

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. Any periods of leave in excess of 4 consecutive weeks must be added on to a registrar's training time. Accrued unused leave will not reduce training time.

Purpose

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

Policy

Any registrar seeking leave in excess of 4 consecutive weeks 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 consecutive 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 prospectively for leave for any period in excess of 4 consecutive weeks, using 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 or delegate.

Responsibilities

RVTS Director of Training, Deputy Director of Training, Operations Manager, Registrar Training Coordinator Team Leader and Registrar Training Coordinators.

Related documents

RVTS Registrar Leave application form
RVTS Website
RVTS Handbook

Document control

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