

## REGISTRAR LEAVE POLICY

### Introduction

RVTS provides training towards FACRRM and FRACGP/FARGP. It is a four year full time equivalent program. Registrars may be awarded FRACGP after successful completion of three years training with RVTS. Time away from the program beyond four weeks leave annually must be added on to a registrar's training time.

### Purpose

The purpose of this policy is to ensure that all RVTS registrars meet ACRRM and RACGP standards for completion of training time.

### Policy

Any registrar seeking leave in excess of 4 weeks annually must apply for leave, in advance, to RVTS. A registrar is considered to be on leave if they are absent from their workplace during a period where they would normally be working.

While registrars are on leave they are not entitled to participate in weekly webinars or RVTS workshops except by prior arrangement. Any leave beyond four weeks must be added on to a registrar's training time.

Only in special circumstances will a registrar be entitled to more than 2 years of leave over the duration of their training time.

This leave policy applies to registrars who have yet to attain Fellowship of either RACGP or ACRRM. Registrars who have obtained Fellowship should refer to the Post-Fellowship policy.

### Process

Registrars must apply for leave prospectively on an RVTS *Registrar Leave application form*. The form is submitted to the RVTS head office. Notification of the approval of leave will be provided in writing by the Director of Training.

### Responsibilities

Director of Training, Stream Managers and Registrar Training Co-ordinators.

### Related documents

RVTS Registrar Leave application form  
RVTS Website  
RVTS Handbook

### Document control

**Warning – Uncontrolled when printed! The current version of this document is kept on the RVTS server.**

Authorised by: CEO

Maintained by: Quality Officer

Last Reviewed: November 2015

Next Scheduled Review: January 2017

Original Issue Date: May 2010

Current Version: November 2015

Effective from: Start of 2016 Training Year