



# Policy on GP Term Allocations and Training Practice Selection 2007

## **PREAMBLE**

With the new arrangements for GP registrar training, General Practice Training Tasmania (GPTT) has sought to clarify and develop a policy for GP term allocations. The issues are complex and many factors are taken into account when GP registrars are allocated to practices. The main issue is quality of training and a close second is attention to workforce needs. GP supervisors want assurance there will be continuity of supply of GP registrars and on the other hand GP registrars want flexibility in training. These can be competing needs.

Practices need to plan for GP registrar placements, as teaching time, consulting rooms and patient loads need to be adequate. GP registrars need to fulfil the requirements of training in Areas of Medical Service Need (AMSN), rural and outer metropolitan areas.

The General Practice Education and Training (GPET) environment has meant there will be much more accountability of GP supervisors regarding the quality of training and there will be similar accountability issues for GP registrars. An example of this is the requirement for GP registrars to participate in Assessment During Training (ADT). GP supervisors will undergo special training for this and certainly the quality of supervision, teaching and assessment will increase in importance.

## **ALLOCATION TO TRAINING PRACTICES**

### **1. General Principles**

- GPTT identifies and affirms the rights and responsibilities of GP registrars and GP supervisors. GP registrars have the right to the best possible supervision and training in their GP terms. GP supervisors have the right to plan ahead for their teaching responsibilities and work force needs.
- Workforce issues are addressed while ensuring a high quality of training and supervision within teaching practices.
- GPTT places each GP registrar in a training practice that provides optimal learning experiences for their learning style and life situation.

- There is transparency in how GP terms are allocated while ensuring the confidentiality of GP registrar personal and professional issues are maintained.

## **2. Operational Principles**

- GPTT is responsible for the placement of GP registrars into *Basic and Advanced GP terms*.
- GP registrars choose their training practice for their *Subsequent General Practice Experience* (Mentor Time). The practice must be eligible for accreditation with the RACGP.
- GP registrars are allocated to teaching practices for 6 months.
- The GPTT web site contains details of all accredited training practices and their relevance to each stage of training, outer metropolitan and rural requirements.
- It is accepted that all accredited training practices cannot be guaranteed a constant supply of registrars as GP registrar numbers fluctuate and some practices are harder to fill due to geographical considerations or a mismatch with GP registrar learning needs.
- GP term allocations are done in conjunction with General Practice Workforce (GPW). The allocation process takes into consideration GP registrar factors including educational, physical, social and psychological needs. They also consider teaching practice issues including learning experiences available to GP registrars, teaching capacity, vacancies, and the presence of other doctors and students undergoing supervision and teaching.
- General Practice Workforce is provided with a list of the GP registrar term allocations as soon as possible after the allocation process.
- GP registrars, at the time of acceptance into the Training Program, are informed of requirements for their training practice location. For example, the requirement to undertake training in outer metropolitan and rural areas.

## **3. The Process for GP Term Allocations**

### **3.1 Basic & Advanced Term GP registrars**

Basic and Advanced terms are the first year (or part-time equivalent) of general practice training. GP registrars are encouraged to complete this first year of training in one practice. General Pathway GP

registrars who are required to complete 6 months in outer metropolitan and 6 months in rural practices may elect to rotate through practices every 6 months. This may also apply to GP registrars undertaking 6 month Special Skills posts. GP registrars enrolled within the Australian Defence Force are an exception and undertake a three month Basic GP term with GPTT prior to deployment.

GPTT is responsible for placing the GP registrar in the most appropriate practice for their Basic and Advanced GP terms. During these terms GP registrars will be employed by the practice with nationally agreed minimum terms and conditions. They cannot be independent contractors throughout their training.

The process for GP term allocations is as follows:

### **New GP registrars.**

Soon after GP registrars confirm their acceptance into the Training Program the GPTT Director of Training or Senior Medical Educator interviews them and determines their social, educational, and logistic needs. They are also advised of relevant GP training practices. In addition they are advised to look at the GPTT website for details of training practices in Tasmania.

The Corporate Services and Program Manager then sends a letter to the GP registrar asking for details of their preferred practice and region for training. The letter will include advice about the training requirements for general and rural pathways. GPTT will also provide contact details of General Practice Workforce and an outline of the support they can provide.

### **GP registrars completing hospital terms.**

GP registrars in their hospital terms discuss their training plans and practice placement options at their six monthly Learning Plan meetings with their designated medical educator or Hospital Liaison Officer, (HLO). The mid-year Learning Plan contact sheet is completed by the medical educator or HLO and sent to the Corporate Services and Program Manager, who sends a letter to the GP registrar seeking confirmation of their training practice preference. The letter includes advice about their outer metropolitan and rural training requirements. They are also provided with contact details and information about General Practice Workforce.

The Corporate Services and Program Manager convenes the GP Term Allocation Panel, consisting of the GP Supervisor Education Officer, GPTT Director of Training, GPW representative and GPTT Corporate Services and Program Manager. This Panel meets in the first week of October by teleconference. GP terms are allocated by mid-October.

The GP Term Allocation Panel will meet again in April to allocate GP registrars to their second six month terms.

#### **4. The process for allocations for Subsequent General Practice Experience**

GP registrars are responsible for their own GP term placement for Subsequent General Practice Experience (Mentor Time). GP registrars are encouraged to complete at least one year in one practice. The practice must be eligible for accreditation by The RACGP.

GP registrars negotiate their terms and conditions with the practice but work as employees.

GP registrars in their Advanced GP terms are sent details of available practices for Subsequent General Practice Experience. They will also be directed to the GPTT web site. In addition GP registrars taking up rural placements will be invited to discuss their plans with General Practice Workforce, who will provide assistance.

GP registrars will notify the Corporate Services and Program Manager of GPTT of their training plans 3 months before their practice placement.

#### **SELECTION OF TRAINING PRACTICES**

Any general practice that expresses an interest in becoming a training practice will be sent a *New Training Practice Information Sheet*. Once the practice gains accreditation the practice details are placed on the GPTT website.

Annually the GPTT Corporate Services and Program Manager surveys all training practices with regards to their capacity to accept GP registrars for the following year.

***Policy endorsed by the GPTT Board on 9 May 2007.***

***Signature of Chief Executive Officer: .....***