

Change in circumstances

Guidance document for registrars

Overview

There are circumstances where a registrar may need to:

- change site
- change supervision
- update training hours
- submit a request for consideration of extenuating and unforeseen circumstances (EUC) to move to an MMM1 location.

This document outlines the process and timelines to consider when making these changes.

Important: Please discuss any site or supervision changes with your training program team first. This ensures you understand how the change may impact your individual circumstances.

Change in site

From 2026.1, all registrars in the Fellowship Support Program (FSP) must be at an accredited site. If you change sites during training, you must move to a site accredited for training.

Note: Accreditation has two parts: one for the medical practice, and one for the training site. Both are required for training.

Change in supervision

Before moving, speak to your proposed supervisor to check their current capacity. Supervisors should support no more than three GPs in training at a time.

Submit requests for new supervisors using the same form as site changes. If you need a change in supervision due to your current practice, consult your training program team for advice.

Things to keep in mind when considering a move

Timelines

- Allow up to 20 days for site review
- Submit a Medicare provider number (MPN) request. MPN processing varies but typically takes at least 28 days
- Plan for a minimum of 5–6 weeks to complete the process, even if moving to an accredited site

Your circumstances

- Your change in circumstance must be approved by Ahpra before submitting for the FSP
- If making an EUC request, allow time to gather supporting documents – these requests typically take up to eight weeks to process

Your stage of training

- GPT1/GPT2 sites must provide 80% onsite overlap with your supervisor
- GPT3/GPT4/consolidation phase sites must provide 50% onsite overlap
- A suitable arrangement must be in place for periods when your supervisor is unavailable, ideally another suitable person at the site (eg another RACGP Fellow with capacity)
- Supervisors must provide supervision appropriate to your stage of training, including guidance on clinical decision-making, patient care, and administrative responsibilities
- Ensure the arrangement allows sufficient support for your professional development and assessment requirements
- Any alternative supervision arrangements must be clearly documented in your request

Alternative supervision models

- If your site has more than one suitable supervisor to meet the required overlap for the program and your stage of training, you'll need to include full details of the proposed arrangement in your request
- These arrangements are assessed on a case-by-case basis and will only be considered when all members of the supervisory team are already accredited for training

Accredited sites

Although we're moving to only allow moves to accredited sites, there are still several factors we need to assess before approving a change:

- Is the supervisor (or supervisors) at the site well placed to support you?
- Do they have capacity (ie supervising less than three GPs in training)?
- Have they been selected by other registrars for future intakes (ie what is the longevity of their support)?
- What are your individual circumstances, including your stage of training and progress in the program? If you're under a focussed learning intervention (FLI) or remediation, we need to ensure the move will continue to support these requirements

Note: Supervisor capacity is critical. Broadly, supervising three GPs in training is the upper limit for adequate support.

Sites wishing to become accredited

- If you request a site that's not yet accredited, your request will be declined
- Sites wishing to become accredited must submit an expression of interest (EOI)
- You're welcome to reapply once the site achieves full accreditation
- Accreditation is not guaranteed; a site or supervisor may not meet the standards at any point in the process
- Don't make plans to leave your current site until full accreditation is formally granted. Site accreditation typically requires 6 months, excluding any additional time needed for paperwork or information gathering

Remote supervision requests

Remote supervision is not the preferred model for training, but it can be considered for very remote locations.

To be eligible, your request must first meet all the following criteria:

- The training site is located in MMM4+
- You have a minimum of six months' comprehensive general practice experience
- The nominated supervisor has experience supervising or remote supervising (we recommend a minimum of two years' experience)

Other factors we'll consider include:

- your stage of training
- your progress in the program
- your educational needs.

If you submit a remote supervision request, you'll need to allow additional time for review. We recommend allowing up to four additional weeks for this assessment.

Changing your hours

There may be times where you need to adjust the hours you work at your nominated site(s). This may involve increasing or reducing hours, or making changes when you move to a new site.

When a change is required, it's important that you let us know as soon as possible. You can do this using the CiC form available on the portal.

Keeping us informed helps us advise you on your plans and identify anything you may need to consider before making the change.

Please note:

- your hours directly impact your General Practice Experience (GPE) assessment
- you must be able to evidence one year FTE of comprehensive general practice experience in Australia to be eligible for the exams
- you must evidence three years to be eligible for Fellowship
- these requirements are important if you're planning to work part-time.

For more information, speak to your program team. We also recommend reviewing the ['Fellowship Exams'](#) and ['Fellowship'](#) sections of the [registrar handbook](#).

Extenuating and unforeseen circumstances

If you're considering a move to an MMM1 location due to personal circumstances, we strongly recommend speaking with your training program team before starting the application process.

There are strict guidelines on exemptions to work in MMM1 locations, and these must be clearly met.

Other considerations**Leave**

If you're making a change, we don't anticipate that leave should be required if you plan your time well. This means allowing enough time for your CiC to be assessed and for your MPN to be issued, as well as factoring in any additional Ahpra requirements.

You may need to take leave if your move is sudden due to unexpected circumstances, or if your MPN is delayed.

Please speak to your program officer for support.

Challenging circumstances

If unexpected or difficult circumstances mean you need to change your site or supervision, please inform your training program team as soon as possible.

We're here to discuss your situation and support you through the process. Where necessary, we'll do our best to progress your request quickly.

Please note that expedited requests are only possible in significant circumstances.