
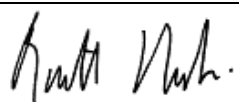

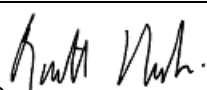


Completion of Training (COT) Policy

Description			
Domain:	Educational		
Policy Number:	EDU007		
TRIM Folder Number:	14/7898		
Owner/Responsible Area:	Director of Training (DoT)		
Date Originally Adopted:	2 July 2014		
Author:	Dr Tamsin Cockayne, DoT		
Distribute to:	Program Participants <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Board <input checked="" type="checkbox"/>
	Via:	Information Bulletin <input checked="" type="checkbox"/>	Email <input checked="" type="checkbox"/> Website <input checked="" type="checkbox"/>
This Policy includes:	Procedure		<input checked="" type="checkbox"/>
	Instrument(s) or Delegation(s)		<input checked="" type="checkbox"/>
	Attachment(s)		<input checked="" type="checkbox"/>
Approval Process:			
Director of Training Approved to Progress	Yes	Signature:  Date approved: 20/04/2016	
Board Committee Approved to Progress:	Not applicable		
Final Authorisation	CEO		
Review Cycle:	Annually and as required		
Signature:			20/04/2016
Title	Dr Brett Dale, CEO		Date

Year Reviewed		
2015	Comment: As per Education Leadership Team, COT process has been removed. Added inclusion of Training Team definition.	
	Signature: 	29/04/2015
	Name & Title: Dr Brett Dale, CEO	Date
2016	Comment: Definitions updated, Monitoring Meeting removed and Progress Review meeting inserted. Links to College(s) policies included. Add Citizenship evidence requirement for 457 visa holders.	
	Signature: 	20/04/2016
	Name & Title: Dr Brett Dale / CEO	Date
2017	Comment	
	Signature	__ / __ / 20__
	Name & Title: _____ Chairperson / CEO	Date

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Policy

1.0 Purpose

This policy outlines the requirements and process for determining Completion of Training (COT) and notification to College(s).

2.0 Scope

2.1 Application

This policy applies to COT for NTGPE GP Registrars for FACRRM and FRACGP.

2.2 Limitations

This policy does not apply to individual terms or to COT for FARGP.

3.0 Acronyms & Definitions

3.1 **AGPT** – Australian General Practice Training Program.

3.2 **ACRRM** – Australian College of Rural and Remote Medicine.

3.3 **Colleges** – refers to both ACRRM and RACGP.

3.4 **Director of Training (DOT)** – Director of Training is responsible for overseeing all NTGPE medical and cultural education and training programs.

3.5 **FACRRM** – Fellowship of Australian College of Rural and Remote Medicine.

3.6 **FRACGP** – Fellowship of the Royal Australian College of General Practitioners.

3.7 **GP Registrar** – a GP Registrar training under the AGPT training program.

3.8 **GP Registrar Program Manager (GP Registrar PM)** – the lead administrator responsible for co-ordination, support and management for the GP Registrar program.

3.9 **GP Registrar Support Team** – includes administrative staff members who assist the Program Managers to administer the GP Registrar program. The role of the team is to answer all GP Registrar general enquiries or direct GP Registrars to the best person to assist.

3.10 **RACGP** – The Royal Australian College of General Practitioners.

3.11 **Training Team** – a team of NTGPE staff who oversee the training journey of each GP Registrar. The team consists of a named Medical Educator, Program Manager and Pastoral Care Officer who hold different responsibilities but work as a team supporting an individual GP Registrar.

3.12 **Training Review meeting** – meeting held with all or some of the GP Registrars Training Team to discuss to discuss GP Registrars training, identify specific goals for the coming term, discuss their Learning Plan and talk about their general well-being.

4.0 Responsibilities

4.1 Responsibilities of GP Registrars

- 4.1.1 Ensure that they undertake and complete the required College and NTGPE components of training throughout their training.
- 4.1.2 Obtain and provide evidence to NTGPE that they have obtained permanent residency or citizenship of Australia or New Zealand if they entered the AGPT program as a Foreign Graduates of an Accredited Medical School (FGAMS) 457 visa holder, failure to do so could result in withdrawal from the AGPT program (refer to [AGPT Withdrawal Policy 2016](#))
- 4.1.3 Notify the NTGPE GP Registrar Support Team when they become eligible to submit their COT application.
- 4.1.4 Prepare and submit a complete set of documentation for assessment for COT to GP Registrar Support Team within 8 weeks of being eligible for COT.

4.2 Responsibilities of GP Registrar Support Team

- 4.2.1 Maintain and monitor a log of expected COT eligibility for GP Registrars.
- 4.2.2 Support GP Registrars to collect all relevant information for their COT documentation.
- 4.2.3 Organise and facilitate a COT Meeting with the GP Registrar and identified ME from Training Team.
- 4.2.4 Forward COT meeting report and documentation to DoT for final sign off.
- 4.2.5 Submit and follow up the COT application with the relevant College(s).
- 4.2.6 Disseminate a Completion of Training Survey to each GP Registrar after submission of the COT Application to the relevant College(s).

4.3 Responsibilities of Training Team

- 4.3.1 Undertake continual monitoring of appropriateness and timing of COT for each GP Registrar that they provide training advice to.
- 4.3.2 Bring to Progress Review meeting as soon as practicable if there is any suggestion that COT will need to be delayed.

4.4 Responsibilities of Director of Training

- 4.4.1 Complete final signoff of each GP Registrar's COT Application before submission to relevant College Censor.
- 4.4.2 Review all situations where COT eligibility is questioned or delayed.

5.0 Inclusions to this Policy

- 5.1 Procedure

6.0 Related Policies and Legislation

- 6.1 RACGP [Vocational Training Pathway - Requirements for Fellowship policy](#) and [Applying for Fellowship of the RACGP via the Vocational Training Pathway](#)
- 6.2 ACRRM [Fellowship Training Handbook](#)
- 6.3 [NTGPE GP Registrar Handbook](#)
- 6.4 [NTGPE Training Requirements by Cohort](#)

Procedure

1.0 Definitions

1.1 Completion of Training (COT)

When a GP Registrar has completed all College and NTGPE training requirements and is assessed by their Training Team as being at a level to progress to Fellowship of ACRRM or RACGP.

2.0 Requirements for COT

2.1 DoH requirements

2.1.1 Registrars who are Foreign Graduates of an Accredited Medical School (FGAMS) 457 visa holder must obtain permanent residency or citizenship of Australia or New Zealand prior to the completion of their training on the AGPT program.

2.2 College requirements

2.2.1 Each College has requirements that must be met in order for a GP Registrar to be considered as eligible for Fellowship. These are outlined in the relevant Colleges' policies.

- ACRRM [Fellowship Training Handbook](#)
- RACGP [Vocational Training Pathway - Requirements for Fellowship policy](#) and [Applying for Fellowship of the RACGP via the Vocational Training Pathway](#)

2.3 NTGPE requirements

2.3.1 NTGPE has a number of requirements to ensure that all GP Registrars:

- undertake the breadth of training to be able to work effectively in any primary care context in Australia;
- have contributed to the NT specific health care workforce need; and
- have the skills to ensure that they continue to develop professionally and assume future supervisory roles.

2.3.2 These requirements vary by GP Registrar training cohort and are outlined in the NTGPE Training Cohort Requirements document on [NTGPE's website](#).

3.0 Monitoring of eligibility and addressing deficits

3.1 NTGPE's staff undertake continuous monitoring of each GP Registrar to ensure that they are progressing toward completion of all College and NTGPE requirements of training.

3.1.1 This is checked three times per training term at the Progress Review meetings and at weekly Training Team meetings.

3.1.2 Where concerns are raised about the rate of progress toward successful completion the GP Registrar will be identified as requiring monitoring. A plan on how to address the issue will be discussed and then reviewed at the next Progress Review meeting.

3.2 Where a GP Registrar is assessed for COT and the Training Team determines that they are not yet eligible or are missing a component of training, a written plan to address the deficient area will be negotiated with the GP Registrar and notified in writing by the Training Team to the GP Registrar and DoT. Where deemed necessary by the Training Team or DoT it will be referred to the Progress Review meeting.

- 3.3** Where a GP Registrar is unable to complete a requirement of training and wishes to seek sign off by NTGPE without completion of that component they will be required to submit an application for exemption as per NTGPE's Training Exception or Exemption Policy (EDU019) to their allocated GP Registrar PM in the first instance. The Training Team will then discuss alternative activities where possible before forwarding to the DoT for decision.
- 3.4** Where a GP Registrar refuses to complete a College or NTGPE requirement of training and an exemption is not approved, the DoT will write to the relevant College Censor and submit with the GP Registrar's Completion of Training application a letter outlining the deficit in training and reason for not giving an exemption. The decision regarding Fellowship will then rest with the relevant College Censor.