



## LEAVE FROM TRAINING POLICY

### 1. Purpose

1.1. The policy defines leave that can be taken while on the Fellowship Training Program.

### 2. Application and scope

2.1. The policy applies to registrars on the Fellowship Training Program.

### 3. Policy

3.1. Statutory leave is an entitlement for all registrars

3.1.1. Statutory leave is agreed between the Training Post and the registrar in their work contract.

3.2. Additional leave from training is applied for through the Training Organisation according to the training pathways policies:

3.2.1. Independent Pathway including for registrars with places on the Rural Generalist Training Scheme (RGTS) allows for 24 months leave during training and further leave under extenuating and unforeseen circumstances. No more than 12 months can be approved at a time.

3.2.2. Australian General Practice Training Program (AGPT) allows for an initial 6 months' leave and under extenuating and unforeseen circumstances an additional 6 months of leave.

3.2.3. Remote Vocational Training Scheme (RVTS) allows for up to 24 months' leave and further leave under extenuating and unforeseen circumstances

3.3. Leave is granted on a full-time basis regardless of the full-time equivalent status of the registrar.

3.4. Leave must be approved prospectively, unless there are extenuating and unforeseen circumstances.

3.5. Registrars must confirm return from leave or apply for extension of leave, 30 calendar days prior to the nominated return date.

3.6. Registrars returning from leave, after a break from clinical practice of 12 months or more, must work with their Training Organisation to develop a plan that meets the Medical Board of Australia ['Recency of Practice' registration standard](#).

3.7. Registrars may continue to attend the education program during periods of additional leave, at the discretion of the Training Organisation.

3.8. Registrars may sit Multiple Choice Question and StAMPS during additional leave with College approval. Case Based Discussion, mini Clinical Evaluation Exercise and Multi-Source Feedback cannot be undertaken during additional leave.

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- 3.9. Applications for an extension of an existing Medicare Provider Number or further Medicare Provider Number applications will not be supported by the College for registrars on additional leave
- 3.10. Registrars must maintain ACRRM membership throughout training, including when on additional leave.

## 4. Responsibilities

- 4.1. Registrars are responsible for submitting leave applications prospectively using the form prescribed by their Training Organisation.
- 4.2. Training Organisations are responsible for approving leave and notifying the College.
- 4.3. The College is responsible for considering policy exemptions for AGPT pathway.

## 5. Related Documentation

- 5.1. ACRRM Assessment Eligibility policy
- 5.2. ACRRM Performance and Progression policy
- 5.3. AGPT Program Leave policy
- 5.4. RVTS Registrar Leave policy
- 5.5. ACRRM Leave from Training application (IP including RGTS)

## 6. Definitions

Word/Term	Definition (with examples if required)
Additional Leave	Leave taken by a registrar when not working or undertaking work that is not able to count towards Training Time
Extenuating and unforeseen circumstances	<p>Extenuating and Unforeseen Circumstances are defined as circumstances which were unforeseen and outside a registrar's control when they accepted a place on the AGPT Program. These circumstances will not be considered as unforeseen if it can be determined that the circumstances were known or reasonably should have been known by the registrar prior to the acceptance of their place on the AGPT Program.</p> <p>Examples of extenuating circumstances may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>(i) Ill-health (other than minor illnesses)</li> <li>(ii) Deterioration of an existing medical condition that can no longer be managed in the current location</li> <li>(iii) Bereavement</li> <li>(iv) Acute personal/emotional circumstances</li> <li>(v) Hospitalisation</li> </ul>

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	<p>(vi) Illness of an Immediate Family Member (vii) A major change to a registrar's personal circumstances or (viii) An involuntary change in a spouse's employment.</p> <p>All applications and requests pertaining to Extenuating and Unforeseen Circumstances of the registrar will be considered on a case by case basis.</p>
Immediate Family Members	Immediate Family Member means the registrar's parents (mother, father, and step parents), siblings, spouse/partner/de facto/fiancé, child/children and anyone for whom the registrar has primary carer responsibility.
Training Organisation	A training organisation is the organisation who is responsible for training delivery and ensuring that training requirements are met. This is the Regional Training Organisations on the Australian General Practice Training (AGPT) program, Remote Vocational Training Scheme (RVTS) on this scheme or ACRRM on the Independent Pathway (IP) including for registrars with places on the Rural Generalist Training Scheme (RGTS).
Training Pathway	Pathways accredited to deliver the Fellowship Training Program: Australian General Practice Training (AGPT), Remote Vocational Training Scheme (RVTS), and, Independent Pathway (IP) including Rural Generalist Training Scheme (RGTS) places.
Training Post	Facilities accredited by the ACRRM to provide training on the ACRRM Training Program.
Statutory Leave	Leave legislated for by State/territory or Federal government, including Parental leave, Sick leave and Carer's leave.
Education Program	The education that is provided during training, this may be provided by the training post, Training Organisation or the College.

## 7. Revision History

### Policy information

<b>Policy Contact and Author</b>	Kyra Moss Lynn Saul	<b>Approving Body:</b>	Board
<b>Status:</b>	Final	<b>Review period:</b>	Three years
<b>Policy No and Version:</b>	T5 V1.0/2021	<b>Next review date:</b>	December 2022
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<b>Responsible Officer:</b>	Lynn Saul	<b>Policy System Manager:</b>	Mary Jane Streeton

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## Document History

Version	Date Approved	Author	Description of revision	Internal Distribution	
				Date	Recipient/s
V1.0	March 2021	Accreditation and Standards Manager	3.2.1 RGTS added, same leave provisions as IP  RGTS added to definitions for Training Pathways	16 Apr	ELT, CEO
Previous system	December 2019	Accreditation and Standards Manager	Policy created as standalone policy and references all Training Pathways	Dec19	Board
Previous system	June 2013	Accreditation and Standards Manager	Leave defined as two years on IP	Jun13	Board

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