

Placement process

2024 Guide for practices

Version No. 1.0



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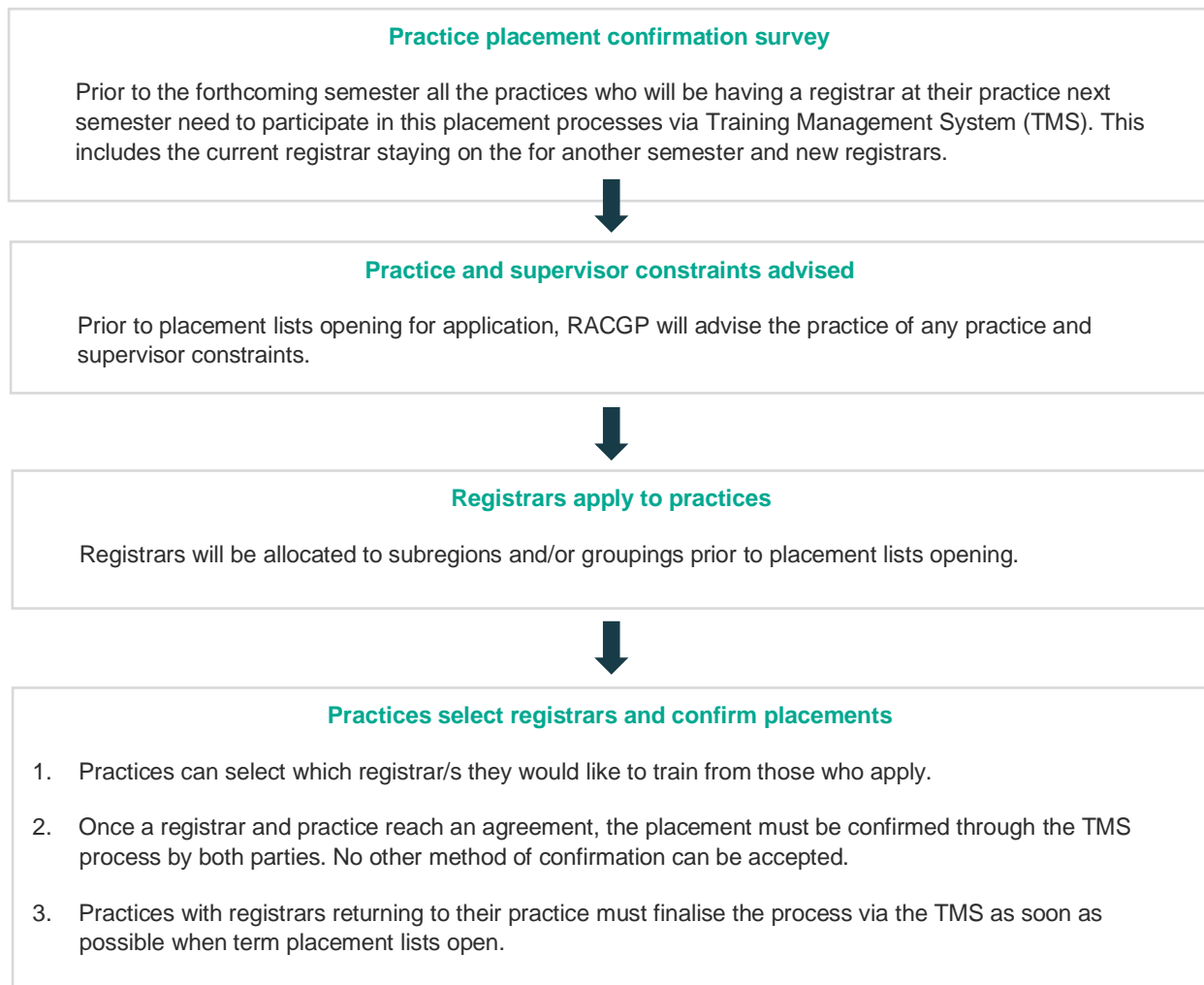
1. Placement overview

Our aim

The RACGP placement process is designed to equitably distribute registrars across Australia in a transparent and flexible manner.

An open market approach, facilitated through the Training Management System (TMS), affords choice for both registrars and practices. Bespoke priority placement support is available where there are identified community, practice, or registrar training needs.

We recognise that the RACGP placement process may be quite different from what some training regions have experienced previously. Our local training support teams understand this and are available to help registrars and practices navigate this process.



2. Training location requirements and training location commitments

AGPT training location obligations

To ensure workforce distribution registrars are required to comply with the training location requirements (TLR), as per the relevant program pathway. In addition to training location commitments (TLC) as set by each region/subregion where applicable.

TLR are defined as per the RACGP [Training Program Requirements Policy](#).

From 2024, regional TLCs are in addition to the [TLRs](#). Not all training regions have additional TLCs in place. Please refer to the AGPT [Training Location Requirements and Commitments](#).

Updating training placement vacancies

How does it work?

Every six months, all practices that would like registrars for the forthcoming semester, are required to confirm their Practice capacity in the TMS before the close of the placement confirmation survey period.

What happens if I don't update my placement vacancies by the deadline?

Placement confirmation surveys submitted after the deadline will be escalated to the Placement and Capacity Committee for review. If the training vacancies are not updated by the deadline, there is a possibility of missing out on the opportunity to promote vacancies to registrars for the forthcoming term.

Can supervisors advertise to train registrars in any stage of training?

Accredited training practices are able to advertise for trainees at any stage of training, as long as they comply with the RACGP [Codes and Principles for Training Sites and Supervisors](#)

Supervisors must be accredited to the end of a term to take a trainee in that term, and they must ensure they have no conditions on their accreditation that would prevent them taking trainees.

What is my practice profile and why is it important?

The Practice Profile is the detailed information outlining the practices attributes and required information to ensure that the important TMS integrated functions can be undertaken.

It is imperative that the mandatory fields of the Practice Profile in the TMS are complete before a practice can have access to the placement confirmation survey. The placement confirmation survey needs to be completed before the deadline.

When will registrars be able to see my practice profile and training placement vacancies?

Registrars can view a practice's profile and available vacancies at any time in the TMS. The RACGP strongly encourages practices to keep this information up to date.

While registrars can view this information at any time, they will not be able to apply to practices within their assigned grouping until the placement portal opens.

Can I change my practice profile or practice vacancies?

Practices can amend their practice profile at any time, however any changes to placement capacity (i.e., the number of available registrar placements) after the deadline will be subject to formal review at the Placement and Capacity committee meetings.

Once applications are open, you can change your status to 'stop receiving applications' to stop registrars applying to your practice.

Who can update our practice profile and training capacity/vacancies?

The practice profile can be viewed by all supervisors and practice managers however, it can only be updated by those that have practice profile authority (Practice Manager or delegate).

What if our practice has ACRRM and RACGP accreditation?

If your practice has ACRRM and RACGP accreditation indicate the **total** registrar training positions available in your practice. Training placement constraints will include all ACRRM and RACGP registrars.

Practice constraints

How does it work?

After practices advise their placement capacity, the RACGP compares the placement vacancies practices have available with the number of registrars who are seeking GP terms in the relevant region.

Following this review, the RACGP may apply constraints on the number of registrars per practice and/or per supervisor to ensure equitable distribution of registrars across the subregion.

Placement constraints will apply to both RACGP and ACRRM Registrars. If your practice has ACRRM and RACGP accreditation, refer [here](#) for more information.

How does the constraint affect your practice?

The application of these constraints may affect the number of registrars your practice can employ.

When will practices be notified of any placement constraints?

Practices will be advised of the outcomes of the review and constraints on capacity prior to the placement period opening as specified in the term placement timeline.

If practice constraints are only being set once a year, can I offer a registrar a contract for more than six months?

Practices may offer employment contracts to registrars for up to 12 months, covering both semesters of a calendar year, however all placements and Medicare provider numbers must be re-applied for every six-months. In addition, practices and registrars must be mindful of the following:

- Registrars must meet their AGPT and RACGP training location commitments.
- Registrars must meet the diversity of practice requirements generally requiring they train across at least two practices.
- Registrars grouping allocations are subject to review every six months.
- Registrar learning needs may change.
- Contracts must be in line with the [National Minimum Terms and Conditions for Employment of GP Registrars](#).

What types of registrars are included in the constrained placements?

Registrars that are included in the constrained placements are:

- Registrars that train up to 28 hours/week = 0.5 placement.
- Registrars that train 28.1 hours to 38 hours/week = 1 placement.
- Registrars who may be in EAF, dependant on their CCE result, will be counted as a placement.

3. Applications

How does it work?

GP registrars will be applying to your practice through the TMS placement portal from the date specified in the term placement timeline. All applications must progress through this portal.

Resources:

- [Application and offer process FAQ Registrars](#)
- [Application and offer process FAQ Supervisors](#)

How will registrars apply to my practice?

Registrars are required to apply to your practice by submitting their CV and cover letter via the TMS. Subsequently, these documents will be forwarded to the practice manager and the delegate supervisor will receive notification of all applications via the TMS.

Will I receive applications for my training vacancies?

Each semester the number of registrars seeking GP terms and capacity within practices varies creating fluctuations in supply and demand. This means some practices may miss out and the RACGP cannot guarantee all practices will receive a registrar.

Practices that don't receive any applications may like to reconsider their training placement advertisement, and consider what stage of trainee they have offered to train and their ability to meet the criteria in the RACGP [Codes and Principles for Training Sites and Supervisors](#)

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

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

- Some practices may be happy to talk to registrars prior to placement lists opening, while others may see this as disruptive. Practices that do not want registrars to contact them before the placement process begins may consider including this information on their practice profile to avoid registrar phone calls.
- Registrars will receive notifications regarding their allocated catchment or grouping during the week before placements become available. As a result, there is a possibility of discussing options with a registrar who might not be eligible to apply to a practice.

- Practices will receive information about their placement constraints the week before the placement portal becomes accessible. This timing could potentially influence the number of available positions for registrars to apply to.
- It's important for practices to remember that placements confirmations exclusively occur through the placement portal within the TMS.

What happens if I have made an arrangement with a registrar and they don't get allocated to my group?

Unfortunately, that registrar will find themselves unable to submit an application to the practice via the TMS. However, the practice is still encouraged to advertise for another trainee.

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 commitments.
- They have met or will be able to meet the requirements of fellowship. For example, the RACGP generally requires registrars to undertake their training in at least two practices.
- They are allocated to the applicable grouping.
- 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 registrar term placement process in the TMS.

Practices with registrars returning to their practice are encouraged to finalise the placement with the registrar via the TMS as soon as possible when term 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?

Due to the diversity of training requirement, it is not encouraged and there are many factors that need to be considered that may determine whether a registrar can stay in the same practice.

Who can see the applications to our practice?

Applications to your practice may be seen by the practice manager or delegate logging into the TMS.

4. Selecting and confirming placements

How does it work?

Practices can select which registrar/s they would like to make an offer to, up to their placement constraint.

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 during the offer process, until an offer has been accepted. Practices can however stop applications at any time.

Practices will only be able to offer up to the number of positions available in line with any placement constraints.

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 (i.e. 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?

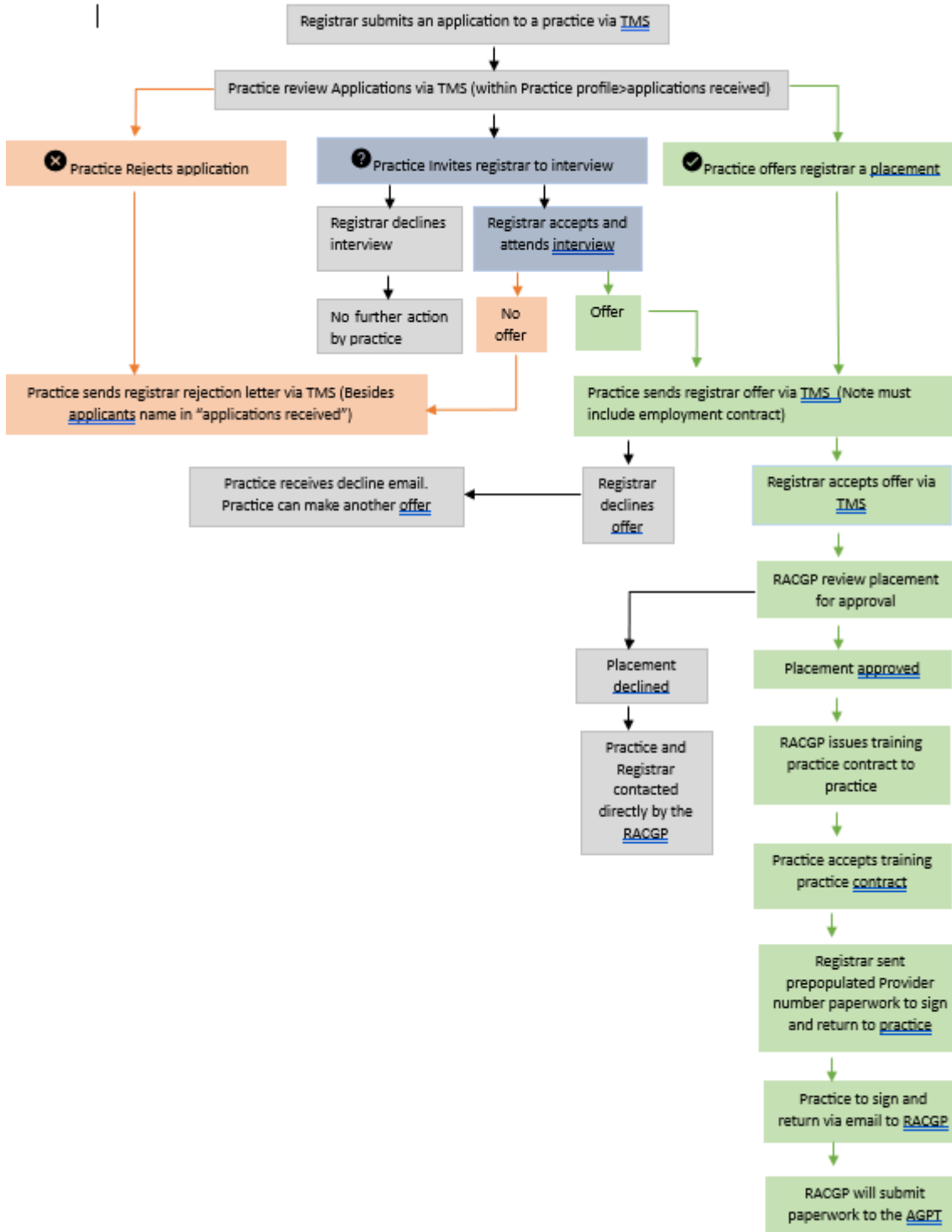
1. Applications received by your practice will be stored in your practice profile. Click the “Practice Profile” tab, which is located on the left side menu of the TMS. A link to “Applications Received” is then displayed.
2. You may contact the applicant per your selection process to confirm employment 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.
4. Once the offer has been submitted the registrar can review it and accept the offer.
 - If the registrar does not wish to accept the offer, they can decline it or renegotiate what has been offered. Once the offer is accepted the practice is not obligated to renegotiate any of the contract terms.
5. 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.
6. The pre-populated provider number paperwork will be emailed to the registrar to be signed and forwarded to the practice. The practice manager will be cc'd on the paperwork email.
7. Please encourage registrar to check with practice that all details in the form are correct and the email to AGPTapprovedplacement@racgp.org.au for processing.
8. Once the paperwork has been submitted to Medicare it is the registrar’s responsibility to ensure they have a valid provider number.

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.

To inform registrars they have been unsuccessful, in the practice profile tab under ‘Applications Received’ you will be able to view all registrars who have applied to your practice. Beside each applicant’s name is a link which allows you to send that registrar a standard regret letter advising them they were unsuccessful in gaining a position with your practice for the currently advertised term.

Once the practice capacity is filled, all registrars who have applied will automatically be withdrawn from the practice in the TMS.



5. Rural generalist and procedural registrar placements

How does it work?

The placement process for rural generalist and procedural registrars differs from regular placements in several ways. These registrars need to be placed in a practice and hospital where they can use their skills in a VMO capacity. This process is undertaken in consultation with the LHDs.

Placement of a procedural registrar is made in consultation with a practice that can offer the opportunity for the registrar to use their procedural skills at the local hospital and be able provide support to the registrar to further develop their skills.

The regional Manager Rural Pathway and Rural Generalist consults with practices to ensure town needs and registrar training needs are matched. Often this means these registrars secure a placement ahead of the standard term placement dates. This particularly applies to registrars with special skills in obstetrics, anaesthetics, and surgery.

What should I include in my practice profile if I want a rural generalist/procedural registrar?

If your practice is providing VMO services to your local hospital, ensure this is reflected in your practice profile. Once updated, the regional Manager Rural Pathway and Rural Generalist may contact you to confirm specific details relating to VMO work, for the purposes of procedural registrar placements.

Who can I contact if I need assistance?

If you have any questions in relation to rural generalist and procedural registrars, please contact your training coordinator or regional Manager Rural Pathway and Rural Generalist.

6. Additional information for practices accredited with both ACRRM and RACGP

How does it work?

ACRRM and the RACGP will be working together during the term placement process. Placement constraints will apply for all registrars irrespective of college.

If my practice has both ACRRM and RACGP accreditation, how do I update my training vacancies?

If your practice has ACRRM and RACGP accreditation indicate the **total** registrar training positions available for AGPT registrars in your practice. The information you provide to the RACGP should be the same as what you provide to ACRRM.

Will placement constraints include ACRRM registrars?

Yes, placement constraints will include both ACRRM and RACGP AGPT registrars. The RACGP will be collaborating with ACRRM throughout the placement process and capacity and placement data to ensure that constraints are being adhered to.

Will ACRRM registrars be able to apply to my practice via the TMS?

No, ACRRM registrars will need to apply through ACRRMs placement process.

When a placement is confirmed for an ACRRM registrar, how will this impact my cap?

The RACGP and ACRRM will be sharing placement data during the term placement process. ACRRM will inform the RACGP of placements confirmed for ACRRM registrars and this will be subtracted from the number of available placements. The RACGP will notify training practices via email communication when their available placements are reduced in the TMS due to a confirmed ACRRM placement.

If I have a question about an ACRRM registrar placement, who should I contact?

Questions regarding ACRRM registrar placements should be directed to ACRRM directly via email: training@acrrm.org.au or phone: 1800 223 226.

If you have a question about an RACGP registrar placement, please contact your training coordinator.

Extension awaiting Fellowship registrars

How does it work?

This information may be helpful for practices who are considering training a registrar in an Extension Awaiting Fellowship (EAF) term.

What is the Fellowship process?

To become a fellow of the RACGP the registrar must complete their training requirements and provide all the relevant evidence to the RACGP.

Once a registrar has met all their training requirements, they become eligible to apply for fellowship with the college. This period is called Extension Awaiting Fellowship (EAF) and is for a maximum of 12 weeks. Registrars must still apply for a provider number through the RACGP, if they wish to work in general practice during this period.

Registrars have two options:

1. Registrar takes an extended holiday whilst they wait for their fellowship documentation and then apply for a provider number to access MBS full billing rights as a fellowed GP.
2. Registrar follows the normal process to continue working in the practice for up to 12 weeks and obtain a Medicare Provider number with full billing rights. Registrars who at time of offer is guaranteed of being in an EAF term will not be counted in the placement cap, however registrars who are still awaiting results at the time of offer will be counted under the cap as there is a chance that registrar will be required to complete a full term in the event of an exam failure.
 - Working under the National Terms & Conditions for the Employment of Registrars (NTCER)
 - A current employment contract

What does the registrar need to do to continue working at our practice after their EAF time has finished?

Newly fellowed registrars are required to register as a specialist GP with AHPRA via their website. AHPRA communicate this update to Medicare directly. Newly fellowed registrars are no longer required to submit their fellowship confirmation directly to Medicare.

Registrars should contact Medicare in a timely manner to:

- check their Medicare provider number remains active.
- confirm they are eligible to work at their current location once fellowed, if they are working under the 10-year moratorium or rural bonded scholarship schemes.

The registrar will be archived from AGPT and the RACGP TMS two weeks after their Completion of Training (CoT) is approved by the college.

Why does the registrar count in our practice cap numbers when they are going to be EAF for only 12 weeks?

A registrar sitting a final exam must be counted in the placement numbers, as it is unknown if they will be EAF (and only on the program for up to 12 weeks) or Extension Assessment for the following term.

If a registrar fails an exam, they are not eligible for EAF and therefore require a placement for the entire 26-week term as Extension Assessment.

Medicare can take up to six weeks to process a provider number and with all other registrars being placed by this time, a decision must be made early in the placement process, prior to exam results, about whether the registrar is going to be working at the practice.

Where do I go if I have questions?

If you have questions about EAF, pre EAF, practice caps or an employment contract for the upcoming term, please contact your training coordinator.

All questions regarding provider numbers post EAF should be directed to Medicare.

What if the registrar sits their Fellowship exam in an Extension Assessment term?

If the registrar has completed all their training requirements other than the Fellowship exam the registrar enters an Extension Assessment (EA) term. Once the examination results are announced the registrar either moves into Extension Awaiting Fellowship (EAF) or remains in EA.

7. 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. Your training coordinator contact details can be found in the TMS.

Resources:

- [Application and offer process FAQ Registrars](#)
- [Application and offer process FAQ Supervisors](#)