

Placement confirmation survey

Registrar frequently asked questions (FAQs)

These FAQs are for registrars completing the placement confirmation survey. The first set of FAQs are for all registrars regardless of whether they have a placement for the following term or not. The second FAQ section is for registrars who need to have a GP placement arranged for 2023.2.

1. Placement confirmation survey FAQs for all registrars

What is the placement confirmation survey for?

The placement confirmation survey is a six-monthly survey where registrars nominate their training intentions for the following term.

For the upcoming 2023.2 term, this survey will ask you to:

- If already arranged, confirm your 2023.2 placement as recorded in the Training Management System (TMS)
- If you do not already have a placement arranged in the TMS, nominate which term type you are going into (i.e. hospital, general practice, leave, etc)
- For NSW/ACT registrars only, if you are choosing a GP term:
 - indicate your preference of where you would like to undertake training next term
 - outline your plan for meeting your training location commitments (TLCs) during training and reasons supporting your preference.

Who needs to complete the survey?

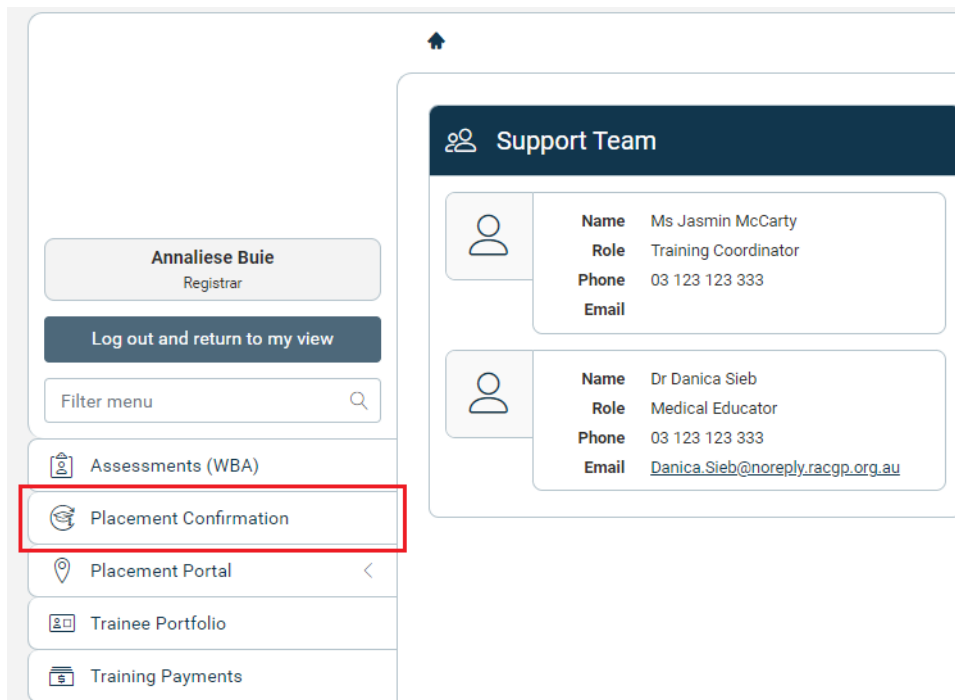
All registrars continuing in the AGPT program with the RACGP in 2023.2, including registrars on leave and all extension terms, including extension awaiting fellowship.

How does it work?

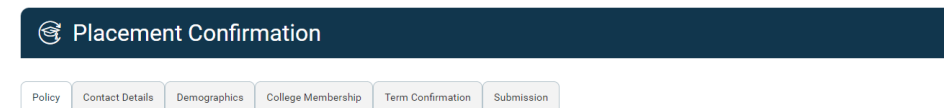
The placement confirmation survey is administered through the RACGP TMS. You will be directed to complete the survey by email and must complete the survey between 28 March and 4 April 2023.

To complete the survey:

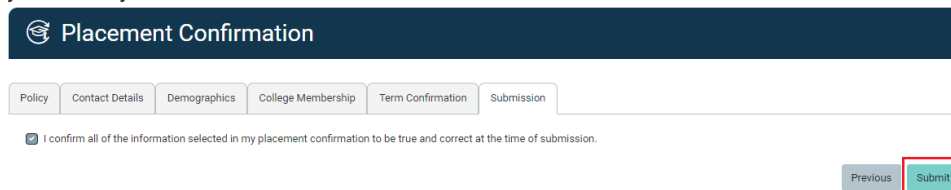
- Log in to TMS
- Select **Placement Confirmation** from the menu



- Go through each of the sections in the placement confirmation survey, review and update any details as required



- Complete and submit the placement confirmation survey – you will receive an email notification on submitting your survey



- Reach out to your local training coordinator with any questions.

What do I need to do to prepare?

To make it quick and efficient and easy to complete we recommend doing the following:

- Prior to starting the placement confirmation process we ask that you review the [RACGP training policies](#) that relate to the AGPT program as well as the [RACGP Registrar Handbook](#) as you will need to confirm that you understand that your participation in training with the RACGP is bound by these policies.
- You will also need to update your contact details and an alternate contact. Please ensure you have permission to share your alternate contact's details with RACGP.
- You will need to confirm or provide some information about your medical registration including your name as it appears with Ahpra, the date you received provisional registration as stated in your registration and the date you received full registration (if known).

Why am I completing this survey now?

The RACGP will ask you to complete a placement survey every six months during training. This is to ensure that we have records that accurately reflect your training journey. Completion of the survey is also important for the RACGP to coordinate GP placements for upcoming terms. We also use the survey to gather information from you that is important for improvements to the RACGP training program and for promotion of GP training as a specialty.

What happens with the information I enter?

The demographic and placement information that you enter in the survey is only visible to your program support team. Collated and de-identified data may be used for improvements to the RACGP training program and for promotion of GP training as a specialty.

When does the survey close?

The placement confirmation survey for registrars is open from Tuesday 28 March and **closes Tuesday 4 April 2023**.

What happens if I don't complete the survey?

Completing the survey is an important part of training with RACGP even if you know what term you are entering. The RACGP will be in contact with you to encourage you to complete the survey if it is incomplete. Registrars who are non-responsive to reminders and do not complete the survey will be presumed to no longer be interested in pursuing AGPT training and an involuntary withdrawal process may commence as per the [RACGP Withdrawal Policy](#).

What happens after I complete the survey?

For registrars who are confirming a placement that is already showing in the TMS, your placement will continue unchanged. Please ensure you have a valid Medicare number if you are in a general practice placement. Some placements require additional paperwork or pre-approval (e.g., extension for assessment or non-GP community extended skills terms). If you are in a placement that requires additional paperwork, please ensure this is completed by its due date. If you are unsure if your term needs additional paperwork, please contact your Training Coordinator.

For registrars that do not have a confirmed placement in the TMS and require a GP placement for 2023.2 (even if you plan on staying where you are), you will enter the GP term placement process. We will be reaching out with more information about this process soon.

Can I stay in the same general practice I am currently in?

As most placements were agreed for 12 months, we anticipate that in most cases, your placement will continue unchanged.

For registrars that are entering the GP placement process, the following factors will apply to whether you can return to the same practice:

- AGPT training location obligations
- Regional RACGP training location commitments
- RACGP practice diversity requirement
- Allocated training region where applicable
- Whether your practice has a vacancy

RACGP will be honouring any previous Regional Training Provider (RTO) training obligations or commitments in 2023.

Who do I contact for help navigating TMS?

Your Training Coordinator is your first point of contact for all questions about the placements process including completion of the survey in TMS.

Are there other key dates I need to be aware of?

Date	Activity
28 March 2023	Registrar placement confirmation survey opens
4 April 2023	Registrar placement confirmation survey closes
24 April 2023	Registrars participating in the placement process commence applying to practices
1 May 2023	Practices commence making offers
12 June 2023	Medicare Provider Number deadline

2. Placement confirmation survey FAQs for registrars who need a placement for 2023.2

What is the practice placement process?

The practice placement process is a step within the placement confirmation survey for those registrars that did not have a placement confirmed by their previous RTO.

Within the survey there is a section that will ask you your intentions for the following term including:

- If you want to train full time or part time
- What term you will be entering (i.e., hospital, GPT1/2/3, extended skills, leave, ARST etc)
- If there is a transfer in place

If you are in NSW/ACT and entering a general practice term in 2023.2, the survey will ask you some additional questions about the GP term including:

- indicating your preference of where you would like to undertake training in next term
- outline your plan for meeting your training location commitments (TLCs) during training and reasons supporting your preference.

How does it work?

The practice placement process begins within the confirmation survey and is administered through the RACGP TMS. You will be directed to complete the survey by email and must complete the survey between 28 March and 4 April 2023.

Once the survey is completed, the RACGP will provide more specific information to registrars seeking a GP term and provide information about how to search for and apply to practices.

What do I need to do to prepare?

In addition to the information recommended above, if you are in NSW/ACT we recommend that you review your relevant training location commitments and any other requirements such as the RACGP practice diversity requirement to see what locations you can select to train in.

What happens after I complete the placement process survey?

If you have chosen a general practice term your local team will be reaching out to you with more information including how to apply to practices.

If you have chosen any of the following term types you may need to complete additional paperwork, please reach out to your TC if you are unsure what paperwork to complete:

- Hospital
- Leave from training
- Extended skills in hospital or non-GP community post
- Transfer to another location
- Extension assessment
- ARST (if not a continuation of a post)