

Placement process

Guide for practices

Version 2.0



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1. Placement overview

Our aim

The RACGP placement process is designed to equitably distribute registrars across Australia in a transparent and flexible manner.

An open market approach, facilitated through the Training Management System (TMS), affords choice for both registrars and practices. Bespoke priority placement support is available where there are identified community, practice, or registrar training needs.

We recognise that the RACGP placement process may be quite different from what some training regions have experienced previously. Our local training support teams understand this and are available to help registrars and training sites navigate this process.

Training capacity update

Prior to the upcoming semester all practices seeking a registrar for the following semester need to update their training capacity in the Training Management System (TMS). Training capacity updates must include any current registrars staying at the training site for another semester as well as any additional registrars.



Practice and supervisor distribution caps advised

Prior to applications opening, RACGP will advise training sites of any adjustments to their training capacity for the upcoming semester. Capacity adjustments are made to facilitate equitable distribution of registrars across regions.



Registrars apply to practices

Registrars will be allocated to groups prior to applications opening.



Practices select registrars and confirm placements

1. Practices can select which registrar/s they would like to interview and make an offer of employment from those who apply.
2. Once a registrar and practice reach an agreement, the placement must be confirmed through the TMS process by both parties. No other method of confirmation can be accepted.
3. Practices with registrars returning to their practice must finalise the process via the TMS as soon as possible when placement applications open.

2. Training location requirements and commitments

AGPT training location requirements

To ensure workforce distribution, registrars are required to comply with the training location requirements for the relevant program pathway. There may be additional training location commitments in specific regions/subregions.

Training location requirements are defined as per the RACGP [Training Program Requirements Policy](#).

Regional training location commitments are in addition to the [Training Location Requirements](#). Not all training regions have additional training location commitments. Please refer to the AGPT [Training Location Requirements and Commitments](#).

3. Updating training site capacity

How does it work?

Every six months, all practices seeking registrars for the upcoming semester are required to update their practice profile and confirm their training capacity in the TMS before the close of the training capacity update period.

Nationally Consistent Payments (NCP) preferences should be updated during this period.

What happens if I don't update my training capacity by the deadline?

If the training capacity updates are not completed by the deadline, the training site will be excluded from the placement process for the upcoming semester. Where there are extenuating and unforeseen circumstances resulting in the training site capacity updates not being completed by the deadline, request for inclusion in the placement process for the upcoming semester may be escalated to the Distribution and Capacity Committee for consideration.

Can training sites advertise to train registrars in any stage of training?

Accredited training sites are able to advertise for registrars at any stage of training, as long as they comply with the RACGP [Codes and Principles for Training Sites and Supervisors](#).

Supervisors must be accredited to the end of the semester to take a registrar in that semester, and they must ensure they have no conditions on their accreditation that would prevent them taking registrars.

What is my practice profile and why is it important?

The practice profile is the detailed information outlining the practices attributes and includes essential information required to manage registrar placements and associated processes. This is also a chance for practices to update their payment preferences and bank details for the next semester.

It is imperative that the mandatory fields of the practice profile in the TMS are complete before a practice can complete the training site capacity update. It is highly recommended that practices carefully consider their training placement advertisement on their practice profile, the stage of registrar they have offered to train and their ability to meet criteria in the RACGP [Codes and Principles for Training Sites and Supervisors](#).

This profile update must be completed before the training capacity update deadline.

When will registrars be able to see my practice profile and training placement vacancies?

Registrars can view a practice's profile and available vacancies at any time in the TMS. The RACGP strongly encourages practices to keep this information up to date.

While registrars can view this information at any time, they will not be able to apply to practices within their assigned group until the TMS placement portal opens.

Can I change my practice profile or practice vacancies?

Practices can amend their practice profile at any time, however, requests for changes to training capacity (i.e., the number of available registrar placements) after the training capacity update deadline should be referred to the training coordinator. The training coordinator will then advise on how this request will be processed. Please note that any requests submitted after training capacity updates close are not guaranteed to be approved.

Once placement applications are open in the TMS, practices can change their status to 'Stop receiving applications' to stop registrars applying to the practice. For further guidance on closing applications, practices should contact their training coordinator.

Who can update the practice profile and training capacity/vacancies?

The practice profile can be viewed by all supervisors and practice managers, however, it can only be updated by those that have practice profile authority.

4. Training capacity adjustments

How does it work?

After practices advise their training capacity, the RACGP compares the available placements with the number of registrars seeking placements in the relevant region.

Following this review, the RACGP may adjust the training capacity for training sites to ensure equitable distribution of registrars across the region.

RACGP placement distribution caps will apply to RACGP registrars only.

How does the training site capacity adjustments affect your practice?

Training sites can only employ registrars within their adjusted training capacity.

When will training sites be notified of any training capacity adjustments?

Training sites will be advised of the outcomes of the review and any adjustments to training site capacity prior to placement applications opening as specified in the key dates flyer for the relevant semester.

How are registrars counted for the purpose of training site capacity?

Registrars count towards the training site capacity as follows:

- AGPT registrars that train up to 28 hours/week = 0.5 placement
- AGPT registrars that train 28.1 hours to 38 hours/week = 1 placement.

Registrars on extension awaiting fellowship (EAF) and ADF registrars do not count towards training site capacity.

5. Applications

How does it work?

GP registrars will apply to practices through the TMS placement portal from the date specified in the term placement timeline. All applications must be made through this portal.

How will registrars apply to my practice?

Registrars are required to apply to a practice by submitting their CV and cover letter via the TMS. The practice manager and delegate supervisor will receive notification of all applications via the TMS.

Will I receive applications for my training vacancies?

Each semester the number of registrars seeking GP terms and training capacity in a region varies, creating fluctuations in supply and demand. This means that there may be training sites that do not receive applications from registrars. The RACGP cannot guarantee that all training sites will receive a registrar.

Training sites that don't receive any applications may like to reconsider their training placement advertisement in their practice profile, consider what stage of registrar they have offered to train and their ability to meet the criteria in the RACGP [Codes and Principles for Training Sites and Supervisors](#).

Practices should reach out to their training coordinator if they have questions or would like support.

Can I start to arrange training placements with registrars prior to placement applications opening?

Practices should avoid making tentative arrangements with registrars prior to term placement officially opening. It's important for practices and registrars to remember that placement confirmations **exclusively occur** through the placement portal within the TMS, unless the practice and/or registrar is deemed to be eligible for a direct or priority placement. Direct or priority placements will be managed by the local team. This is to ensure the placement process remains as equitable and transparent as possible.

Some practices may be happy to speak with registrars prior to placement lists opening, while others may see this as disruptive. Practices that do not want registrars to contact them before the placement process begins may consider including this information on their practice profile to avoid registrar phone calls.

Registrars will receive notifications regarding their allocated group during the week before placements become available. If a training site holds tentative discussions with a registrar prior to this time, there is a risk that registrar might not be eligible to apply to the practice as it is not their catchment.

Practices will receive information about their final training capacity the week before the placement portal becomes accessible.

What happens if I have made an arrangement with a registrar and they don't get allocated to my group?

Unfortunately, that registrar will find themselves unable to apply to the practice via the TMS. However, the practice is still encouraged to advertise for another trainee.

Can registrars undertake multiple semesters in the same practice?

Yes, registrars may choose to stay on in a practice if they meet the following criteria:

- They have met or will be able to meet their RACGP and AGPT training location commitments.
- They have met or will be able to meet the requirements of Fellowship. For example, the RACGP generally requires registrars to undertake their training in at least two practices.
- They are allocated to the applicable grouping.
- The registrar is happy to stay.
- The practice is happy to keep them.

However, registrars must complete their registrar training intention update via the TMS every six months to secure their placement in said practice, even if they have a verbal agreement to stay on.

Practices with registrars returning to their practice are encouraged to finalise the placement with the registrar via the TMS as soon as possible once offers can be made through the TMS. This allows registrars still looking for a training position to see which training placements are still available.

Can registrars undertake all their training in the same practice?

Due to the diversity of training requirement, it is not encouraged. There are many factors that need to be considered that may determine whether a registrar can stay in the same practice.

Who can see the applications to our practice?

Applications to a practice may be seen by those who have practice profile authority in the TMS. If a practice is unsure who their delegated authorities are, it is recommended that they contact their training coordinator.

6. Selecting and confirming placements

How does it work?

Practices can select which registrar/s they would like to make an offer to, up to their training capacity in the TMS.

Practices will not be able to make offers until **one week after** applications have opened. This is referred to as a **hiatus period**. This allows time for practices to begin reviewing applications and interviewing registrars before making offers.

Practices will be able to continue to receive new applications during the offer process, until an offer has been accepted. Practices can also stop applications at any time.

Practices will only be able to offer up to the number of positions available in line with any placement distribution cap.

How should I select a registrar?

How your practice decides to select a registrar is up to the practice.

To help alleviate registrar anxiety and assist other practices to fill in their placements, practices are encouraged to respond and select applicants in a timely manner, noting that no offers can be made during the first week of applications (please refer to the list of key dates on the [training resources page](#)).

Please note that practices can make placement offers to successful applicants as long as they still have vacancies within their allocated training caps, and are able to provide the education, training and supervision requirements. However, practices must complete their placement process **prior to the Medicare provider number deadline** for each placement process round.

If practices are interviewing and fill a position before meeting with all the applicants, they should let the remaining registrars know as soon as possible that the position is filled. Some registrars may be travelling considerable distances to attend interviews, and often during in-practice time. Alerting them as soon as possible that the place has been filled will avoid inconvenience and negative word of mouth about the practice.

Where applicants are located considerable distances from the practice, the RACGP encourages practices to consider alternative methods to face-to-face interviews, such as using Skype or other video-conferencing options.

What should I discuss with the registrar 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 practices accept and sign confirmation of a placement, some items recommended to discuss include:

- Duration of the employment agreement (6 or 12 months)

- Leave (in particular, any planned leave and holiday periods such as Easter, school holidays and Christmas)
- Remuneration (amount/percentages, payment frequency/periods, billing adjustments and frequency)
- Working hours (including specific days and hours of work)
- Working arrangements (i.e. on-call, home visits, nursing home visits, clinics, etc)
- Unpaid study leave
- Education release time for registrars working part-time at any practice
- Arrangements for in-practice teaching
- Visting medical officer (VMO) arrangements, if applicable.

How do I make an offer and confirm a placement?

1. Applications received by your practice will be stored in your practice profile. Click the 'Practice profile' tab, which is located on the left side menu of the TMS. A link to 'Applications received' is then displayed.
2. You may contact the applicant per your selection process to confirm employment offer details.
3. **You must initiate all offers of a training position from within the 'Applications received' table in the TMS.** From the 'Applications received' table, go to the 'Make offer' link located on the right-hand side and complete the online form.
4. Once the offer has been submitted the registrar can review it and accept the offer. If the registrar does not wish to accept the offer, they can decline it or renegotiate. Once the offer is accepted the practice is not obligated to renegotiate any of the employment agreement terms.
5. The RACGP will review and approve the accepted offer and issue a practice contract. The practice contract must be accepted electronically through the TMS by the authorised practice delegate as soon as possible. The pre-populated Medicare provider number paperwork will be emailed to the registrar to be signed and forwarded to the practice. The practice manager will be copied on the paperwork email.
6. Please encourage the registrar to check with the practice that all details in the form are correct. Registrars should then return the completed form to the RACGP via email.
7. Once the paperwork has been submitted to Medicare it is the registrar's responsibility to ensure they have a valid provider number. We recommend you request a copy of the confirmation letter that your registrar will receive from Medicare when their provider number has been allocated to ensure your registrar has a provider number with full billing rights.

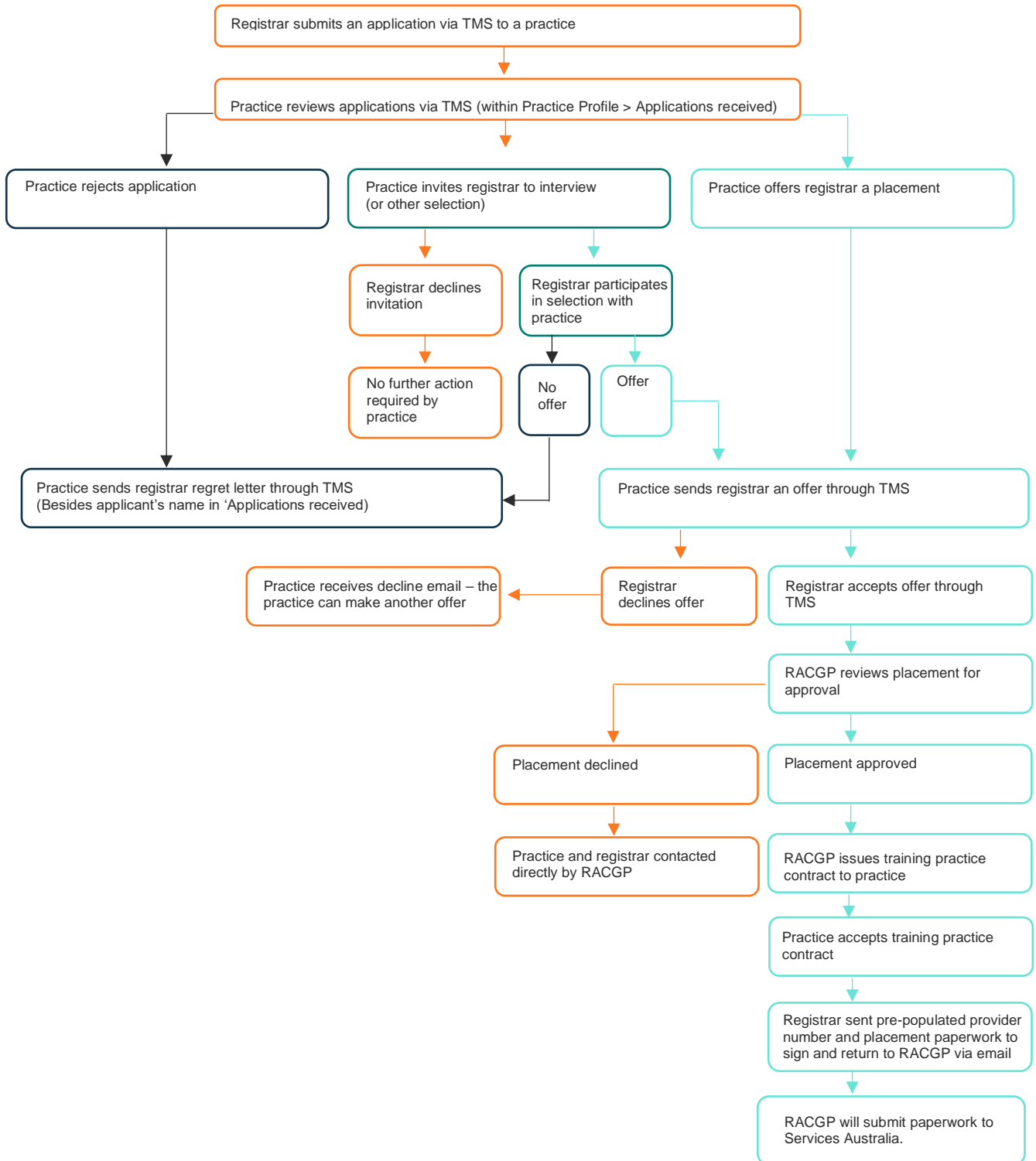
Do I need to respond to unsuccessful applicants? How do I do this?

We strongly encourage practices to let unsuccessful registrars know as soon as possible to enable them to make applications to other practices.

To inform registrars they have been unsuccessful, in the practice profile tab under 'Applications received' practices can view all registrars who have applied to their practice. Beside each applicant's name is a link which allows practices to send that registrar a standard regret letter advising them they were unsuccessful in gaining a position with the practice

for the currently advertised term. Once the practice capacity is filled, all registrars who have applied will automatically be withdrawn from the practice in the TMS.

Term placement application and acceptance process



7. Rural generalist and procedural registrar placements

How does it work?

The placement process for rural generalist and procedural registrars differs from regular placements in several ways. These registrars need to be placed in a practice and hospital where they can use their skills in a VMO capacity. This process is undertaken in consultation with the LHDs.

Placement of a procedural registrar is made in consultation with a practice that can offer the opportunity for the registrar to use their procedural skills at the local hospital and be able provide support to the registrar to further develop their skills.

The regional Manager Rural Pathway and Rural Generalist Training consults with practices to ensure town needs and registrar training needs are matched. Often this means these registrars secure a placement ahead of the standard term placement dates. This particularly applies to registrars with special skills in obstetrics, anaesthetics, and surgery.

What should I include in my practice profile if I want a rural generalist/procedural registrar?

If your practice is providing VMO services to your local hospital, ensure this is reflected in your practice profile. Once updated, the RACGP regional manager rural pathway and rural generalist training may contact you to confirm specific details relating to VMO work, for the purposes of procedural registrar placements.

Who can I contact if I need assistance?

If you have any questions in relation to rural generalist and procedural registrars, please contact your training coordinator or regional manager rural pathway and rural generalist training.

Additional information for practices accredited with both ACRRM and RACGP

ACRRM and the RACGP will be working together during the term placement process. Placement distribution caps set by the RACGP will remain for RACGP registrars only.

If my practice has both ACRRM and RACGP accreditation, how do I update my training vacancies?

If your practice has ACRRM and RACGP accreditation, indicate the **total** RACGP registrar training positions available for your practice in the placement process outlined in this handbook. It is important that any individual supervisor has capacity to provide adequate supervision for all registrars that have been allocated to them, and that the College guidelines for safe supervision are followed at all times.

Will ACRRM registrars be able to apply to my practice via the TMS?

No, ACRRM registrars will need to apply through the ACRRM placement process.

If I have a question about an ACRRM registrar placement, who should I contact?

Questions regarding ACRRM registrar placements should be directed to ACRRM directly via email: training@acrrm.org.au or phone: 1800 223 226. If you have a question about a RACGP registrar placement, please contact your training coordinator.

8. Extension awaiting fellowship registrars

This information may be helpful for practices who are considering training a registrar in an extension awaiting fellowship (EAF) term.

What is the Fellowship process?

To become a fellow of the RACGP the registrar must complete their training requirements and provide all the relevant evidence to the RACGP.

Once a registrar has met all their training requirements, they become eligible to apply for fellowship with the College. This period is called extension awaiting fellowship (EAF) and is for a maximum of 12 weeks. Registrars must still apply for a provider number through the RACGP if they wish to work in general practice during this period.

Registrars have two options:

1. Registrar takes an extended holiday whilst they wait for their Fellowship documentation, then applies for a provider number to access MBS full billing rights as a fellowed GP.
2. Registrar follows the normal process to continue working in the practice for up to 12 weeks and obtain a Medicare provider number with full billing rights.

Please note that registrars on extension awaiting fellowship are **not counted** as part of practice placement caps.

9. Support

Who can I contact if I need assistance?

Please contact your local training coordinator at any time at any time if you require assistance. Training coordinator contact details can be found in the TMS.