

1. TITLE: VARIATION TO GPEP TRAINING POLICY

L L Polic reference CO A \_ 2

Categor Academic Education

♣ Approval date September \_ 2

■ Approved b Chief E ecutive

**L** <u>→ E</u> **#**ective date Januar \_ \_ \_

Review Revision date December \_ \_

■ Unit responsible Learning team

# 2. Policy declaration

#### \_ **1** Purpose

This polic outlines the conditions under which registrars enrolled in The Ro al New Zealand College of General Practitioners' the College's General Practice Education Programme GPEP or the programme ama var their training as a result of changes to their circumstances and an limitations or restrictions that ma appl as a result of those changes

### Background

#### 2 L Objectives

This polic sets out the terms and conditions under which registrars made fer the start of their training take a break in their planned training programme on hold withdraw from and or reenter the programme

2 In scope

**GPEP** 

#### 2 2 Out of scope

Other pathwa s to Fellowship of the College

#### 4. Definitions

Deferral: Suspension of course requirements for up to 1 months once enrolled and active in ear 1 of GPEP

On-hold: Suspension of a registrar's participation in ear or or of GPEP

Other definitions are available in the College's A F

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# 5. Policy statements

Policy principles

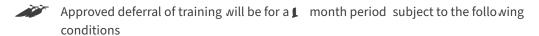
Equity:

- If at an time during the programme a registrar is on leave from the GPEP either deferred or on hold and is working in the scope of general practice the will be enrolled automaticall in the College's Te Whanake CPD Annual Maintenance Programme AMP
- Registrars who have placed their programme on hold' while continuing to work can onl participate in the AMP for up to a ma imum of si months at which point the must either return to their training programme no longer on hold' or enrol in Inpractice to maintain recertification requirements
- If a registrar has completed all programme activities and requirements and is eligible but has not et obtained Fellowship the will automaticall be enrolled in the College's Te Whanake AMP to maintain professional development activities
- Acceptable circumstances
- Registrars are encouraged to provide notification to the College of the need to var their approved training arrangements as far in advance as possible Such situations ma include
  - a parental leave
  - b change of role or location ie change of practice or change of emploment from part time to full time or vice versa
  - c application for leave due to e tenuating or unforeseen circumstances
  - d a change to their New Zealand medical registration
  - e changes to personal circumstances e g illness
- Part-time training
- For GPEP ear L part time training refers to training completed at a minimum of L ths per week ths clinical L ths seminars with total clinical time on completion of ear L being L months FTE
- For GPEP ears, and a part time training refers to clinical time completed at a minimum of the per week or at this plus the for being involved in childcare and or caring for a live in disabled family member for up to three months FTE, Individuals who do not consistently work the minimum that this must place their training on hold until the are able to do so. In these cases section applies
- Where an individual is involved in childcare and or caring for a live in disabled famil member the can claim one dependenc **1** th per week for up to three months FTE This is in recognition of the value that this e perience brings to general practice work The dependenc tenth is available for all eligible GPEP ear and a registrars

# Applications for variations to training arrangements



- a Approval of a change to the training arrangements must be sought in writing from the College
- b Applications ma be made at an time during the training ear Applications must be made in writing to the College b the registrar Verbal notice will not be accepted as a registrar's intention
- c Where applications for parental leave impact on the registrar's abilit to complete their formative activities and clinical time requirements then the registrar will need to defer their training and re enter the programme with the following ear's intake The College will treat each request for parental leave on a case b case basis
- d Written and Clinical e aminations ma not be undertaken while a registrar is on deferral unless the registrar has
  - i completed all formative activities and
  - ii attended at least 2 out of seminars



- a Where a registrar has been accepted into the programme and is granted a deferral that e ceeds ■ months then the registrar must reappl to join the programme once the deferral period is completed i e it is not automatic ■
- b Deferral requests submitted a er acceptance into the programme but prior to its start ma be granted Refer to A GPEP P P
- c Where the registrar has started training and the deferral starts between the first and second attachment then the 1 months will begin at the start of the first attachment in the following ear

#### Implications of deferral

- a The deferred registrar must inform the MCNZ that the have gone on deferral and provide them with all required information
- b Apart from the situations noted below an clinical time worked whilst on deferral will not count towards the registrar's clinical time requirements upon return to the programme
- c Upon return to GPEP the College will review the clinical e perience placement the deferred registrar le immediatel prior to deferral This is to establish that the t pe of placement the registrar will be returning to meets the GPEP clinical e perience requirements i e high needs and or rural placements.

## GPEP year 2 and 3 requirements

For GPEP ear and a registrars

- a Enrolment in GPEP ear and a ma be put on hold whenever a registrar chooses however the must notif the College in advance b completing the On Hold' application form Verbal notice will not be accepted as a registrar's intention
- b Application to put training on hold ma be made multiple times but the total period on hold must not e ceed a ma imum of three a ears cumulative
- c Due dates are e tended b the amount of time on hold but the overall time limit for the completion of training requirements will not be e tended
- d An clinical time worked whilst on hold will not count towards their clinical time requirements when the registrar returns to the programme
- e Registrars ma not be able to participate in formative activities on the programme whilst on hold
- f If the registrar is on hold for a period of longer than a ear cumulativel on return to the programme the will be required to transfer to the GPEP programme regulations applicable at the time of re entr
- g A registrar must notif the College when the are returning to GPEP b completing the O 
  Hold' application form The must meet the ears and clinical e perience requirements of the Fellowship Pathwa Regulations i e in a College approved training location and a minimum of four tenths FTE clinical time a week to be approved b the College as active in the programme
- Maximum period between training programmes
- A registrar who has completed GPEP ear L must commence GPEP ears, and a within three ears of completing of GPEP ear L
- If the period between the completion of GPEP ear L and commencement of GPEP ears, and is longer than three ears the registrar will no longer be eligible to automaticall reenter GPEP. The registrar will need to restart GPEP from the beginning
- Withdrawal and re-entry
- An registrar who has withdrawn from the programme and wants to re enter into the programme at a later date is required to apple for re entrology by submitting an application form All applications will be treated on a case be case basis and there is no guarantee that the will be readmitted or that the will be able to continue their training at the same stage the le of
- Should the registrar be re admitted to the programme the ma appl for recognition of prior learning in accordance with the Recognition of Prior Learning Polic CO A L This will take into account an training previousl completed in GPEP and an subsequent formal training that has been completed