



AGPT TRAINING REGION POLICY 2017

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Responsible Section:	GP Selection and Education Section, Health Training Branch
Supporting documents, procedures and forms:	AGPT Application - Subscription
Audience:	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 define how Regional Training Organisations (RTOs) will manage training placements and training facilities within the Training Regions of the Australian General Practice Training (AGPT) Program.

2 Definitions

Word/Term	Definition
Accreditation	The process required of a hospital or medical practice to receive certification from the College(s) to enable it to act as an accredited Training Facility for AGPT Program registrars.
ACRRM	Australian College of Rural and Remote Medicine
Branch Practice	In a Training Facility Group the Branch Practice may be connected to a Principal Practice through common ownership and/or working relationship and shared resources with its Principal Practice, such as registrars and supervisors, to maintain operations.
Chief Executive Officer (CEO)	The CEO of the Regional Training Organisation (RTO) or equivalent or their nominated delegate.
Cross-Border Placement	Where a registrar is training concurrently in more than one Training Facility or location that crosses over the Training Region boundary of their RTO into a different Training Region.
Home RTO	The RTO and Training Region to which the registrar is enrolled.
Host RTO	The RTO that has granted permission to the Home RTO to use a specific Training Facility which is located in the Host RTO's Training Region or is 'hosting' a registrar who is enrolled with a different RTO.
Principal Practice	In a Training Facility Group the Principal Practice may share common ownership and/or working relationship of another Training Facility or facilities (referred to as Branch Practices) and share resources such as registrars and supervisors. The Principal Practice is generally considered the parent practice.
RACGP	Royal Australian College of General Practitioners
Subscription	The shared responsibility arrangement whereby the Home and Host RTOs have an agreement to enable the latter to update a registrar's training record.
Training Facility	Includes any facility accredited by the College(s) to provide training under the AGPT Program.
Training Facility Group	Where an established relationship exists between training facilities such as a Principal and Branch Practice. This may include common ownership and/or working relationships that occur between a Principal and Branch Practice, a subsidiary, and includes the sharing of personnel such as registrars and supervisors, to maintain operations.
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 RTOs that are contracted by the Department of Health to deliver training to registrars on the AGPT Program.
- 3.2 This policy will come into effect as of 1 January 2017 and supersedes the previous *AGPT Training Region Policy 2016*.

4 Policy Principles

- 4.1 RTOs are generally not permitted to place registrars into training facilities located outside of the RTO's Training Region.
- 4.2 All Training Regions will be considered to be separate regions, regardless of the RTO responsible for the management of AGPT Program training within the regions.
- 4.3 Where training occurs within an RTO with different regions, the same principles apply as if managed by individual RTOs.

5 Training Placements Outside an RTO's Training Region (or outside Training Regions within an RTO)

- 5.1 In the majority of cases, registrars training outside of their RTO's Training Region will require a transfer to another RTO as required in the *AGPT Transfer Policy 2017*.
- 5.2 However, RTOs are able to place registrars in practices that are outside their Training Region in certain circumstances including:
 - 5.2.1 A registrar is undertaking a Cross-Border Placement across two Training Facility locations that are in different Training Regions. For example training in a Principal Practice two days a week and then training in a Branch Practice of the Principal Practice the remaining three days of the week.
 - 5.2.2 A registrar is required to undertake a short period of training (one month or less) outside of their Training Region. For example, an ADF registrar, based in Sydney, is required to attend an underwater medicine course lasting two weeks in Adelaide.
- 5.3 The Home RTO has:
 - 5.3.1 Sent a written request to the Host RTO seeking permission to place a registrar in a Training Facility located in the Training Region of the Host RTO;
 - 5.3.2 Provided a letter of support dated and signed by the owner/delegated authority of the Training Facility where the placement is proposed to occur; and
 - 5.3.3 Negotiated and documented agreed warranties and indemnities, including Accreditation status of the practice and supervisor, for the period of the training placement with the Host RTO.
- 5.4 The Host RTO has:
 - 5.4.1 Received and accepted, in writing, the request of the Home RTO seeking permission to place a registrar into a Training Facility located in the Training Region of the Host RTO;
 - 5.4.2 Negotiated and documented agreed warranties and indemnities, including Accreditation status of the practice and supervisor, for the period of the training placement with the Host RTO; and
 - 5.4.3 Advised in writing any conditions of the proposed placement.

6 International Training Placements

- 6.1 All training undertaken by registrars enrolled in the AGPT Program must occur within Australia and Australian external territories such as Ashmore and Cartier Islands, Christmas Island, the Cocos (Keeling) Islands, the Coral Sea Islands, the Australian Antarctic Territory, the Territory of the Heard and McDonald Islands and Norfolk Island.

- 6.1.1 The exception to this is Australian Defence Force (ADF) registrars training on overseas deployment (see clause 10 of the *AGPT Training Obligations Policy 2017* for further details).

7 Subscriptions

- 7.1 Both the Host RTO and the Home RTO must ensure that they each fulfil the requirements of Clause 5 of this policy before a Subscription arrangement can be approved.
- 7.2 A Subscription arrangement should only be used where registrars are undertaking temporary training placements, unless there are mitigating circumstances that support a Subscription arrangement in the longer term. This will need to be approved in writing by the Department of Health.
- 7.3 A fully completed AGPT Application - Subscription must be emailed to the Department of Health for approval at AGPTReporting@health.gov.au.
- 7.4 A Subscription arrangement cannot commence without written approval from the Department of Health.

8 RTO Transfer of Training Facility 'Ownership'

- 8.1 Training Facility Groups that have facilities in more than one Training Region can seek to be managed by one RTO or Training Region.
- 8.2 The facilities must be proximally adjacent to the Training Region and demonstrate a common ownership or working relationship, such as a Principal Practice and Branch Practice, including the sharing of resources such as registrars and supervisors.
- 8.3 RTOs must negotiate management of the facility including Accreditation, warranties and indemnity as well as sharing the facility.
- 8.4 An agreement signed by the CEOs of both RTOs must be emailed to the Department of Health to AGPTReporting@health.gov.au for approval of the transfer of 'ownership' of the facility.

9 Accreditation

- 9.1 RTOs are responsible for ensuring that Training Facilities hold appropriate Accreditation prior to the placement of registrars into those Training Facilities.
- 9.2 The Home RTO is responsible ensuring that Training Facilities within their Training Region are accredited by the appropriate College unless Clauses 6.1 to 6.4 of this policy applies.

10 Policy Exemptions

- 10.1 This policy does not apply to the following training placements:
- 10.1.1 Hospital training (RACGP); and
- 10.1.2 Core clinical training (ACRRM).

11 Dispute Resolution

- 11.1 In the event of a dispute between the Home RTO and the Host RTO regarding training placements as specified in this policy, the RTOs are to attempt to resolve the disputes at the local level in the first instance.
- 11.2 Where all efforts to resolve the issue at the local level have been exhausted, the RTOs can refer the matter to the Department of Health for further investigation and action.

12 Roles and Responsibilities

- 12.1 Registrars are responsible for:
- 12.1.1 Complying with RTO and the Department of Health requests for information.
- 12.2 RTOs are responsible for:

- 12.2.1 Management of training facilities and posts;
 - 12.2.2 Management of Training Facility Accreditation and quality management;
 - 12.2.3 Allocation of registrars into appropriate, accredited Training Facilities;
 - 12.2.4 Seeking approval from the Department of Health for Subscription requests;
 - 12.2.5 Working with other RTOs to support registrars training outside of their Home RTO's Training Region as specified in this policy; and
 - 12.2.6 Ensuring they only operate in the Training Region in which they have been allocated as part of their contractual arrangements with the Department of Health.
- 12.3 The Department of Health is responsible for:
- 12.3.1 Managing requests for Subscription from RTOs;
 - 12.3.2 Managing requests to transfer Training Facility 'Ownership'; and
 - 12.3.3 Investigating any disputes between RTOs that are referred to the Department of Health as per Clause 10.2 of this policy.

13 Compliance and Monitoring

- 13.1 The Department of Health will monitor:
- 13.1.1 The number of registrars training in facilities located outside of the Home RTO's Training Region;
 - 13.1.2 The number of registrars training with a Host RTO; and
 - 13.1.3 The number of registrars requiring transfer to a new Training Region as the RTO is unable to place them appropriately.
- 13.2 The Department of Health will send a written request for response to RTOs in the event that data discrepancies are found during monitoring activities. The RTO will be expected to reply to the Department of Health's request within 20 business days with reasons for the discrepancies and the actions that will be taken to prevent them from recurring.

14 Related Documents *AGPT Program Policies 2017 Overarching Document*

- 14.2 *AGPT Transfer Policy 2017*
- 14.3 *AGPT Training Obligations Policy 2017*
- 14.4 *AGPT Complaints Policy 2017*
- 14.5 *AGPT Appeals Policy 2017*
- 14.6 AGPT Application - Subscription

15 Version Control and Change History

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