

Policy/Procedure

Number: POL003

Name: Registrar Review of Training Decision Policy and Procedure

Purpose

JCU GP Training makes Training Decisions that are consistent with the policies of the Australian General Practice Training (AGPT) Program, the Royal Australian College of General Practitioners (RACGP), the Australian College of Rural and Remote Medicine (ACRRM) and JCU GP Training. The *Registrar Review of Training Decision Policy and Procedure* has been developed to provide a mechanism for Registrars to request a review of a Training Decision made by JCU GP Training.

Scope

This policy and procedure applies to any JCU GP Training Registrar who has commenced training on the AGPT program that requests a review of a Training Decision made by JCU GP Training in so far as it impacts upon that Registrar and if one or more of the following conditions exists:

- (a) There is new information or evidence that was not considered as part of the Training Decision;
- (b) The Training Decision was made without regard to the information or evidence available to the decision maker; or
- (c) Irrelevant considerations were taken into account by JCU GP training.

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>Clinical Decision</i>	A decision relating to a Registrar's clinical practice or suitability of a Registrar to continue or complete training on the AGPT Program.
<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.
<i>Non-Clinical Decision</i>	A decision about a Registrar's participation in the AGPT Program that is not a Clinical Decision.
<i>Personal Information</i>	Information or an opinion, including information or an opinion forming part of a database, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

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

Training Decision A Clinical Decision or a Non-Clinical Decision.

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. JCU GP Training is committed to providing a formal mechanism by which a Registrar may request a review of a Training Decision made by JCU GP Training, insofar as it relates to the Registrar.
2. The review process will be conducted in accordance with the principles of natural justice:
 - (a) the right to be heard;
 - (b) the right to be treated without bias;
 - (c) a decision based on evidence.
3. In managing any review of a Training Decision, JCU GP Training is bound by the provisions of the *Information Privacy Act 2009* (Qld) with respect to the collection, use, disclosure and storage of any Personal Information.

Procedure

1. A Registrar can lodge a request for a review of a Training Decision made by JCU GP Training by submitting their request in writing to jcugp.director@jcu.edu.au within 20 Business Days of receiving notification of the Training Decision.
2. The written request must:
 - clearly identify the Training Decision for which the review is requested;
 - explain, with relevant evidence, why the Training Decision was incorrect; and
 - attach relevant documentation that supports the request.

The written request must not exceed five (5) pages in length.

3. The Director, General Practice Training (henceforth 'the Director'), will promptly acknowledge receipt of the written request within five (5) Business Days. If the Director determines that the written request is not made in accordance with Clause 2 above, it will be referred back to the Registrar.
4. The Director will make an assessment as to whether the written request meets one or more of the following conditions:
 - (a) There is new information or evidence that was not considered as part of the Training Decision;
 - (b) The Training Decision was made without regard to the information or evidence available to the decision maker ; or
 - (c) Irrelevant considerations were taken into account by JCU GP Training.

If the Director determines that none of these conditions are met, the Director will dismiss the written request outright and notify the Registrar in writing.

The decision of the Director is final and not subject to further review within James Cook University. This does not preclude a Registrar from seeking review by an appropriate external body.

5. If the Director determines that one or more of the conditions identified in Clause 4 above is met, then the Director will review the request and provide a decision in writing to the Registrar within ten (10) Business Days.
6. Once the review of a Training Decision process has been completed in accordance with this policy and procedure, a Registrar who is not satisfied with the outcome can submit their request for appeal to the Relevant College within 20 Business Days of receiving the outcome of the decision from JCU GP Training, as outlined in the current AGPT Appeals Policy.

Reporting and evaluation

All written requests for review of Training Decisions will be recorded on a register held by the Director. Written requests for review of Training Decisions will be de-identified and reported to the Strategic Management Team on a monthly basis. The Strategic Management Team will review the register, monitor trends and evaluate outcomes in collaboration with the Evaluation Team.

Related documents

- AGPT Appeals Policy

Related policy instruments

[JCU General Practice Training Governance Policy](#)

Schedules/Appendices

Not applicable

Administration

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

Approval Details

Policy Sponsor	Vice Chancellor
Version no	20-1
Date for next Major Review	1 February 2021

Revision History

Version	Approval date	Implementation date	Details	Author
20-1	5/06/2020	9/06/2020	Minor amendment to AGPT policy version. Amended further appeals from Department of Health to Relevant College.	Policy Officer, JCU GP Training
19-1	20/06/2019	20/06/2019	Minor amendments to title of program (from Generalist Medical Training program to JCU General Practice Training	Policy Officer, JCU GP Training program

			program)	
18-1	6 April 2018	1 June 2018	Procedure established	Head of Operations GMT

Keywords	GP Training, Registrar, Review of Training Decision.
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