



AGPT TRANSFER POLICY 2017

Date first approved:	16 December 2015
Date of effect:	1 January 2017
Date last amended: (refer Version Control Table)	5 December 2016
Date of Next Review:	1 August 2017
Approved by:	Damian Tuck, Assistant Secretary, Health Training Branch
Custodian title and e-mail address:	Director, GP Selection and Education Policy Section AGPTManagement@health.gov.au
Responsible Section:	GP Selection and Education Section, Health Training Branch
Supporting documents, procedures and forms:	AGPT Application –Pathway Transfer AGPT Application - Transfer between RTOs or Training Regions
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 manage the transfer of registrars between Regional Training Organisations (RTOs) 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
ASGC-RA	The Australian Standard Geographical Classification – Remoteness Areas. The ASGC-RA classification for any given area can be found by using the locator tool on the Doctor Connect website (www.doctorconnect.gov.au).
Chief Executive Officer (CEO)	The CEO of the Regional Training Organisation (RTO) or equivalent or their nominated delegate.
Commencement of Training	Commencement of Training is defined as the first day in which a registrar begins their training on the AGPT Program. Registrars are able to commence their training on the AGPT Program in a number of different training terms, which are: hospital training, Core Clinical Training, GPT1, Primary Rural and Remote Training, Extended Skills, Advanced Specialised Training and Advanced Rural Skills Training (for FARGP only).
Core Vocational Training	Core vocational training refers to GPT1, GPT2, GPT3, Mandatory Elective and Extended Skills Training for FRACGP registrars and Primary Rural and Remote Training 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), the RTO and the Department of Health.
Extension for Rural Generalist Additional Skills Training	An extension of up to 52 FTE weeks available for registrars enrolled in a state or territory rural generalist program and is above that required to meet the core requirements of the Colleges' Fellowship awards.
Extenuating and Unforeseen Circumstances	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. Examples of extenuating circumstances may include: <ul style="list-style-type: none"> • Ill-health (other than minor illnesses); • Deterioration of an existing medical condition that can no longer be managed in the current location; • Bereavement; • Acute personal/emotional circumstances; • Hospitalisation; • Illness of an Immediate Family Member; or • An involuntary change in a spouse's employment. <p>It does not include, for example:</p> <ul style="list-style-type: none"> • A change in relationship status from single to partnered or married, • A change in Family circumstances (including starting a family and children's schooling).
FACRRM	Fellowship of the Australian College of Rural and Remote Medicine.

Word/Term	Definition (with examples if required)
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.
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.
Mandatory Elective	Where a registrar training towards FRACGP receives Recognition of Prior Learning (RPL) without time credit they are required to undertake training commensurate to that length of time. Training must be recorded by RTOs as Mandatory Elective. It is not an extension of training term. Mandatory Elective terms are still bound by pathway requirements.
OTD	Overseas Trained Doctor
RACGP	Royal Australian College of General Practitioners
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.
 - 3.1.1 Registrars must have commenced training on the AGPT Program before a transfer between RTOs or pathways will be considered.
- 3.2 This policy supersedes the previous *AGPT Program Transfer Policy 2016* and will come into effect as of 1 January 2017.
- 3.3 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.
- 3.4 Requests for Category 1 transfers (between RTOs or Training Regions) are to be approved by the RTO(s) involved. Approval by the Department of Health is not required. Category 2 transfers (rural to general pathway only) will require the support of the RTO and final approval by the Department of Health.
- 3.5 This policy enables the Department of Health and RTOs to manage the movement of registrars within the AGPT Program and registrar training and workforce obligations.
- 3.6 Registrars must be enrolled in FARGP to undertake Advanced Rural Skills Training.

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 This policy details the provisions that allow registrars to apply for a transfer when needed due to Extenuating and Unforeseen Circumstances or to address identified career, training and/or educational requirements not available within their allocated Training Region.

- 4.2.1 Transfers due to address identified career, training and/or educational requirements must be approved by the RTO's Director of Training and documented in the registrars learning plan.
- 4.3 Registrars are not automatically entitled to a transfer.
- 4.4 Transfers between RTOs or from the rural pathway to the general pathway of the AGPT Program will not be approved for registrars prior to the commencement of training or within six calendar months from the commencement of training. In exceptional circumstances transfers may be considered.
- 4.5 Transfers can be approved for the remaining balance of training (permanent) or for a specified period (temporary).
- 4.6 Registrars must apply in writing to their RTO for all applications for transfers.
- 4.7 All applications for transfer between RTOs need to be signed and approved by both the current RTO and receiving RTO.
- 4.8 All applications for a transfer between Training Regions operated by the same RTO need to be signed and approved by the appropriate delegate of the RTO in those Training Regions.
- 4.9 RTOs must apply on behalf of registrars to the Department of Health 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 Department of Health.
- 4.11 Registrars who are granted an exemption under Section 19AB of the *Health Insurance Act 1973* or who have completed their moratorium are not automatically entitled to a transfer to the general pathway.

5 Categories of Transfer

There are three categories of registrar transfer:

- 5.1 Category 1 – Transfers between RTOs or Training Regions.
 - 5.1.1 Category 1 applies to registrars who wish to train at a facility that lies outside their Training Region, and are pursuing the following:
 - 5.1.1.1 FRACGP – GPT1, GPT2, GPT3 and Extended Skills; or
 - 5.1.1.2 FACRRM – PRRT1, PRRT2, PRRT3, PRRT4 and Advanced Specialist Training; or
 - 5.1.1.3 FARGP – Advanced Rural Skills Training; or
 - 5.1.1.4 Extension for Rural Generalist Additional Skills Training; or
 - 5.1.1.5 An approved Extension of Training Time; or
 - 5.1.1.6 Mandatory Elective.
- 5.2 Category 2 – Transfers between pathways.
- 5.3 Category 3 – Australian Defence Force (ADF) registrar transfers.

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 If 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 CEO(s) 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 any 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 Form 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 the RTO.
 - 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 RTO through their dispute resolution and appeals process.
 - 6.3.6.1 However, registrars cannot lodge an appeal against an RTO if they are not enrolled in that RTO's training program. This means that registrars are unable to appeal the decision of an RTO to not accept their transfer from their current RTO or Training Region.
 - 6.3.6.1.1 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 an ASGC-RA 2-5 location.
 - 7.1.2 Registrars training on the general pathway are able to train in facilities in ASGC-RA 1-5 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 ASGC-RA 2-5 locations.
 - 7.2.2 Where registrars need to undertake their Extended Skills (for FRACGP), Advanced Specialised Training (for FACRRM), Advanced Rural Skills Training (for FARGP), or an Extension for Rural Generalist Additional Skills Training, RTOs may approve registrars temporarily training in an ASGC-RA1 location. Upon completion of the training term, rural pathway registrars are expected to return to ASGC-RA 2-5 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, Advanced Rural Skills Training, or an Extension for Rural Generalist Additional 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 (RA1) practice

unless they are granted an approved transfer to the general pathway by the Department of Health.

- 7.2.2.2 OTDs and FGAMS subject to Section 19AB and who require access to the Medicare Benefits Schedule, a Section 19AB exemption will be required.
 - 7.2.2.3 It should be noted that Clause 7.2.2.1 does not alter the definition of Extended Skills as specified by the RACGP.
 - 7.2.2.4 In order for an RTO to approve the registrar undertaking their Extended Skills, Extension for Rural Generalist Additional Skills Training, Advanced Specialised Training and/or Advanced Rural Skills Training terms on a temporary basis in an ASGC-RA 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 Department of Health 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, Extension for Rural Generalist Additional Skills Training, Advanced Specialised Training and/or Advanced Rural Skills terms) approved by their RTO or Medical Educator and all options to undertake training in an ASGC-RA 2-5 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;
 - 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; or
 - 7.2.3.4 The registrar is an OTD or FGAMS who has received a Section 19AB exemption instrument from the Department of Health and also meets one of Clauses 7.2.3.1 to 7.2.3.3. Without a Section 19AB exemption, a transfer will not be considered for an OTD or FGAMS who are subject to the ten year moratorium.
- 7.2.4 The granting of a Section 19AB exemption does not entitle a registrar to transfer from the rural pathway to the general pathway. The transfer application will still need to be considered by the Department of Health and meet the conditions for transfer specified in Clause 7.2.3.
- 7.2.5 The expiry of the ten year moratorium for a registrar who is an OTD or FGAMS does not entitle a registrar to a transfer from the rural pathway to the general pathway. The transfer application will still need to be considered by the Department of Health.
- 7.2.6 Applications for a Section 19AB exemption to support pathway transfers are to be forwarded to the Department of Health at 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.
- 7.2.7 Applications for a transfer from the rural pathway to the general pathway need to be submitted to the Department of Health 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 Department of Health via email at AGPTManagement@health.gov.au.
- 7.2.8 Once a transfer application has been considered, the Department of Health will notify the RTO of the outcome within 20 business days of receipt of a complete application.

- 7.2.9 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 Department of Health as per the process specified in the *AGPT Appeals Policy 2017*.

8 Category 3 – Australian Defence Force (ADF) Registrar Transfers

- 8.1 ADF registrars must attach a copy of their posting order (or equivalent documentation) in support of their transfer application.
- 8.2 The date of the transfer must align with the registrar's posting orders.
- 8.3 Transfers by ADF registrars that comply with Clauses 8.1 and 8.2 must be signed by the relevant RTO(s).

9 Where Transfers Are Not Required

- 9.1 Transfers are not required for vocational hospital rotations such as Hospital Training (FRACGP) or Core Clinical Training (FACRRM).
- 9.2 Transfers between pathways are not required for rural pathway registrars seeking to undertake Extended Skills, Extension for Rural Generalist Additional Skills Training, 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 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 Department of Health will only consider transfer applications that:
- 10.2.1 Are completed in full;
 - 10.2.2 Signed by the registrar;
 - 10.2.3 Have all supporting documentation and evidence attached; and
 - 10.2.4 Are signed/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 along with any supporting documentation;
 - 11.1.2 Providing reasons for the requested transfer and providing supporting documentation for the application; and
 - 11.1.3 Ensuring that the form is completed in full and signed.
- 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 Department of Health for approval;
 - 11.2.8 Advising the Relevant College of the details of approved transfers; and
 - 11.2.9 Emailing all approved transfers to AGPTReporting@health.gov.au within 20 business days of approval so that RIDE can be updated.
- 11.3 The Department of Health is responsible for:
- 11.3.1 Entering all approved transfers into RIDE;
 - 11.3.2 Assessing Section 19AB exemption requests for pathway transfer requests within a statutory 28 day period; and
 - 11.3.3 Assessing applications and notifying RTOs of the outcome for transfer from the rural pathway to the general pathway within 20 business days of receipt.

12 Compliance and Monitoring

- 12.1 The Department will monitor:
- 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.
- 12.2 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.

13 Related Documents

- 13.1 AGPT Application – Pathway Transfer
- 13.2 AGPT Application - Transfer between RTOs or Training Regions
- 13.3 *AGPT Appeals Policy 2017*
- 13.4 *AGPT Training Obligations Policy 2017*
- 13.5 *AGPT Program Leave Policy 2017*
- 13.6 *AGPT Training Region Policy 2017*
- 13.7 *AGPT Academic Post Policy 2017*
- 13.8 *The Health Insurance Act 1973*

14 Version Control and Change History

Version Control:	2
Date Effective:	1 January 2017
Contact Person:	Director, GP Selection and Education Section
Amendment:	Second Version