word/Term	Definition (with examples if required)
ACRRM	Australian College of Rural and Remote Medicine
Chief Executive Officer (CEO)	The CEO of the Regional Training Organisation (RTO) or equivalent or their nominated delegate.
Commencement of Training	<p>Commencement of Training is defined as the first day in which a registrar begins their training on the AGPT Program.</p> <p>Registrars are able to commence their training on the AGPT Program in a number of different training terms, which are: hospital training, GPT1, Core Generalist Training, Extended Skills, Advanced Specialised Training and Advanced Rural Skills Training (for FARGP only).</p>
Core Vocational Training	Core Vocational Training refers to GPT1, GPT2, GPT3 and Extended Skills Training for FRACGP registrars and Core Generalist Training (with the exception of first hospital year for PGY 2 registrars) and Advanced Specialised Training for FACRRM registrars.
Education and Training Requirements	The requirements placed on a registrar working towards fellowship of the RACGP, ACRRM or both. These requirements are specified by the relevant College(s) and the RTOs.
Extenuating and Unforeseen Circumstances	<p>Extenuating and Unforeseen Circumstances are defined 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.</p> <p>Examples of extenuating circumstances may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Ill-health (other than minor illnesses);</li> <li>• Deterioration of an existing medical condition that can no longer be managed in the current location;</li> <li>• Bereavement;</li> <li>• Acute personal/emotional circumstances;</li> <li>• Hospitalisation;</li> <li>• Illness of an Immediate Family Member;</li> <li>• A major change to a registrar's personal circumstances; or</li> <li>• An involuntary change in a spouse's employment.</li> </ul> <p>All applications and requests pertaining to Extenuating and Unforeseen Circumstances of the registrar will be considered on a case by case basis.</p>
FACRRM	Fellowship of the Australian College of Rural and Remote Medicine
FARGP	Fellowship in Advanced Rural General Practice through the RACGP. Registrars must be enrolled in FARGP to undertake Advanced Rural Skills Training.
FGAMS	Foreign Graduates of an Accredited Medical School

Word/Term	Definition (with examples if required)
FRACGP	Fellowship of the Royal Australian College of General Practitioners
Immediate Family Member	Immediate Family Member means parents (mother, father, and step-parents), siblings, spouse/partner/de facto/fiancé, child/children and anyone for whom the registrar has primary carer responsibility.
Modified Monash Model	The Modified Monash Model (2019) (MMM (2019)) is a classification system that categorises metropolitan, regional, rural and remote areas according to both geographical remoteness and town size.  The MMM (2019) classification for any given area can be found by using the locator tool on the <a href="#">Doctor Connect website</a> .
OTD	Overseas Trained Doctor
RACGP	Royal Australian College of General Practitioners
Relevant College	The GP College with which the registrar is enrolled - RACGP, ACRRM or both.
RIDE	Registrar Information Data Exchange – the information management system used to record the training and education of registrars on the AGPT Program.
RPL	Recognition of Prior Learning
Training Region	A defined and agreed area in Australia within which an RTO is required to deliver training to registrars enrolled on the AGPT Program.

### 3 Application and Scope

- 3.1 This Policy applies to all registrars enrolled on the AGPT Program.
- 3.2 This Policy supersedes the previous *AGPT Transfer Policy 2020* and will come into effect as of 18 December 2020.
- 3.3 This Policy enables the Colleges and RTOs to manage the movement of registrars within the AGPT Program and registrar training and workforce obligations.
- 3.4 Requests for transfers can be for transfers between RTOs or Training Regions and/or between the general and rural pathways and may be temporary or permanent arrangements.
- 3.5 Requests for Category 1 transfers (between RTOs or Training Regions) are to be approved by the RTO(s) involved. Approval by the Relevant College is not required.
- 3.6 Requests for Category 2 transfers (rural to general pathway only) will require the support of the RTO and final approval by the Relevant College.

### 4 Policy Principles

- 4.1 Registrars are expected to remain with their allocated RTO or Training Region for the duration of their training.
- 4.2 Registrars are expected to work with their RTO to secure a training placement within their RTO's Training Region.
- 4.3 This Policy details the provisions that allow registrars to apply for a transfer, if needed, due to Extenuating and Unforeseen Circumstances or to address identified career, training and/or educational requirements not available within their allocated pathway and/or Training Region.

- 4.3.1 Transfers to address identified career, training and/or educational requirements must be approved by the RTO's Director of Training and documented in the registrar's learning plan.
- 4.4 Registrars are not automatically entitled to a transfer.
- 4.5 Transfers can be approved for the remaining balance of training (permanent) or for a specified period (temporary).
- 4.6 Registrars must apply on the appropriate form to their RTO for all applications for transfers and all relevant supporting documentation needs to be provided with the transfer application.
- 4.7 All applications for transfer between RTOs need to be signed and approved by both the current RTO and requested RTO.
- 4.8 All applications for a transfer between Training Regions operated by the same RTO need to be signed and approved by the CEO of the RTO in those Training Regions.
- 4.9 RTOs must apply on behalf of registrars to the Relevant College for Category 2 transfers from the rural pathway to the general pathway.
- 4.10 All applications for transfer from the rural pathway to the general pathway must be signed by the RTO CEO prior to being submitted to the Relevant College.

## 5 Categories of Transfer

- 5.1 Category 1 – Transfers between RTOs and/or Training Regions.
- 5.2 Category 2 – Transfers between pathways.
- 5.3 Category 3 – Australian Defence Force (ADF) registrar transfers.
  - 5.3.1 Further information regarding transfers for ADF registrars to meet ADF service requirements can be found in the *AGPT Australian Defence Force Registrars Policy 2020*.

## 6 Category 1 – Between RTOs or Training Regions

- 6.1 Registrars may apply for a transfer between RTOs or Training Regions if:
  - 6.1.1 There is an identified career and/or education and training need, approved by their RTO's Medical Educator or Director of Training, and all options to undertake training within their Training Region have been exhausted; or
  - 6.1.2 The registrar or an Immediate Family Member have Extenuating and Unforeseen Circumstances; or
  - 6.1.3 The RTO is unable to match the registrar to an appropriate Training Facility.
- 6.2 Applications for a transfer between RTOs or Training Regions must be considered and approved by the CEOs of the RTOs involved.
- 6.3 The following is the process for registrars seeking transfers between RTOs:
  - 6.3.1 The registrar must complete the AGPT Application - Transfer between RTOs or Training Regions and submit it, along with all relevant supporting documentation and/or evidence, to their RTO.
  - 6.3.2 The RTO will assess the application and, if they agree to the transfer, make contact with the registrar's requested RTO to negotiate the transfer.
  - 6.3.3 If the requested RTO agrees to the transfer, the application will need to be signed by both the current RTO's CEO and the requested RTO's CEO and the terms of the transfer negotiated.
    - 6.3.3.1 Transfers must be negotiated on the full disclosure of information between the two RTOs involved.

- 6.3.4 Once the transfer has been negotiated and approved by both the current RTO's CEO and the requested RTO's CEO, the current RTO will need to advise the registrar.
- 6.3.5 Registrars should be notified of the outcome of requests for transfer between RTOs within 20 business days of receipt of a complete application by their current RTO.
  - 6.3.5.1 If an RTO declines a requested transfer into their RTO or Training Region from a registrar enrolled in another RTO or Training Region, the declining RTO must provide a letter to the registrar, via their current RTO, specifying why their requested transfer was declined.
- 6.3.6 If registrars are not satisfied with the outcome of the application for transfer between RTOs, they can lodge an appeal with their current RTO through their dispute resolution and appeals process.
  - 6.3.6.1 Registrars cannot lodge an appeal against an RTO if they are not enrolled in that RTO's training program.
    - 6.3.6.1.1 This means that registrars are unable to appeal the decision of their requested RTO to not accept their application to transfer from their current RTO or Training Region.
    - 6.3.6.1.2 This includes instances where the registrar is on an approved temporary transfer and then requests a permanent transfer to remain with the RTO to which they temporarily transferred.

## 7 Category 2 – Transfers Between Pathways

- 7.1 General to Rural pathway
  - 7.1.1 Registrars training on the general pathway of the AGPT Program do not require a transfer in order to train in a Modified Monash Model (2019) (MMM (2019)) 2-7 location.
  - 7.1.2 Registrars training on the general pathway are able to train in facilities in MMM (2019) 1-7 locations if available in their Training Region.
- 7.2 Rural to General pathway
  - 7.2.1 Registrars on the rural pathway are generally required to undertake all of their training in facilities located in MMM (2019) 2-7 locations.
  - 7.2.2 Where registrars need to undertake their Extended Skills (for FRACGP), Advanced Specialised Training (for FACRRM), or Advanced Rural Skills Training (for FARGP), RTOs may approve registrars temporarily training in an MMM (2019) 1 location. Upon completion of the training term, rural pathway registrars are expected to return to MMM (2019) 2-7 placements. A transfer from the rural pathway to the general pathway is not required in this instance.
    - 7.2.2.1 For the purpose of this Policy, Extended Skills, Advanced Specialised Training, or Advanced Rural Skills Training, must be a skills training term (for example, obstetrics or anaesthetics) and not a further general practice term. Registrars seeking to undertake these skills terms as a general practice term can do so, but will not be able to be placed in a major city, MMM (2019) 1 location, practice unless they are granted an approved transfer to the general pathway by the Relevant College.
    - 7.2.2.2 Clause 7.2.2.1 does not alter the definition of Extended Skills as specified by the RACGP.
    - 7.2.2.3 For registrars subject to Section 19AB of the *Health Insurance Act 1973* and who require access to the Medicare Benefits Schedule, a Section 19AB exemption will be required before they can be approved to train in an MMM (2019) 1 location.

- 7.2.2.4 In order for an RTO to approve the registrar undertaking their Extended Skills, Advanced Specialised Training and/or Advanced Rural Skills Training terms on a temporary basis in an MMM (2019) 1 location, all options for rural placements within their Training Region must have been exhausted and the requirements under Section 19AB of the *Health Insurance Act 1973* must have been met (where applicable).
- 7.2.3 If a rural pathway registrar has circumstances that require them to train on the general pathway rather than the rural pathway, they can apply, through their RTO to the Relevant College for a transfer to the general pathway if:
  - 7.2.3.1 They have an identified career and/or Education and Training Requirement (excluding their Extended Skills, Advanced Specialised Training and/or Advanced Rural Skills terms) approved by their RTO and all options to undertake training in an MMM (2019) 2-7 location within their Training Region have been exhausted;
  - 7.2.3.2 They, or an Immediate Family Member, have Extenuating and Unforeseen changes to their personal circumstances; and
  - 7.2.3.3 The registrar or an Immediate Family Member have an unforeseen medical condition that precludes them from being adequately or safely managed in the rural location in which they are based.
- 7.2.4 Applications for a Section 19AB exemption, to support pathway transfers, are to be forwarded to the Department of Health at [19AB@health.gov.au](mailto:19AB@health.gov.au). The Department of Health has a 28 day statutory period to assess all Section 19AB exemption requests from registrars seeking an exemption to support their pathway transfer request.
- 7.2.5 Applications for a transfer from the rural pathway to the general pathway need to be submitted to the Relevant College by the RTO for consideration and must be signed by the RTO's CEO. Applications can be made by submitting a completed AGPT Application – Pathway Transfer to the Relevant College via email as follows:
  - 7.2.5.1 For ACRRM the application should be sent to [training@acrrm.org.au](mailto:training@acrrm.org.au); and
  - 7.2.5.2 For RACGP the application should be sent to [AGPTadmin@racgp.org.au](mailto:AGPTadmin@racgp.org.au)
- 7.2.6 The Relevant College will notify the RTO of the outcome of a transfer application within 20 business days of the receipt of a complete application. The RTO will then notify the registrar of the outcome.
- 7.2.7 If the registrar is not satisfied with the outcome of the application for transfer from the rural pathway to the general pathway, they can lodge an appeal with the Relevant College as per the process specified in the *AGPT Appeals Policy 2020*.
- 7.3 Section 19AB and Pathway Transfers
  - 7.3.1 Registrars who are subject to Section 19AB of the *Health Insurance Act 1973* are required to undertake all of their training in an MMM (2019) 2-7 location unless they are granted a Section 19AB exemption.
  - 7.3.2 Registrars who are granted an exemption under Section 19AB of the *Health Insurance Act 1973*, or who have completed their ten year moratorium, are not automatically entitled to transfer to the general pathway. The transfer application will still need to be considered by the Relevant College and meet the conditions for transfer specified in Clause 7.2.3 above.

## 8 Transfers During the First Six Months of Training

- 8.1 Transfers between RTOs or Training Regions, or from the rural pathway to the general pathway of the AGPT Program will generally not be approved for registrars prior to the Commencement of Training or within six calendar months from the Commencement of Training.
- 8.2 Transfers during the first six calendar months of training may only be considered in Extenuating and Unforeseen Circumstances or to address RTO capacity issues.

## **9 Where Transfers Are Not Required**

- 9.1 Transfers are not required for vocational hospital rotations such as Hospital Training (FRACGP) or Core Generalist Training; first hospital year for PGY 2 registrars (FACRRM).
- 9.2 Transfers are not required for Extended Skills hospital based rotations (FRACGP) provided there is an agreement between RTOs and a 3GA provider number is not required for the placement.
- 9.3 Transfers between pathways are not required for rural pathway registrars seeking to undertake Extended Skills, Advanced Specialised Training and/or Advanced Rural Skills Training provided it is in accordance with Clause 7.2.2 of this Policy.

## **10 Requirements for Transfer Applications**

- 10.1 The following requirements apply to all transfer applications:
  - 10.1.1 Transfer applications must be complete, on the correct form and include the agreed start and end date (if applicable) of the transfer;
  - 10.1.2 Transfer applications must not be retrospective;
  - 10.1.3 All relevant supporting documentation and evidence must be included with the transfer application;
  - 10.1.4 RTOs are responsible for determining the terms and conditions of the proposed transfer, including any funding or Education and Training Requirements;
  - 10.1.5 Transfers must be negotiated on the full disclosure of information between the two RTOs involved (for a transfer between RTOs); and
  - 10.1.6 Registrar training records must be as complete as possible and provided to the receiving RTO prior to the commencement of a transfer taking place. Registrar training records must be completed within 20 business days of the transfer taking place.
- 10.2 RTOs and the Relevant College will only consider transfer applications that:
  - 10.2.1 Are completed in full on the correct form;
  - 10.2.2 Signed by the registrar;
  - 10.2.3 Have all supporting documentation and evidence attached; and
  - 10.2.4 Are signed and supported by the relevant RTO CEO(s).

## **11 Roles and Responsibilities**

- 11.1 Registrars are responsible for:
  - 11.1.1 Submitting all applications for transfers to their RTO on the correct form including all relevant supporting documentation;
  - 11.1.2 Ensuring that the transfer application form is completed in full and signed; and
  - 11.1.3 Responding to requests for additional information from their RTO or, if applicable, the Relevant College.
- 11.2 RTOs are responsible for:
  - 11.2.1 Checking the registrar's transfer application form and ensuring that it is complete;
  - 11.2.2 Forwarding the completed form and supporting documents to the requested RTO for consideration where applicable;
  - 11.2.3 Ensuring that the CEO(s) of the RTO(s) involved in the transfer are aware of the Extenuating and Unforeseen Circumstances at the time of approving the transfer;
  - 11.2.4 Determining the terms and conditions of the proposed transfer, including any funding or education and training arrangements;

- 11.2.5 Ensuring that registrar training records are complete and provided to the receiving RTO prior to commencement of a transfer taking place where applicable;
  - 11.2.6 Ensuring full disclosure of information when negotiating a transfer where applicable;
  - 11.2.7 Sending all applications for transfers from the rural to general pathway to the Relevant College for consideration and approval;
  - 11.2.8 Advising registrars of the outcomes of their applications for transfer;
  - 11.2.9 Providing registrars, via their current RTO, a letter detailing the reasons why a requested transfer into their RTO or Training Region from registrars in another RTO or Training Region was declined;
  - 11.2.10 Advising the Relevant College of the details of approved transfers between RTOs and/or Training Regions; and
  - 11.2.11 Emailing all approved transfers to [AGPTReporting@health.gov.au](mailto:AGPTReporting@health.gov.au) within 20 business days of approval so that RIDE can be updated.
- 11.3 The Relevant College is responsible for:
- 11.3.1 Assessing applications and notifying RTOs of the outcome of the requested transfers from the rural pathway to the general pathway within 20 business days of receipt of a complete application.
- 11.4 The Department of Health is responsible for:
- 11.4.1 Entering all approved transfers into RIDE; and
  - 11.4.2 Assessing Section 19AB exemption requests for pathway transfer requests within the statutory 28 day period.

## 12 Compliance and Monitoring

- 12.1 The following will be monitored by the Relevant College:
- 12.1.1 The number of registrars on Category 1 transfers;
  - 12.1.2 The number of registrars on Category 1 transfers, prior to the Commencement of Training;
  - 12.1.3 The number of registrars on Category 2 transfers; and
  - 12.1.4 The number of registrars on Category 3 transfers.

## 13 Related Documents

- 13.1 *AGPT Program Policies 2020 Overarching Document*
- 13.2 *AGPT Australian Defence Force Registrars Policy 2020*
- 13.3 *AGPT Academic Post Policy 2020*
- 13.4 *AGPT Appeals Policy 2020*
- 13.5 *AGPT Program Leave Policy 2020*
- 13.6 *AGPT Rural Generalist Policy 2020*
- 13.7 *AGPT Training Obligations Policy 2020*
- 13.8 *AGPT Training Region Policy 2020*
- 13.9 AGPT Application - Pathway Transfer
- 13.10 AGPT Application - Transfer between RTOs or Training Regions
- 13.11 *Health Insurance Act 1973*



## 14 Version Control and Change History

<b>Version Control:</b>	6
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