

Policy/Procedure

Number: POL001

Name: Withdrawal from Training Policy and Procedure

Purpose

The JCU GP Training *Withdrawal from Training Policy and Procedure* has been established in accordance with the requirements of the Australian General Practice Training (AGPT) Program's current AGPT Withdrawal Policy, which mandates that Regional Training Organisations have withdrawal from training policies and procedures in place.

The purpose of this policy/procedure is to outline the circumstances under which a Registrar may voluntarily withdraw from the AGPT Program or be involuntarily withdrawn from JCU GP Training, and outline the procedures followed by JCU GP Training in each instance.

Scope

All JCU GP Training Registrars enrolled on the AGPT Program.

Definitions

<i>Australian General Practice Training Program or AGPT Program</i>	The program of formal vocational training funded by the Commonwealth Department of Health and undertaken by Registrars seeking to achieve recognition as general practitioners.
<i>Business Day</i>	A day which is not a Saturday, a Sunday, a public holiday or a day on which the James Cook University, Douglas Campus is closed.
<i>Commencement of Training</i>	The first day in which a Registrar begins their training on the AGPT Program.
<i>Education and Training Requirements</i>	The requirements placed on a Registrar working towards fellowship of one or both of the Colleges. These requirements are specified by the relevant College(s), JCU GP Training and the Department of Health.
<i>Functional Assessment</i>	An assessment to determine a Registrar's capacity to meet the education and training requirements of the AGPT Program, as specified in the current AGPT Training Accessibility Policy.
<i>JCU GP Training</i>	JCU's training program in the medical specialty of general practice, delivered under a contract between JCU and the Commonwealth Department of Health.

- Level 1 Supervision** Level 1 supervisions requires that:
- The Registrar’s supervisor takes direct and principle responsibility for individual patients;
 - The supervisor must be physically present at the workplace at all times when the registrar is providing clinical care;
 - The Registrar must consult with their Supervisor about the management of all patients; and
 - Supervision cannot happen over the phone.

Adapted from the Medical Board of Australia Guidelines for Supervised Practise for Limited Registration.

Medical Educator An employee or agent of JCU, with the responsibility for monitoring and planning the training of Registrars, supporting the Training Post and the supervisors, and designing and delivering education activities for Registrars and supervisors and appointed to the position of Director, General Practice Training, Associate Director, General Practice Training, Principal Medical Educator or Lead Medical Educator.

Registrar A medical practitioner undertaking formal training through the AGPT Program.

Relevant College The GP college with which a Registrar is enrolled – Royal Australian College of General Practitioners, Australian College of Rural and Remote Medicine.

Training Post A health provider engaged by JCU GP Training to provide on-site vocational training in general practice (according to the training standards of the Royal Australian College of General Practitioners and/or the Australian College of Rural and Remote Medicine) to Registrars.

Policy

1. All withdrawals undertaken by JCU GP Training will be in accordance with the current *AGPT Withdrawal Policy*.
2. The current *AGPT Withdrawal Policy* identifies four categories of withdrawal as follows:
 - Category 1 – Voluntary Withdrawal
 - Category 2 – Withdrawal based on Clinical Competence
 - Category 3 – Withdrawal based on Capacity
 - Category 4 – Withdrawal based on Compliance with Education and Training Requirements
3. Category 1 - Voluntary Withdrawal
 - 3.1. Where a Registrar advises JCU GP Training that they are withdrawing from the AGPT Program.
 - 3.2. Withdrawals under Category 1 attract a 20 Business Day cooling off period to allow the Registrar a chance to reconsider their decision to withdraw from the AGPT Program.
 - 3.3. Registrars are required to inform JCU GP Training in writing of their decision to voluntarily withdraw from the AGPT Program.
 - 3.4. The effective date of the withdrawal is the date the Registrar notifies JCU GP Training in writing, not the conclusion of the 20 Business Day cooling off period.
 - 3.5. Registrars who withdraw under Category 1 cannot appeal their withdrawal from the AGPT Program under the JCU GP Training *Review of Training Decision Policy and Procedure* or the current AGPT Appeals Policy.

4. Category 2 – Withdrawal based on Clinical Competence

4.1. Where a Registrar is found to be unable to sustain an acceptable level of clinical or training performance to progress with their training on the AGPT program within reasonable time and with available resources, they will be withdrawn. This will be assessed and determined by the Director, General Practice Training (henceforth ‘the Director’).

5. Category 3 – Withdrawal based on Capacity

5.1. Where a Registrar is willing but is unable to continue their training they will be withdrawn. Reasons may include (but are not limited to):

5.1.1. Medical Registration Requirements

5.1.1.1. Where a Registrar fails to maintain their general medical registration they may be withdrawn.

5.1.1.2. Where a Registrar has conditions and/or undertakings imposed on their medical registration which renders them ineligible to continue training on the AGPT program they will be withdrawn.

5.1.1.3. Imposed conditions and/or undertakings could include, but are not limited to, a requirement for Level 1 Supervision and restrictions from seeing patients, which could be across all genders or ages.

5.1.2. Withdrawal based on Professional Misconduct

5.1.2.1. Where a Registrar is found by the Australian Health Practitioner Regulation Agency (AHPRA) to have behaved in a way that constitutes professional misconduct.

5.1.3. Registrars may be withdrawn under this Category if a Functional Assessment (as specified in the current AGPT Training Accessibility Policy), finds that they are unable to meet the Education and Training Requirements of the AGPT Program.

5.1.3.1. Registrars may also be withdrawn if the Functional Assessment finds that they need to be transferred to a different RTO and/or pathway to enable them to continue training on the AGPT Program and the Relevant College is unable to secure a placement with an alternative RTO.

5.2. Withdrawals under Category 3 will be assessed and determined by the Director.

6. Category 4 – Withdrawal based on Compliance with Education and Training Requirements

6.1. Where a Registrar fails to comply with the Education and Training Requirements of the AGPT Program they will be withdrawn.

6.2. Where a Registrar’s allocation of training time and available extensions (where applicable) is exhausted, the Registrar may be withdrawn.

6.3. Registrars may be withdrawn if they fail to comply with and complete the requirements of an approved remediation.

6.4. Where a Registrar repeatedly fails to respond to correspondence from JCU GP Training relating to their enrolment on the AGPT Program, they may be withdrawn.

- 6.4.1. Prior to withdrawing a Registrar under Clause 6.4 above, JCU GP Training will attempt to make contact with the Registrar a minimum of three times, including once by certified/registered mail, over a two calendar month period.
- 6.5. Registrars who are a Foreign Graduate of an Accredited Medical School (FGAMS) 457 visa holder may also be withdrawn if they are unsuccessful in obtaining permanent residency or citizenship of Australia or New Zealand prior to the completion of their training on the AGPT Program.
- 6.6. Registrars, who cannot meet their training time requirements as specified in the current AGPT Training Obligations Policy and/or the current AGPT Extension of Training Time Policy, where applicable, may be withdrawn.
- 6.7. Registrars who, after deferring the Commencement of Training for 12 calendar months are still not able to commence their training on the AGPT Program, may be withdrawn.
- 6.8. Withdrawals under Category 4 will be assessed and determined by the Director.
7. Where JCU GP Training seeks to withdraw a Registrar from training, written reasons for the proposed withdrawal will be provided to the Registrar and where appropriate, may include recommendations for personal intervention and/or remediation.
8. The principles of procedural fairness and natural justice will be applied to all withdrawals, including the opportunity to hear and respond to any evidence available.
9. Under certain circumstances, the reasons for which a Registrar is being withdrawn from training may require JCU GP Training or the health professionals within JCU GP Training to notify Australian Health Practitioner Regulation Agency (AHPRA) as per the Code of Conduct for Doctors in Australia.
10. Registrars withdrawn under Categories 2, 3, and 4, will have 20 Business Days from the date of their withdrawal from JCU GP Training to lodge a request for the decision to be reviewed in accordance with the *Registrar Review of Training Decision Policy and Procedure*. If a Registrar is unhappy with the outcome of JCU GP Training's appeal process, they may then submit an appeal to the Relevant College within 20 Business Days of JCU GP Training's notification of the outcome of the review.

Procedures

Category 1 - Voluntary Withdrawal Procedure

1. JCU GP Training receives written notice from a Registrar indicating their desire to withdraw from the AGPT Program. The date of the written notice is considered the withdrawal effective date.
2. JCU GP Training advises the Registrar in writing of the 20 Business Day cooling off period mandated by the *AGPT Withdrawal from Training Policy* (Clause 5.1.3), to allow the Registrar the chance to reconsider their decision to withdraw.
3. JCU GP Training asks the Registrar to complete and submit a *Voluntary Withdrawal from Training* form to JCU GP Training. If unable to secure this form, JCU GP Training will proceed based on written notification from Step 1 above.
4. JCU GP Training will notify the Relevant College when a Registrar withdraws once the 20 Business Day cooling off period has elapsed, by submitting a completed AGPT Notification of Withdrawal form and supporting withdrawal evidence, to AGPTadmin@racgp.org.au for RACGP and training@acrrm.org.au for ACRRM.

5. JCU GP Training will notify the Registrar that their withdrawal from the JCU GP Training program has been finalised once the 20 Business Day cooling period has elapsed. The Relevant College will notify the Registrar directly of official withdrawal from the AGPT Program.
6. JCU GP Training will update MyJCU GP with the effective date of withdrawal (the date the Registrar notified JCU GP Training of their withdrawal from the AGPT Program), the reason for withdrawal, and the modified training units.
7. JCU GP Training will consider if the Registrar requires a copy of their Training Record and/or progress towards Completion of Training and provide it to the Registrar if necessary. JCU GP Training will advise the Registrar of:
 - the process for closure of their AGPT Medicare Provider Number;
 - their requirement to notify AHPRA in the case of change of practice address; and
 - their obligation to declare any relevant incidents to their Medical Defence Organisation and AHPRA.

Categories 2, 3, and 4 - Involuntary Withdrawal Procedure

1. In the first instance, any Registrar being considered for withdrawal will be encouraged to seek assistance from a JCU GP Training Registrar Liaison Officer (RLO) throughout the process. JCU GP Training will advise the RLOs that a withdrawal process is being undertaken (without disclosing the Registrar's name) and that the Registrar may be in contact for support during the process.
2. JCU GP Training will notify a Registrar in writing if they have been or will be withdrawn from JCU GP Training program. Wherever possible, Registrars will be notified of their withdrawal before the specified date of their withdrawal.
3. Written notification to the Registrar will include:
 - the reasons for withdrawal;
 - the date of withdrawal;
 - the category of withdrawal;
 - an opportunity for the Registrar to discuss their withdrawal with JCU GP Training;
 - information on the review processes available through JCU GP Training and the appeal processes available through Department of Health;
 - notice that they have 20 Business Days from the date of withdrawal to lodge a request for review to JCU GP Training;
 - notice that JCU GP Training will consider all possible solutions and support mechanisms such as the GPRA;
 - information on options for JCU GP Training pastoral support to counsel Registrars out of the AGPT Program;
 - an invitation to attend an exit interview; and
 - information regarding other resources and options for support including referral to GPRA, career counselling and other supports as required.
4. Once the 20 Business Day request for review period and/or the review process has been finalised and withdrawal has been confirmed, JCU GP Training will notify the Registrar in writing that they have been formally withdrawn from the JCU GP Training program.
5. JCU GP Training will notify the Relevant College of the withdrawal by submitting a completed

Notification of Withdrawal (NOW1) form to AGPTadmin@racgp.org.au for RACGP or training@acrmm.org.au for ACRRM. This notification will include a copy of the formal, written notification of Registrar withdrawal and any other relevant documentation.

6. If the invitation for an exit interview was accepted by the Registrar, JCU GP Training will conduct the interview, document the interview, and provide the Registrar with a written summary of the interview.
7. JCU GP Training will consider whether the Registrar requires a copy of their Training Record and/or progress towards Completion of Training and provide this where necessary.
8. JCU GP Training will also advise the Registrar:
 - that they have two weeks in which they can continue to use their AGPT Medicare Provider Number, as the Department of Health will have advised Medicare to remove this Registrar from their approved placements list;
 - their requirement to notify AHPRA in the case of change of practice address; and
 - their obligation to declare any relevant incidents to their Medical Defence Organisation and AHPRA (at the time of re-registration or prior).
9. JCU GP Training will notify the following agencies, where relevant, that the Registrar has been formally withdrawn from the training program:
 - AHPRA
 - Training Post
 - Queensland Rural Generalist Pathway
 - Joint Health Command (Australian Defence Force Registrars)
10. JCU GP Training will undertake an annual review of cases involving withdrawal as a quality assurance activity.

Related documents

- Voluntary Withdrawal from Training Form
- AGPT Withdrawal Policy
- Registrar Review of Decision Policy and Procedure
- AGPT Appeals Policy

Related policy instruments

- [General Practice Training Governance Policy](#)

Schedules/Appendices

Not applicable

Administration

NOTE: Printed copies of this policy/procedure are uncontrolled, and currency can only be assured at the time of printing.

Approval Details

Policy Sponsor	Vice Chancellor
Version no	20-1
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Revision History

Version	Approval date	Implementation date	Details	Author
20-1	5 June 2020	9 June 2020	Changes to responsibilities of Department of Health and Relevant Colleges. Change of MyGMT to MyJCUGP.	Policy Officer, JCU GP Training
19-1	20 June 2019	24 June 2019	Minor amendments to title of program (from Generalist Medical Training to JCU General Practice Training)	Policy Officer, JCU GP Training
18-1	6 April 2018	1 June 2018	Procedure established	Head of Operations, JCU GP Training
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