

Placement application and offer process

Practice and supervisor frequently asked questions

Applications

How will registrars apply to my practice?

Registrars are invited to apply to eligible practices when the placement process opens on **16 October 2023**. Registrars are requested to submit their CV and cover letter via the TMS. This will be sent to the practice manager and delegate supervisor by email. Applications received outside of the TMS cannot be accepted.

Will I receive applications for my training vacancies?

The number of registrars seeking placements and available capacity within practices varies each semester, creating fluctuations in supply and demand. This means some practices may miss out. RACGP cannot guarantee all practices will receive applications for their vacancies.

Will I be able to see how many registrars are looking for placements and in what stage of training?

No. You will only see applications that have been made to your practice in the applications received tab in the TMS.

To access registrar applications:

1. Login to the TMS
2. Select the 'Practice Profile' module (left hand toolbar)
3. Select 'Applications received'

Can I start to arrange training placements with registrars prior to placement lists opening?

Practices can make tentative arrangements with registrars prior to placements lists officially opening. However, practices should be aware of the following:

- Some practices may be happy to talk with registrars prior to placement lists opening, whereas others may see this as disruptive. Practices that do not want registrars to contact them prior to placements opening may like to publish this on their practice profile to avoid registrar phone calls.
- Registrars must meet their training location obligations. This means, you may be discussing options with a registrar that is not eligible to apply to your practice.

Practices are also reminded that placements are only confirmed through the placement portal in the TMS. Applications outside of the portal will not be accepted.

Can registrars undertake multiple terms in the same practice?

Yes, registrars may choose to stay on in a practice if they meet the following criteria:

- they have met or will be able to meet their RACGP and AGPT training location obligations
- they have met or will be able to meet the requirements of fellowship. For example, the RACGP requires registrars to undertake their training in at least two practices.
- the registrar is happy to stay
- the practice is happy to keep them.

However, registrars **must re-apply** for positions every six months through the placement portal in the TMS.

Practices with registrars returning to their practice should finalise the placement with the registrar via the TMS as soon as possible when placement lists open. This allows registrars still looking for a training position to view which training placements are still available.

Can registrars undertake all their training in the same practice?

As above, there are many factors that determine whether a registrar can stay in the same practice.

Registrars may or may not decide to apply to your practice when lists open. This may be for several reasons and registrars should not be pressured to accept a placement.

Who can see the applications to our practice?

Applications to your practice will be:

- sent to the practice manager by email
- under 'Applications received', visible to the practice manager and delegate supervisor at each practice.

We strongly recommend that you regularly check your applications via the TMS.

Selecting and confirming placements

How does the selection process work?

Practices will receive applications from **16 October 2023** but will not be able to start making offers until **23 October 2023**. This is to allow some time for practices to review applications and interview registrars before making offers.

Practices will be able to continue to receive new applications while they have vacancies. Practices can however stop applications at any time.

Practices will only be able to offer up to the number of positions available.

How should I select a registrar?

How your practice decides to select a registrar is up to the practice. The RACGP encourages practices to respond and select applicants as soon as possible, noting that no offers can be made until **23 October 2023**. This can help alleviate registrar anxiety and help other practices fill their placements more quickly.

If you are interviewing applicants and fill a position before interviewing remaining applicants, please ensure you let the remaining registrars know as soon as possible that the position is filled. Some registrars may be travelling considerable distances to attend interviews, and often during in-practice time. Alerting them as soon as possible that the place has been filled will avoid inconvenience and negative word of mouth about your practice.

Where applicants are located considerable distances from the practice, the RACGP encourages practices to consider alternative methods to face to face interviews, such as using Skype or other video-conferencing options.

What should I discuss with the registrar before I confirm the placement?

All registrars and practices should be familiar with the [National Terms and Conditions for the Employment of Registrars \(NTCER\)](#), and the latest full-time/part-time training requirements.

Before practices accept and sign confirmation of a placement, some items recommended to discuss include:

- duration of the contract (6 or 12 months)
- leave (in particular any planned leave and holiday periods such as Easter, school holidays and Christmas)
- remuneration (amount/percentages, payment frequency/periods)
- working hours (including specific days and hours of work)
- working arrangements (on-call, home visits, nursing home visits, clinics, etc)
- unpaid study leave
- education release time for registrars working part-time at any practice
- arrangements for in-practice teaching
- VMO arrangements

How do I make an offer and confirm a placement?

1. Applications received by your practice will be stored in your practice profile. Click the "Practice Profile" tab which is located on the left side menu of the TMS. A link to "Applications Received" is then displayed.
2. You may contact the applicant per your selection process to confirm employment offer details.
 - You may wish to use the Request/Alter Interview link located on the right hand side to send an email to the registrar inviting them for an interview.
3. **You must initiate all offers of a training position from within the "Applications Received" table in the TMS.** From the "Applications Received" table, go to the "Make Offer" link located on the right-hand side and complete the online form. This step will be available once the 1-week hiatus period has finished.

Note that if the practice has already assigned 2.5 FTE worth of registrars to a supervisor, they cannot select the same supervisor.

When the practice has exhausted the facility constrained capacity, they can no longer make offers.

4. Once the offer has been submitted the registrar can review it and accept the offer.
The registrar is responsible for completing and returning provider number paperwork to the RACGP.
5. Once the paperwork has been submitted to Medicare it is the registrar's responsibility to ensure they have a valid provider number.
6. The RACGP will review and approve the accepted offer and issue a practice contract. The practice contract must be accepted electronically through the TMS by the authorised practice delegate.
7. The pre-populated provider number paperwork will be emailed to the registrar to be signed.

Do I need to respond to unsuccessful applicants and how?

We strongly encourage practices to let unsuccessful registrars know as soon as possible to enable them to make applications to other practices. Beside each applicant's name is a link which allows you to send that registrar a regret letter advising them they were unsuccessful in gaining a position with your practice for the currently advertised term.

Support**Who can I contact if I need assistance?**

Please contact your local training coordinator at any time at any time if you require assistance.