

PART-TIME TRAINING POLICY

Introduction

RVTS provides training towards FACRRM and FRACGP/FARGP. Training is usually undertaken on a full-time basis. Through prospective approval, registrars may undertake training part time.

Purpose

This policy outlines:

- part time training requirements
- the impact on training time
- how to apply for part time training
- who can approve part time training

Policy

Training requirements are defined by each of the Colleges. Part time training must satisfy respective College guidelines.

Fulfillment of training time is calculated on a pro-rata basis and will be extended appropriately.

Part time training is defined as a minimum of 15 hours patient contact per week in a general practice setting.

To allow registrars to remain with their cohort, unless by prior arrangement with the RVTS Director of Training (DoT), registrars undertaking part time training must participate in the education program as if they were training on a full time basis.

All registrars must:

- attend all weekly webinars throughout core training years;
- attend all mandatory education workshops scheduled during the year;
- attend scheduled training reviews;
- participate in required clinical teaching visits;
- maintain individual learning plan; and
- complete other compulsory components of training.

Registrars must apply prospectively to train part-time by submitting an application to the DoT.

Approval to undertake part-time training should not be assumed. Applicants offered a place in the program on the basis of training part time must submit an Application for Part-Time Training form, and have their application approved, prior to accepting a position on the program.

Applications for part time training will be considered by the DoT on a case by case basis, in consideration of existing policies, to ensure a Registrar's part-time training schedule complies with the FRACGP/FARGP and FACRRM program requirements.

If a registrar is not satisfied with the decision of the DoT in relation to part-time training, the registrar will have recourse to appeal via the RVTS Reconsideration, Review and Appeals Policy.

Process

Registrars are required to submit an Application for Part-Time Training form to the DoT outlining their reasons and acknowledging the minimum training requirements and extension in training time.

Consideration will be given to the registrar's application to ensure it complies with the RVTS Program requirements and College minimum training time conditions.

The Registrar will be notified in writing of the decision.

All documentation relating to the application will be stored on the Registrar's electronic record within the 'Part Time Training' subfolder.

If successful, the Registrar Training Coordinator (RTC) will:

- update RMS with changed time fraction
- advise the Registrar's Supervisor
- send the Registrar written confirmation of the decision.

Responsibilities for the Policy

CEO, Director of Training, Operations Manager, Lead RTC, and Registrar Training Coordinators.

Related documents

This policy should be read in conjunction with the following RVTS documents:

- RVTS Handbook
- RVTS Reconsideration, Review and Appeals Policy
- [Application for Part-time Training Form](#)
- ACRRM Fellowship Training Handbook
- RACGP Vocational Training Pathway policies

Document control

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

Authorised by: CEO

Current Version Date: October 2020

Maintained by: Operations Manager

Original Issue Date: July 2016

Previous Version: July 2016 | October 2018

Last Reviewed: October 2018

Next Scheduled Review: July 2022
