

# Policy/Procedure

**Number:** POL004

**Name:** Part-time Training Policy and Procedure

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## Purpose

The *Part-time Training Policy and Procedure* has been developed to outline the circumstances under which a Registrar enrolled with JCU GP Training may be eligible to apply to undertake part-time training on the Australian General Practice Training (AGPT) Program.

Registrars enrolled on the AGPT Program are expected to undertake their training on a Full-time Equivalent (FTE) basis, in line with the [AGPT Training Obligations Policy](#). FTE means working a 38 hour week, which includes all practice time, education, and training program activities relevant to a Registrar's stage of training.

Registrars with special circumstances that leave them unable to meet the FTE requirement may submit an application to JCU GP Training to train on a part-time basis in accordance with this policy and procedure, however approval is not guaranteed. Sessions to FTE conversions are outlined in Table 1 below.

**Table 1 - AGPT Conversion Table (Sessions to Full-Time Equivalence)**

Sessions	5	6	7	8	9	10
<b>Clinical hours</b>	17.5	21.0	24.5	28.0	31.5	35.0
Clinical hours (patient time) include consultation, administration and in-practice teaching and excludes any required education or training activity						
<b>Work hours</b>	19.0	22.8	26.6	30.4	34.2	38.0
Work hours include administration and in-practice teaching and any required education or training activity						
<b>Full-Time Equivalent (FTE)</b>	<b>0.5</b>	<b>0.6</b>	<b>0.7</b>	<b>0.8</b>	<b>0.9</b>	<b>1.0</b>

All Training Posts are required to adhere to the National Terms and Conditions for the Employment of Registrars (NTCER). Registrars and Training Posts should review and become familiar with the NTCER document, which can be accessed on the [GPRA website](#).

Registrars should review the *AGPT Training Obligations Policy*, to ensure they are familiar with the training times required by the relevant College(s), part-time training requirements, and training time caps.

## Scope

All Registrars training with JCU GP Training.

## Definitions

**Australian General Practice Training Program or AGPT Program** The program of formal vocational training funded by the Commonwealth Department of Health and undertaken by Registrars seeking to achieve recognition as general practitioners.

<b>Business Day</b>	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.
<b>College</b>	The GP college to which a Registrar is enrolled – Royal Australian College of General Practitioners, Australian College of Rural and Remote Medicine.
<b>Commencement of Training</b>	The first day in which a Registrar begins their training on the AGPT program.
<b>JCU GP Training</b>	JCU's training program in the medical specialty of general practice, delivered under a contract between JCU and the Commonwealth Department of Health.
<b>Medical Educator</b>	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 appointed to the position of Director, General Practice Training, Associate Director General Practice Training, Principal Medical Educator or Lead Medical Educator.
<b>Registrar</b>	A medical practitioner undertaking formal training through the AGPT Program.
<b>Training Post</b>	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. Registrars enrolled with JCU GP Training are expected to undertake their training on a Full-time Equivalent (FTE) basis, in line with the *AGPT Training Obligations Policy*.
2. FTE means working a 38 hour week, which includes all practice time, education, and training program activities relevant to a Registrar's stage of training.
3. Registrars with special circumstances that leave them unable to meet the FTE requirement may apply to JCU GP Training to train on a part-time basis.
4. Part-time training of 0.5 FTE or above can only commence following written approval from a Medical Educator or the Director, General Practice Training (henceforth 'the Director').
5. Registrars may not train below 0.5 FTE unless they can demonstrate extenuating circumstances.
6. Part-time training at less than 0.5 FTE can only commence following written approval from the Director..
7. All part-time training approvals will be on a temporary, fixed-term basis of no longer that 6 months, and require a Training Advisor meeting with a Medical Educator prior to any extensions.
8. Registrars may not apply for part-time training in order to undertake other paid work outside of the AGPT program.
9. Registrars may undertake training for more than 38 hours per week but should note that this will not accelerate their progress towards Fellowship.
  - 9.1. Any Registrar undertaking additional work in addition to the AGPT Program must familiarise

themselves with the relevant fatigue management resources available from Queensland Health, GPRA, and the AMA, and take measures to ensure they are not placing themselves or others at risk.

- AGPT Registrars who are working in hospital posts and who wish to apply for part-time training must apply to their employer and notify JCU GP Training. It is very important that Registrars who do this are familiar with the AGPT Program rules about training time caps, as outlined in the *AGPT Training Obligations Policy*.

## Procedure

- A Registrar interested in training part-time must first contact their local Lead Medical Educator to discuss their personal circumstances for desiring to train part-time.
- The Registrar must complete a part-time training application form, obtain the necessary signatures, and submit their completed application form to their local JCU GP Training office 20 Business Days prior to the date they propose training at less than 1.0 FTE.
- The local JCU GP Training office will notify the Registrar of approval or decline.
- If approved, local JCU GP Training staff will update the Registrar's training units on MyJCU GP to reflect part-time status.
- If approved, local JCU GP Training office staff will contact the Registrar close to the end of their approved part-time training term to set up a Training Advisor meeting with a Medical Educator to discuss next steps.
- If at any time a Registrar would like to return to full-time status from part-time, they must contact their local JCU GP Training office.

## Related documents

- [Part-time Training Application Form](#)
- [AGPT Training Obligations Policy](#)

## Related policy instruments

- [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			Minor amendments to version of AGPT policy and MyJCU GP name change	Policy Officer, JCU GP Training

19-1	20 June 2019	24 June 2019	Minor amendments to title of program (from Generalist Medical Training program to JCU General Practice training program)	Policy Officer, JCU GP Training
18-1	6 April 2018	1 June 2018	Procedure established	Head of Operations, GMT
Keywords		GP Training, Registrar, Part-time Training.		