

Policy/Procedure

Number: POL006

Name: Transfer Policy and Procedure

Purpose

The JCU GP Training *Transfer Policy and Procedure* has been established in accordance with the requirements of the Australian General Practice Training (AGPT) Program's current [AGPT Transfer Policy](#).

The purpose of this policy/procedure is to outline the circumstances under which a Registrar may be eligible to apply for either a temporary or permanent transfer between Regional Training Organisations (RTOs).

For transfers of pathway between rural and general, please refer to the *AGPT Transfer Policy 2020*, or for Australian Defence Force (ADF) transfers, please refer to the current [AGPT Australian Defence Force Registrars Policy](#).

Registrars training as an AGPT Rural Generalist should also refer to the current [AGPT Rural Generalist Policy](#)

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 specialist general practitioners.

Business Day 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.

Commencement of Training The first day in which a Registrar begins their training on the AGPT Program.

Education and Training Requirements The requirements placed on a Registrar working towards fellowship of the Royal Australian College of General Practitioners, Australian College of Rural and Remote Medicine or both. These requirements are specified by the relevant college(s), JCU GP Training and the Department of Health.

Extenuating and Unforeseen Circumstances Extenuating and Unforeseen Circumstances are defined as circumstances which were unforeseen and outside a Registrar's control when they accepted a place on the AGPT Program. These circumstances will not be considered as unforeseen if it can be determined that the circumstances were known or reasonably should have been known by the registrar prior to the acceptance of their place on the AGPT Program. Examples of extenuating circumstances may include:

- Ill-health (other than minor illnesses);
- Deterioration of an existing medical condition that can no longer be managed in the current location;
- Bereavement;
- Acute personal/emotional circumstances;
- Hospitalisation;
- Illness of an Immediate Family Member;
- A major change to a registrar's personal circumstances; or
- An involuntary change in a spouse's employment.

It does not include, for example:

- A change in relationship status from single to partnered or married; or
- A change in family circumstances (including starting a family and children's schooling).

All applications and requests pertaining to Extenuating and Unforeseen Circumstances of the registrar will be considered on a case by case basis.

JCU GP Training JCU's training program in the medical specialty of general practice, delivered under a contract between JCU and the Commonwealth Department of Health.

Immediate Family Member Immediate Family Member means parents (mother, father, and step parents), siblings, spouse/partner/de facto/fiancé, child/children and anyone for whom the registrar has primary carer responsibility.

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.

Policy

1. All transfer requests will be considered in accordance with the current *AGPT Transfer Policy*.
2. Registrars who accept a position on the AGPT program to train with JCU GP Training are expected to remain with JCU GP Training as their home region for the duration of their training.
3. A transfer between RTOs will be considered by JCU GP Training in the following circumstances:
 - There is an identified career and/or education and training need, and all options to undertake training within their home region has been exhausted;
 - The Registrar or an Immediate Family Member have Extenuating and Unforeseen Circumstances; or
 - JCU GP Training is unable to match the Registrar to an appropriate training facility within the JCU GP Training region.
4. Transfers must be applied for and approved prior to the commencement of the transfer training term;

transfers will not be approved retrospectively.

5. Transfers will only be considered for Registrars after the Commencement of Training.
6. JCU GP Training and the other RTO will determine the terms and conditions of the proposed transfer, including any funding or education and training requirements.
7. Transfers may be temporary or permanent.
8. The transfer application must be received no later than 40 Business Days prior to the intended start date at the host RTO to allow sufficient time to process the transfer.
9. Decisions regarding transfers must be made by the Director, General Practice Training (henceforth, 'the Director'), Associate Professor, General Practice and Rural Medicine or Principal Medical Educator.

Procedure

1. The Registrar must discuss their desire to transfer RTOs with their local Medical Educator in the first instance.
2. The Registrar must complete the AGPT Application Form *Transfer between RTOs or Training Regions* and submit it, along with any supporting documentation and/or evidence, to jcugp.transfers@jcu.edu.au.
3. The Director will assess the application and, if the Director supports the transfer, JCU GP Training will make contact with the Registrar's requested RTO to negotiate the transfer.
4. If the requested RTO agrees to the transfer, the transfer application will be approved by the Director and the requested RTO's CEO, and the terms of the transfer negotiated.
5. Transfers will be negotiated on the full disclosure of information between the two RTOs involved.
6. Once the transfer has been negotiated and approved by the Director and the requested RTO's CEO, the current RTO will inform the Registrar.
7. The Registrar will be notified of the outcome of request for transfer within 20 Business Days of JCU GP Training's receipt of a complete application.
8. If the Registrar is not satisfied with the outcome of the application for transfer between RTOs, they can lodge a request to have the decision reviewed in line with the *Review of Training Decision Policy and Procedure*.
 - 8.1 Any request for review must clearly demonstrate that a procedural error was made in applying the criteria of this policy. Requests without such evidence will not be considered.
 - 8.2 Registrars cannot request a review of a training decision by JCU GP Training if they are not enrolled in the JCU GP Training program. This means that Registrars enrolled with other RTOs may not submit such requests to JCU GP Training if JCU GP Training decides to not accept their transfer from their current RTO. This includes instances where the Registrar is on an approved temporary transfer to JCU GP Training and then requests a permanent transfer to remain with JCU GP Training.

Related documents

- [AGPT Transfer Policy](#)
- [AGPT Application – Transfer Between RTOs or Training Region](#)

- [Registrar Review of Training 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 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 June 2020	9 June 2020	Minor amendments to reflect current AGPT program policies and to align wording of the JCU policy with AGPT program policy.	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

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