



4. Definitions

All definitions are available in the College's *Academic Regulations and Quality Assurance*.

5. General policy

5.1 Policy principles

The principles underpinning this policy are:

5.1.1 Equity

The College has an obligation to prioritise eligible Māori and Pasifika applicants to enable a workforce that reflects New Zealand demographics. This means the College will prioritise eligible applicants able to practise in te ao Māori including having te reo and tikanga Māori competence.

5.1.2 Transparency

All procedures and decisions will be communicated to applicants accurately and consistently to ensure they are fully informed. Processes leading to decisions will be open to appeal where the applicant feels there has been a lack of natural justice.

5.1.3 Reliability

Enrolment processes and procedures are appropriate and valid, resulting in a fair and consistent outcome for all applicants. Equal opportunities are provided for all individual applicants to allow them to demonstrate they meet admission and additional requirements of the programme.

5.1.4 Quality

All processes aim to ensure that the College's quality standards are met, and that

5.4 In selecting applicants who meet the College's selection criteria, preference will be given to

- e. be capable of meeting the Health Practitioners Competence Assurance Act 2003 (HPCA Act) and the Children's Act 2014 requirements, including police clearance.
- f. submit a fully completed application form and payment of the relevant application fee before the application closing date.

The College strongly encourages candidates to be fully vaccinated to minimise the risk of transmission and the effects of COVID-19.

5.6.2

5.7 Selection

- 5.7.1 Selection screening is undertaken for all applicants, and interviews may be required if applicants are unable to demonstrate in their application that they are likely to be successful in the programme.
- 5.7.2 All applicants that are accepted on the programme will be required to have a phone interview with a College medical educator from their preferred region for placement purposes.
- 5.7.2 Where an applicant has unfavourable referee reports, permission is obtained from the applicant to discuss the reasons directly with the doctor(s) who provided them before any decision on the registrar's employment by the College or offer of training is made. An initial unfavourable report may be set aside after discussion between College senior management and any other appropriate representation co-opted as required.
- 5.7.3 A waitlist will be established consisting of applicants who are either in the process of obtaining working visas/residency visas and/or where there are more applicants than funding will allow for.

5.8 Programme enrolment

- 5.8.1 All selected applicants who are not on the waitlist will be offered enrolment into GPEP.
- Applicants successfully seeking first-year employment through the College will be separately offered an employment contract for the first year of training.
- 5.8.2 Once enrolled in the programme, applicants will be known as registrars and must become members of the College.
- 5.8.3 The Fellowship Pathway Regulations in place at the first year of a registrar's enrolment will generally apply to their entire enrolment.

6. Deferrals

- 6.1 Applicants who have been accepted into GPEP, may request their commencement in the programme to be deferred for up to 12 months in certain circumstances.

Deferrals will only be considered for exceptional circumstances that arise after the application acceptance and prior to the GPEP commencement date. These include:

- > dual applicant in Division of Rural Health Medicine (DHRM), where the applicant is commencing in the RHMTTP programme.
- > pregnancy
- > temporary impairment or disability (e.g. treatment for serious illness)
- > family or carer responsibilities
- > compassionate grounds not covered by items above (e.g. special needs of ageing parents, family crisis).

Requests for Deferral must be in writing and provide supporting evidence of the exceptional

- i. Applicants of Māori and Pasifika ethnicity, in order to reflect New Zealand demographics in the general practice workforce.
 - ii. Applicants employed in a rural area or dual enrolled in the Division training programme.
 - iii. Applicants who demonstrate a commitment to rural practice, which may include placement for a year in a rural practice or high-needs area.
- 7.2.3 In filling regional placements, the College will seek to balance:
- > the level of demand for registrars
 - > GP workforce capacity constraints in the region
 - > the number of accredited training practices available in the region.
- 7.2.5 Applicants will have a deadline of 10 working days to accept the formal offer of placement. If an offer is declined, the College will work with the registrar to find an alternative placement aligned to College priorities, taking into consideration registrar needs where possible.
- 7.2.6 Where an applicant subsequently decides not to take up the formal offer of a placement, a position may be offered to another applicant.
- 7.2.7 Where additional funding becomes available, a position may be offered to another applicant.
- 7.2.8 Waitlisted applicants may be offered a placement on the programme based on the

8. Appeal of application outcome

Applicants may appeal the admission decision under the Appeals Policy (CO-A-002-06).

9. Related policies, documents, and legislation

- > Academic Regulatory Framework for Quality Assurance (CO-A-001-00)
- > Procedure: Admission to GPEP and Placement (CO-A-001-01A)
- > Appeals Policy (CO-A-002-06)
- > Varying GPEP Training Policy (CO-A-002-03)
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