

Placement process

Guide for registrars

Version 1.0



RACGP

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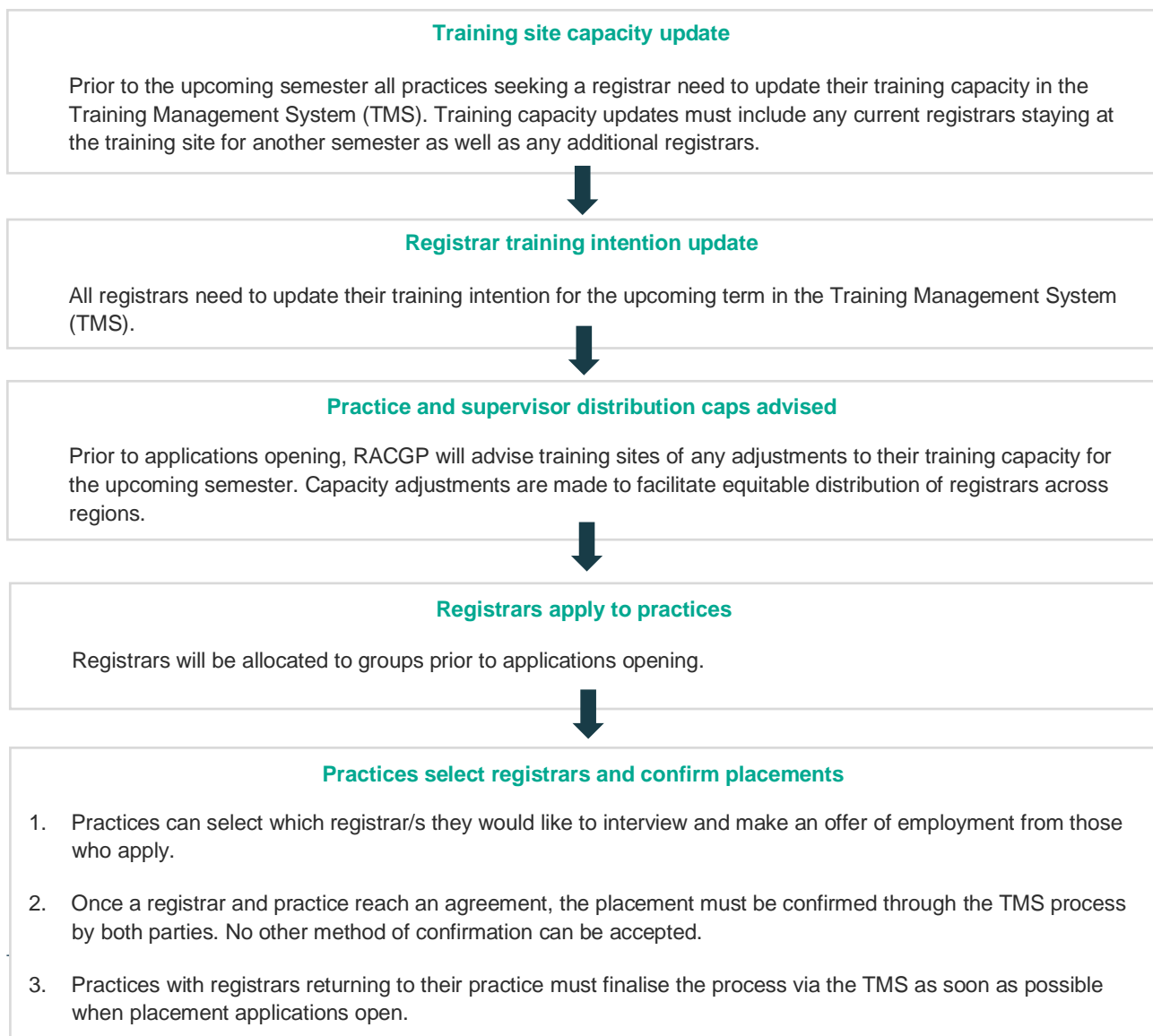
1. Placement overview

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 registrars have experienced previously. Our local training support teams understand this and are available to help registrars and training sites navigate this process.



2. Training location requirements and commitments

AGPT training location requirements

To ensure workforce distribution, registrars are required to comply with the training location requirements of their relevant program pathway.

Training location requirements are defined in 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](#).

Any request for exemption to the training location requirements and/or commitments will need to be submitted via the registrar training intention update and will be assessed accordingly.

For more information on training location requirements or commitments, registrars should contact their training coordinator.

3. Registrar training intention update

How does it work?

All registrars are required to update their training intention via the Training Management System (TMS) for the upcoming semester every six months, regardless of the term they will be going into. This includes registrars going into extension awaiting fellowship (EAF), hospital or leave terms, and Australian Defence Force (ADF) registrars.

This compulsory activity must be completed before the training intention period ends, as it is a pre-requisite to the next step in the placement process.

Registrars who miss the deadline may submit a late training intention update, however, they may be allocated to the group in their region with most capacity or highest need, regardless of their nominated preferences.

Where a registrar fails to complete their training intention update and/or does not comply with the education and training requirements set out by the RACGP, they may be withdrawn from the program.

When updating their training intention, registrars are required to:

- advise whether they will be training full time or part time in the coming semester
- nominate their preferred training location groups for the upcoming semester (in order of preference)

- indicate how they plan to meet any training location requirements or commitments during training. (Note: these plans can be updated every six months and registrars will have the opportunity to outline reasons supporting their planned timing, which will be taken into consideration during the group allocation process for the upcoming semester)
- indicate their interest in an Aboriginal Medical Service (AMS) placement
- indicate their interest in a rural or remote placement (MMM 4-7).

If a registrar is unsure of their plans, they can contact their training coordinator to discuss further.

4. Rural rotations for general pathway registrars

All general pathway registrars are strongly encouraged to undertake a rural rotation during training.

Composite pathway registrars should discuss their composite pathway requirements with their training coordinator.

Resources and support for registrars in rural training

Support payments are made via the [National Consistent Payment \(NCP\) framework](#).

According to the NCP framework, registrar payments are made at the commencement of each training term and are tiered according to the MMM locations of each placement. These payments can be used for (but are not limited to): registrar relocation, rental assistance, travel and accommodation for education and training activities, self-directed learning support, and wellbeing and psychological support.

In addition to NCP registrar payments, the RACGP provides further financial support to registrars who undertake a placement in identified priority areas of workforce need.

Further information about placement incentives in each training region [can be found here](#).

5. Extension awaiting fellowship registrars

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 can 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 Medicare 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 and then apply 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.

Registrars on extension awaiting fellowship are **not counted** as part of practice placement caps.

6. Applying for a placement

Registrars will need to complete the training intention update before they can apply for a placement.

Direct placements

Registrars who indicated through their training intention update that they would like to take program leave, or complete their hospital training time, Advanced Rural Skills Training (ARST) or Extended Skills, must contact their training coordinator to organise placements outside of the TMS.

This process is also known as a direct placement.

Australian Defence Force registrars

ADF registrars may be placed directly with a training site and they are **not included** in registrar caps. However, they must still complete the registrar training intention update in the TMS every six months as part of the placement process.

ADF registrars may be contacted outside of the TMS process for a more detailed discussion about the placement, their individual needs, and the requirements of their service. ADF registrars can approach their training coordinator or medical educator for further details on the ADF registrar placement process.

Registrars training in a community general practice setting

All registrars planning to train in community general practice will need to apply to practices through the TMS placement portal.

How does it work?

In the TMS placement portal, registrars will be able to:

- **access the list of available practices in their allocated groups.** Registrars will be able to filter their search to specific criteria (noting that this may limit the number of practices appearing). If a practice is not appearing in the list, it may mean the practice does not have available positions, is not accredited for training or is within a different group allocation than the registrar is assigned to.

- **view the number of applicants who have applied to a practice, as well as vacancy status.** This will change as practices update their vacancies and capacity. Registrars can also see further information about the practice such as patient exposure, their education and training support plan, preferred registrar demographics, opening hours and testimonials.
- **apply to a practice by uploading their CV, one-page cover letter and submitting their application in the system.** Registrars can apply to multiple practices.
- keep track of their current applications for a particular semester.

Notes for registrars

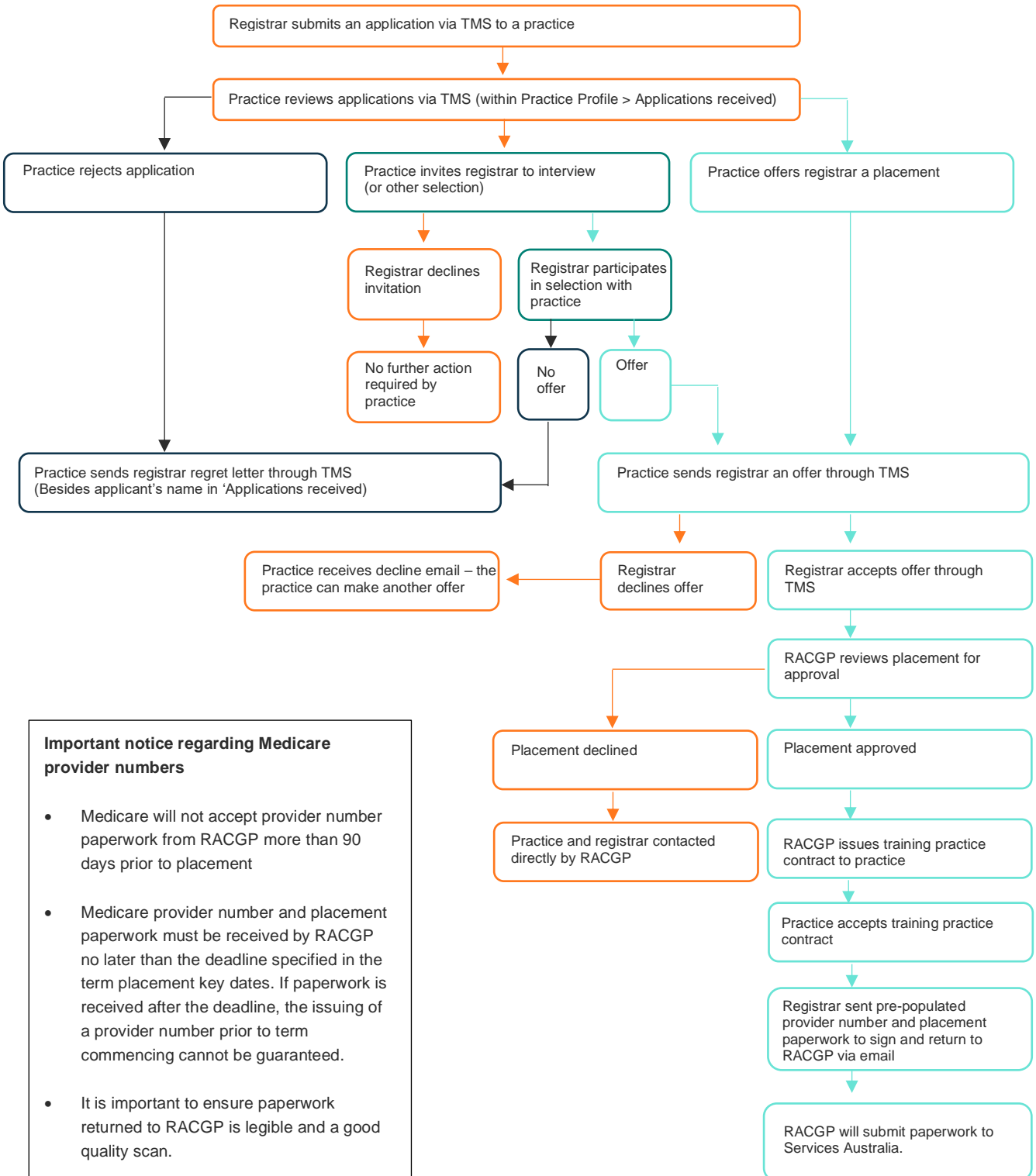
Practices cannot make any offers for the first week after applications open. This is referred to as the **hiatus period**. The hiatus allows practices time to review applications and conduct interviews prior to making offers. Offer commencement dates can be found in the flyer of key dates on the [training resources page](#).

Practices have different ways of accepting a registrar. Some may choose to interview potential registrars whereas others may offer without interviewing. Practices have the option to provide details of their preferences and these will show in the placement portal.

If a registrar applies to a practice, then changes their mind or accepts a placement with another practice, they should let other practices they have applied to know that they are no longer interested/available. This allows the practice to consider other applicants. Registrars can decline the offer or withdraw their application through the TMS placement portal.

Registrars on 12-month employment contracts are reminded they need to apply for and accept their placement with their current employer through the TMS as soon as possible when placement applications open. This helps other registrars better understand what placements are available.

Term placement application and acceptance process



7. Interview resources and tips

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

- **National Terms and Conditions for the Employment of Registrars (NTCER)**
 - Prior to interviews, all registrars and practices should ensure they are familiar with the [National Terms and Conditions for the Employment of Registrars \(NTCER\)](#) and the latest full-time and part-time training requirements.
- **CV**
 - A CV or resume is a summary of work experience, education, skills and achievements, which is sent to prospective practices. A resume should include:
 - **Personal Details** – full name, phone number and email address
 - **Career objective or summary**
 - **Education** – most recent education first, including qualifications, institutions and dates
 - **Work experience** – most recent roles including title of the position, name and location and the dates of employment. Under each position, include a brief overview of the role and responsibilities
 - **Additional information** – such as skills, strengths or interests
 - **References** – include two to three referees at the end of the CV
 - The CV should be tidy and easy to read, no more than two to three pages, and should be tailored to general practice.
- **Cover Letter**
 - A cover letter is a one-page document which provides an opportunity for registrars to explain their interest in working at a particular practice. It is not always required to send a cover letter to potential practices (unless stated).
- **Applying promptly**
 - The RACGP will notify registrars when the placement portal is open (please refer to the term placement key dates). Registrars are encouraged to apply to practices as soon as the placement portal opens.
- **Research the practice and demonstrate knowledge**
 - It is a good idea for registrars to 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.
 - Testimonials on the practice profile can give registrars an idea of what it's like to work for the practice.
 - Reviewing the practice's website is another useful tool to gather information.

- **Be on time**
 - Registrars should try to arrive ten minutes early for interviews. It's recommended to take note of travel times and where to park. Arriving early will help calm nerves and make a good impression.

- **Ask questions and clarify information**
 - Some possible points to clarify when attending an interview:
 - The working arrangements (such as home visits, nursing home visits, etc.)
 - The working hours
 - Whether working days and hours are negotiable – particularly if the registrar has childcare arrangements on certain days (it is a good idea to have this in writing before signing a contract)
 - How the supervisor prefers to conduct their teaching and supervision
 - Specific interests or focus areas that the practice may offer
 - Holidays/leave – discuss potential planned holidays in the interview. It is important this is discussed and confirmed in writing prior to accepting the position
 - Remuneration (including base wage and billing percentage)

Registrars can refer to the [GPRA Essential Negotiation Checklist](#) for further points to discuss during an interview.

- **After the interview**
 - Registrars should ask the interviewer about next steps, including when they expect to decide on a successful applicant. This will help registrars know when to follow up with the practice.

- **Follow up**
 - It is a good idea to follow up and thank the practice for their time. Registrars can contact the practice to see whether they have made their final decision. This can be done via email or phone.

Emotional impact of placement process

For some registrars, this may be the first time they have attended interviews or taken part in a job application process. For registrars transitioning out of the hospital into their first GP term, 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 helpful tips:

- Registrars should research practices early and discuss plans with their training coordinator prior to placements opening.
- If registrars need support during the placement process, they can contact their training coordinator or medical educator.

- While it may appear that everyone has secured a position in the first week after offers open, the reality is that it takes six to eight weeks for all registrars to secure placements. Registrars should not be concerned if it takes a few weeks to secure a placement.
- If a registrar has been applying for positions and has been unable to secure a placement, they can contact their training coordinator for support.
- Placement training capacities are unlikely to change. Even if a practice says they would be willing to employ a registrar if the RACGP changes the training capacity, the placement is unlikely to proceed.
- If a registrar has special considerations that they feel will impact the placement process (eg. health concerns), they should contact their training coordinator as soon as possible for assistance.

8. Placement offers

How does it work?

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

1. Registrars will be notified via email if they receive an offer from a practice through the TMS. They can log in to the TMS and select 'My applications' (under the placement portal tab) to locate their placement offer.
2. Registrars can then accept or reject the offer in the TMS. The placement offer hyperlink will redirect to the employment offer page. Registrars should ensure that all the information provided is correct. If any changes need to be made, registrars can discuss this with the practice in the first instance.
3. Registrars will have access to their contract, which must be read before the offer is accepted. If there are any discrepancies, they should discuss this with the practice. It is important for registrars to make sure the hours reflected in the TMS are correct as this will reflect training time. Hours worked over and above 38 hours a week will not accelerate training.
4. Once the offer has been accepted, the practice will receive a contract from the RACGP which the practice will need to accept. When this has been accepted, the relevant paperwork will be generated and emailed to the registrar and the practice.

Note:

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

If a registrar is full time, all other placement applications they have made will be automatically withdrawn after they accept a full-time offer. If a registrar is part time, they will need to do this manually. There is a withdrawal button in the 'My applications' section which will send an email to practices informing them the registrar is no longer seeking a position with them.

9. Term placement etiquette guidelines

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

1. If a registrar applies to a practice and changes their mind or accepts a placement with another practice, they should advise other practices they have applied to that they are no longer interested/available for a placement. This allows the practice to consider other applicants. Registrars can do this by sending the practice the standard withdrawal email via the link beside each application in the TMS placement portal.
2. Registrars should not play practices off against each other. The medical community is small, and their reputation may be damaged. Delays in the selection process may reduce the practice's ability to secure a registrar and affect other registrars' ability to find a place.
3. Registrars should always be honest in their applications and during the selection process.
4. Key points such as planned leave, working hours and remuneration should be negotiated between registrars and practices before any employment agreement is signed.

10. AGPT placement paperwork (all registrars)

Once registrars have accepted an offer from the practice and the practice has accepted the RACGP contract, the relevant Medicare paperwork will be generated:

1. The registrar will receive a prepopulated AGPT Medicare placement application form via automated email from the TMS. This form should be reviewed to ensure all information is correct.
2. If the information provided on the form is incorrect, registrars should contact their training coordinator as soon as possible to rectify this.
3. The AGPT form should be sent back **directly to the RACGP**. Returned forms will need to be a clear copy or they will not be accepted by the RACGP or Medicare.
4. Registrars must send evidence of any changes to residency status direct to Medicare or attach this to their placement application form to avoid delays.

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

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

It is important that the AGPT placement application form is returned to the RACGP as a matter of priority. If the application paperwork is not received by the RACGP by the provider number deadline, registrars may not be issued with a Medicare provider number by the time the placement begins.

Please note: provider number applications should NOT be made via PRODA.

What happens next?

Once the RACGP approves the AGPT placement application form, it is forwarded to Medicare.

Please keep in mind that it may take up to six weeks for provider numbers to be issued from the time the form is received by Medicare.

Once registrars have been allocated a provider number they will receive a confirmation letter from Medicare. **It is very important that registrars check this letter to make sure they have been given full billing rights.** Registrars should provide their practice with a copy of the letter received.

Registrars should contact their training coordinator if they require assistance.

Confirmation of Medicare provider numbers

Once registrars have received confirmation of their provider number from Medicare, they must add the provider numbers into the TMS via the trainee portfolio. Further instructions are available here: [Entering Medicare provider number in your trainee portfolio](#).

Once the term commences, provider numbers will be sent to Services Australia. Services Australia will use this to find PRODA registrations and arrange payments if the registrar is eligible for nationally consistent payments (NCP).

11. Support

Difficulty securing a placement

Registrars who have difficulty in securing a placement should apply to other practices within their assigned group. If a registrar continues to experience difficulty, they should contact their training coordinator to discuss their situation.

Requesting assistance

Registrars can contact their local training coordinator if they require assistance at any time. Training coordinator contact details can be found in the TMS via the 'Support team' tile on the home page.

Further information:

- [AGPT registrar training handbook](#)
- [AGPT training location requirements and commitments](#)
- [RACGP placement incentives by region](#)

12. Placement checklist

Registrars can use the checklist below to ensure they are on top of what is required during term placement.

- Complete the registrar training intention update for next term prior to closing
- Ensure that mandatory checks are up to date:
 - Working with Children's Check
 - Medical Indemnity
 - AHPRA registration
 - Update CV and cover letter (if required)
- Apply to practices once the placement portal opens
- Accept offer in the TMS
- Submit AGPT placement application form on time
- Check that the letter from Medicare confirms full billing rights (refer to sample letter)