

GPEX Withdrawal Policy

Note

This policy commences on 1 January 2020 and will apply to all registrars in the GPEX training program under the Australian General Practice Training (AGPT) program. This policy is intended to complement the AGPT Program Withdrawal Policy 2020.

1. Purpose

This policy sets out the circumstances under which a registrar may be *involuntarily* withdrawn from the AGPT program during enrolment in the GPEX training program. For *voluntary* withdrawal, please refer the AGPT Program Withdrawal Policy 2020.

2. Scope of this policy

This policy applies to registrars enrolled in the GPEX training program.

3. Responsibility for implementation, compliance monitoring, measuring and continual improvement

- Director of Medical Education and Training (DMET)
- Chief Executive Officer (CEO)
- Director AGPT Program

4. Roles and Responsibilities

4.1 Registrars are responsible for:

- 4.1.1 monitoring their personal health and well-being;
- 4.1.2 checking their training progress;
- 4.1.3 meeting their training obligations and requirements;
- 4.1.4 acting professionally and responsibly;
- 4.1.5 practising competently and safely;
- 4.1.6 maintaining general registration with reference to 'recency of practice' and 'continuing professional development' registration standards in accordance with Australian Health Practitioner Regulation Agency (AHPRA) requirements.

4.2 Registrars who show deficiencies in clinical competence and program compliance are supported by GPEX to improve their performance and meet the objectives of the program. Where the underperformance of a registrar cannot be satisfactorily addressed through specific intervention by GPEX that registrar may be withdrawn from the AGPT program in accordance with this policy.

4.3 GPEX is responsible for:

- 4.3.1 Monitoring the health and well-being of registrars enrolled in the GPEX training program;
- 4.3.2 Monitoring registrars' progress through training;
- 4.3.3 Managing registrar training as required by the AGPT Program and the relevant College(s);
- 4.3.4 Ensuring registrars are supported in their training to enable them to practise safely;

- 4.3.5 Notifying the Relevant College once 20 business days has elapsed when a registrar is withdrawn under this policy by submitting a completed AGPT Notification of Withdrawal form;
- 4.3.6 Notifying the Relevant College within 20 business days if the withdrawn registrar has lodged an appeal with GPEX within 20 business days of the date of withdrawal.

5. Categories of Withdrawal

A decision may be made to withdraw a registrar from the GPEX training program in the following circumstances:

5.1 Withdrawal based on Clinical Competence

- 5.1.1. Where the DMET has deemed the registrar is unable to sustain an acceptable level of performance to progress with their training within reasonable time and available resources;
- 5.1.2. Where in the opinion of the CEO the registrar fails to achieve the outcomes of a remediation plan (see the GPEX Performance Review and Remediation Policy) and is unlikely to result in satisfactory return to training;
- 5.1.3. Where the registrar has completed all training time allowable under the AGPT policy and has not successfully passed the college assessments to achieve fellowship.

5.2 Withdrawal based on Capacity

- 5.2.1 Where a registrar is willing but is unable to continue their training they will be withdrawn. Reasons may include (but are not limited to):
 - 5.2.1.1 Medical Registration Requirements
 - 5.2.1.1.1 Where a registrar fails to maintain their general medical registration while they are training they may be withdrawn.
 - 5.2.1.1.2 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.
 - 5.2.1.1.3 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 and/or ages.
 - 5.2.1.2 Withdrawal based on Professional Misconduct
 - 5.2.1.2.1 Where a registrar is found by the Australian Health Practitioner Regulation Agency (AHPRA) to have behaved in a way that constitutes professional misconduct.
 - 5.2.1.3 If the registrar is not for any reasons eligible for a Medicare provider number for their training pathway;
 - 5.2.1.4 If the registrar does not have (or fails to maintain) professional indemnity insurance appropriate for their level of training;
 - 5.2.1.5 Registrars may be withdrawn under this category if a Functional Assessment (as specified in the AGPT Training Accessibility Policy 2020) finds that they are unable to meet the Education and Training Requirements of the AGPT Program;
 - 5.2.1.6 Registrars may 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 and/or

Department of Health is unable to secure a placement with an alternative RTO.

- 5.2.2 Where a significant health problem or health related issue in relation to a registrar is identified which in the opinion of the CEO poses an unacceptable risk to their fitness for work and/or ability to undertake clinical practice (see GPEX Wellbeing Policy and Procedure).

5.3 Withdrawal based on Compliance with Education and Training Requirements

- 5.3.1 Where a registrar fails to comply with the Education and Training Requirements specified by GPEX, the AGPT Program and/or the Relevant College they may be withdrawn.
- 5.3.2 Where a registrar fails to comply with and complete the requirements of an approved remediation, they may be withdrawn.
- 5.3.3 Where a registrar repeatedly fails to respond to correspondence from GPEX relating to their enrolment on the AGPT Program they may be withdrawn.
- 5.3.3.1 Prior to withdrawing a registrar GPEX 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.
- 5.3.4 Registrars who gained their primary medical degree in Australia or New Zealand and hold specified temporary visas (for intake into the AGPT program) may 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.
- 5.3.5 Registrars who cannot meet their training time requirements as specified in the AGPT Program Training Obligations Policy 2020 and/or the AGPT Program Extension of Training Time Policy 2020, where applicable, may be withdrawn.
- 5.3.6 Registrars assessed by the Relevant College under the process specified in clause 6 of the AGPT Program Training Obligations Policy 2020 where it is determined that they will transition to either the RACGP's Practice Experience Program or ACRRM's Independent Pathway will be withdrawn from the AGPT Program.
- 5.3.7 Registrars assessed by the Relevant College under the process specified in clause 6 of the AGPT Program Training Obligations Policy 2020 as not meeting the required standards to enable them to successfully attain fellowship of their chosen College and subsequently registration as a specialist General Practitioner may be withdrawn.
- 5.3.8 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.
- 5.3.9 Registrars may be withdrawn if they fail to maintain their membership with the Relevant College.
- 5.3.10 Registrars who opt out of their Rural Generalist Training may be withdrawn from the AGPT Program, at the discretion of the Relevant College (as per clause 8.5.2 AGPT Rural Generalist Policy 2020).

6. Withdrawal procedure

- 6.1 Before considering the withdrawal of a registrar from the GPEX training program, GPEX will, where possible and appropriate, explore all available possible solutions including support mechanisms, personal intervention, remediation and various types of leave in accordance with the related documents, listed in Section 8 below.
- 6.2 Before making a decision to withdraw a registrar GPEX will provide:

- 6.2.1 written notice identifying the matter or matters of concern and request the registrar to show cause why they should not be withdrawn;
 - 6.2.2 a reasonable opportunity to address the matters of concern by responding to the show cause notice either in writing or in person within 10 business days of receiving the written notice.
 - 6.2.3 A face to face meeting will be with the DMET or their delegate and the registrar will be encouraged to engage a support person for the meeting.
- 6.3 The DMET, with the assistance of senior staff, will document the withdrawal process which will include the keeping of records of all relevant:
 - 6.3.1 meetings;
 - 6.3.2 formal communications;
 - 6.3.3 investigations.
- 6.4 Once a decision is made to withdraw a registrar, the CEO or delegate on behalf of GPEX will inform the registrar in writing of the reasons for that decision, the date on which the decision was made, and notify the registrar that they have 20 business days from the date of withdrawal to lodge an appeal with GPEX.
- 6.5 The registrar will be given an opportunity to attend an exit interview with GPEX. GPEX will provide the registrar with information regarding resources and options for support, career counselling and other supports as required. GPEX will document the exit interview with the withdrawn registrar. The registrar will be provided with a written summary of the interview.
- 6.6 Where a registrar is withdrawn under this policy:
 - 6.6.1 the registrar is deemed to have been withdrawn from the GPEX training program;
 - 6.6.2 GPEX will advise the Relevant College(s) within 20 business days that the registrar has been withdrawn from the GPEX training program by submitting a fully completed Notification of Withdrawal Form and any other relevant documentation.

7. Appeals process

- 7.1 Registrars who are not satisfied with the decision to withdraw them from training will have recourse to appeal in accordance with the GPEX Grievance Policy.
- 7.2 Where the registrar is not satisfied with the decision under the GPEX Grievance Policy, they can appeal to their Relevant College.
- 7.3 Registrars are unable to appeal their withdrawal once they have been formally withdrawn from the AGPT Program by their Relevant College.

8. Related documents

This policy should be read in conjunction with the following GPEX and AGPT policies:

- GPEX Appeals Policy
- GPEX Registrar Grievance Policy
- GPEX Performance Review and Remediation Policy
- GPEX Registrar Wellbeing Policy and Procedure
- GPEX Registrar Leave Policy
- AGPT Program Withdrawal Policy 2020
- AGPT Extension of Training Time Policy 2020
- AGPT Program Leave Policy 2020
- AGPT Program Training Obligations Policy 2020
- AGPT Program Transfer Policy 2020
- AGPT Appeals Policy 2020