

Placement application and offer process

Registrar frequently asked questions

Applications

How does the application process work?

Once the placement portal in the TMS opens you will be able to apply to accredited practices that are advertising for registrars at your stage of training. If you have not completed the placement confirmation survey, you will not be able to apply to practices.

To access the list of practices, you click on the Placement Portal tab on the left-hand side on the TMS and then select Groups and Profile.

If a practice is not appearing in the Placement Portal, it may be that the practice is not looking for registrars, they have filled all their available positions or are not accredited for training.

To apply to a practice, you will need to click on the Apply button which is located on the right-hand side of Placement Portal page, the Apply button is available for those practices that are allocated to the registrars group then upload your CV and a one page cover letter and submit your application. You will receive notification of when your application has been sent.

You will be able to see the number of registrars that have applied to a practice as well as the vacancy status. This will be updated as practices update their vacancies and capacity.

Practices will display information regarding patient exposure and preferred registrar demographics. Clicking on the practice name will show you more information about the practice such as their teaching experience, their opening hours and testimonials.

Please note - that numerous registrars will be accessing the TMS all at the same time. If they experience a slow response they can try again after some time, ensure that you have a good internet connection that is reliable.

Practices will not be able to make any offers for the first week after applications open. This is to allow all practices time to review applications and conduct interviews prior to making offers. Practices can commence making offers on **23 October 2023**.

Practices have individual ways of accepting a registrar. Some may choose to interview potential registrars whereas others may send through an offer without interviewing.

If you apply to a practice and change your mind or accept a placement with another practice, let them know that you are no longer interested/available so that they can consider other applicants. You can do so by clicking on the withdraw application in the My Applications page in the TMS.

Registrars on 12-month employment agreement who do not have a confirmed placement in the TMS for 2024.1 are reminded they need to apply for and accept their placement with their current employer through the TMS as soon as possible when placement lists open. This helps other registrars better understand what placements are available.

When can I apply to practices?

Placements open on **16 October 2023**. Most registrars will be able to apply to practices from this date. The exception may be registrars who are identified as having specific educational needs who may be placed directly by the RACGP.

Registrars who have not completed their placement confirmation survey will not be eligible to apply for placements.

Can I contact practices to arrange a placement prior to the placement portal opening?

Registrars should consider the following when making a decision about contacting practices:

- Some practices may be happy to talk with registrars prior to placement lists opening, whereas others may see this as disruptive and may view applications from registrars who do so unfavourably.
- Practices are limited by the number of registrars they can train. These placement distribution caps are set once a year.

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

How long does it take to secure a placement?

The timing of placement confirmation depends on both the practice and the registrar, taking into account the number of applications for placement that have been submitted and the time taken to review and consider best fit for both the practice and registrars.

Is there a deadline by which I must have secured a placement?

Yes. To allow time for Medicare Provider Number paperwork to be processed, registrars must have submitted their signed paperwork for a placement to the RACGP by the **1 December 2023**. You should aim to finalise your paperwork well ahead of this date in case there are any delays/changes required.

Is there a limit on how many practices I can make an application to?

You can apply to as many practices as you like.

Can I train at more than one practice? For example, two half time placements at different practices?

Yes, subject to placement availability within your training location obligations and meeting the minimum hours for part-time placements at each practice. Please note when training at two different practices you should consider educational attendance and taxation implications. Please contact your medical educator or training coordinator to discuss and consider all further available information.

The placement vacancy list is changing or different from when I completed my placement confirmation survey. Why is this and what are placement distribution caps?

Throughout the placement process practices will be updating their vacancy and practice profile information.

Distribution caps are applied by the RACGP to ensure equitable distribution of registrars across regions and to meet areas of need. When these caps are applied, the number of vacancies available in practices may change.

How do I apply for non-community Extended Skills posts?

Registrars seeking Extended Skills posts that are not in general practice or community-based posts should contact their Medical Educator for more information.

What happens if I do not secure a placement?

Registrars who experience difficulty in securing a placement should apply to other practices within their allocated area. If a registrar continues to experience difficulty, they should contact their Training Coordinator or Medical Educator for assistance.

Interview resources and tips

Preparation is the key when applying to practices. Below are some useful tips to assist you during the term placement and interview process.

- **National Terms and Conditions for the Employment of Registrars (NTCER)**
 - 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 prior to interviews.
- **CV**
 - A CV is a summary of your work experience, education, skills and achievement which is sent to prospective practices. Your resume should include:
 - **Personal Details** - this is usually your full name, phone number and email address
 - **Career Objective or Summary**
 - **Education** – list your most recent education first and include qualifications, institutions and dates
 - **Work Experience** – list your most recent jobs including title of the position, name and location and the dates of employment. Under each position, include a brief overview of your role and responsibilities
 - **Additional Information** – include headings such as Skills, Strengths or Interests
 - **References** – it is a good idea to include two to three referees at the end of your CV
 - Your CV style should be tidy and easy to read and be no more than two to three pages.
 - Remember to tailor your CV relevant to community general practice.
- **Cover Letter**
 - A cover letter is a one-page document which shows a summary of your CV. It is not always required to send a cover letter to potential practices (unless stated). A cover letter is an opportunity for you to explain why you are interested in working at this practice.
- **Applying promptly**
 - The placement portal will open on **16 October 2023**. It is encouraged that you apply to practices as soon as the placement portal opens.
- **Research the practice and show what you know**
 - It is recommended that you take note of some important areas on the placement portal. Clicking on the practice name will show information about where the practice is located, the opening hours and the number of supervisors.
 - Get in touch with previous registrars by reading testimonials on the practice's profile.
 - Researching the practice's website can also be a useful tool to gather more information about the practice.
- **Be on time**
 - Try to arrive to an interview at least 10 minutes earlier. Research how long it will take you to arrive and where to park. Arriving early will help calm your nerves!
- **Ask questions/clarify information**
 - Possible questions to consider or things to clarify when attending an interview:
 - The working arrangements (such as home visits, nursing home visits etc)
 - What are the working hours?
 - Negotiate working days and hours – particularly if you have childcare arrangements on certain days. It is a good idea to have this in writing before you sign an employment agreement
 - How does the supervisor conduct their teaching and supervision?
 - Discuss special interests or focus areas that the practice may offer
 - Holidays/leave – discuss with the practice in the interview any potential planned holiday. It is important this is discussed and confirmed in writing prior to accepting the position
 - Discuss remuneration (including base wage and billing percentage)
 - Read through the [GPRA Essential Negotiation Checklist](#) for further information on what to discuss at an interview.

- **After the interview**
 - Ask the interviewer what the next step in the process is and when a decision will be made on the successful applicant. This will give you an idea of when to follow up with them.
- **Follow up**
 - It is a good idea to follow up with a thank you to the practice for their time. Contact the practice to see whether they have made their final decision. This can be done through email or phone.

If you are unsuccessful in gaining an interview or a placement, don't be discouraged. Continue applying to other practices.

Emotional impact of placement process

This may well be the first time you have attended interviews or needed to take part in a job application process. For registrars transitioning out of the hospital into their first GP Community, this process can be particularly challenging. How do you balance being available for interviews with your hospital responsibilities? How do you know what to look for in a general practice position?

Some tips to support a smooth process:

- Research practices early
- Discuss your plans with your medical educator prior to placement opening
- If you need support during the placement process, please contact your Training Coordinator or Medical Educator, don't wait until the last minute
- While it may appear that everyone around you has secured a position in the first week of placement, the reality is that it takes 6 - 8 weeks for all registrars to secure placements. Please don't be concerned if it takes a few weeks to secure your placement
- If you have been applying for positions and have been unable to secure a placement, please contact your Training Coordinator for support
- Placement distribution caps are unlikely to be changed. Even if a practice says they would be willing to employ you if the RACGP changes the distribution cap, this placement would be unlikely to proceed
- If you have any special considerations that you feel would impact on the placement process (e.g., health concerns), please contact your Training Coordinator early if you need assistance.

Placement offers

How does it work?

All placements must be offered and accepted through the TMS for you to receive a valid Medicare provider number.

1. If you receive an offer from a practice through the TMS you will receive an email notification. You will need to log onto the TMS and go to 'My Applications' (under the placement portal tab) and locate the offer from the practice.
2. From here you will be able to accept or reject the offer in the TMS. Click on the placement offer hyperlink which will take you to the employment offer page. Please ensure that all the information provided is correct. If there is anything that needs to be amended, please discuss this with the practice in the first instance.
3. You will have access to your employment agreement, which must be read before accepting the offer. If there are any discrepancies, please discuss this with the practice. It is important that you make sure the hours reflected in the agreement are correct as this will reflect your training time. Hours worked over and above 38 hours a week will not accelerate your training.
4. Once the offer has been accepted, the training practice will be issued a training agreement from the RACGP which the practice will need to accept. When it has been accepted, the relevant paperwork will be generated and emailed to the registrar and the practice.

Important points to note:

Practices will only be able to offer up to the number of positions available within their placement distribution cap. However, practices will be able to withdraw an offer to a candidate if it has not been accepted and can make an alternative offer to another registrar.

When is the deadline to confirm a placement?

Due to provider number issuing requirements, all forms must be completed and submitted by **1 December 2023**. Late submission may prevent or delay commencement of your placement.

What should I discuss with the practice 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 you accept and sign confirmation of a placement, it is recommended you discuss the items listed in section 5 of the NTCER such as leave, remuneration, teaching, etc.

Do I need to do anything after I have accepted an offer in the TMS?

If you are a full-time registrar who accepts a full-time offer in the TMS this will happen automatically due to the system knowing you are fully employed and no longer able to apply to additional facilities.

If you are a part-time registrar, please notify any other practice you have applied for that you are no longer interested in being considered at this practice. There is a withdrawal button facility in the 'My application' section which allows you to send an automatic email to practices informing them you are no longer seeking a position with them. If you are a full-time registrar who accepts a full-time offer in the TMS this will happen automatically due to the system knowing you are fully employed and no longer able to apply to additional facilities.

It is important that you keep the practice informed so they can make alternative arrangements and offer places to your peers. Feedback provided by both registrars and supervisors suggests that the more applicants and practices keep each other abreast of changes in circumstance, the smoother the process is for both parties.

Term placement etiquette guidelines

The RACGP encourages registrars to be considerate of their peers and training practices and follow these guidelines during the placement process:

1. If you apply to a practice and change your mind or accept a placement with another practice, let any other practices you have applied to know you are no longer interested/available for a placement so they can consider other applicants. You can do this easily by sending the practice the standard 'withdrawal' email which is available beside each application you make in the 'Placement Portal' tab.
2. Don't play practices off against each other. The medical community is small, and your reputation may be damaged. Delays in the selection process may reduce the practice's ability to secure a registrar and affect your peers' ability to find a place.
3. Always be honest in your application and during the selection process.
4. Make sure you negotiate key points before signing an agreement with a practice, such as those listed in section 5 of the NTCER such as leave, remuneration, teaching, etc.

AGPT placement paperwork (all registrars)

How does it work?

Once you have accepted an offer from the practice and the practice has accepted the RACGP employment agreement, the relevant paperwork will be generated:

1. The RACGP will email you a prepopulated AGPT Placement Application Form. Please review this form and ensure all the information is correct. Please note you may be sent multiple forms based on the number of placements you have applied for.
2. If the information provided on the AGPT form is incorrect, please contact your training coordinator as soon as possible.
3. The signed AGPT form should be sent back directly to AGPTapprovedplacement@racgp.org.au (this will ensure that you receive a receipt of the sent email). Returned forms will need to be a clear copy or they will not be accepted by the RACGP or Medicare.

An AGPT placement application form must be submitted for each six month semester, even if you are continuing at the same practice. This is to ensure that the RACGP and Medicare have the most up to date information regarding your placement.

The prepopulated form provided by the RACGP must be used - do not download a blank form and fill in the details as this will be rejected by Medicare and will delay the processing of your paperwork.

It is important that the AGPT placement application form is returned to the RACGP as a matter of priority. If your application paperwork is not received by the RACGP by **1 December 2023 at 5:00pm**, you may not be issued with a Medicare Provider Number by the time you start in practice.

Support

What happens if I am having difficulty securing a placement?

Registrars who experience difficulty in securing a placement should apply to other practices that meet their training location obligations. If a registrar continues to experience difficulty, they should contact their medical educator or training coordinator to discuss their situation.

Who can I contact if I need assistance?

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

For further information please see:

- [AGPT registrar training handbook](#)