



# Moving Training Location

## Introduction

The RVTS is a vocational training program, which is available to isolated doctors who under ordinary circumstances could not complete vocational training except by leaving their communities.

It is a mandatory requirement that all registrars complete three years of full time equivalent training in an approved rural or remote location as outlined in the eligibility criteria. A further 12 months training is available to registrars in advanced skills curricula and may require the registrar to move to a larger rural centre.

## Purpose

This policy provides guidelines to assist in determining the suitability of a change in training location, and the procedure a registrar must undertake to have a move considered for approval.

## Policy

To provide continuity of training, it is preferred that an RVTS registrar remains in the one location for the duration of their training, except to undertake advanced skills training.

All training locations other than advanced skills training must be in an approved rural or remote location as outlined in the RVTS eligibility criteria.

A training location must predominantly provide primary continuing comprehensive whole-patient medical care to individuals, families and their communities.

Only in exceptional circumstances will a registrar be allowed to move training location within the first twelve months of commencement of training with RVTS.

Approval for a change of training location must be sought in writing from the RVTS senior medical educator. Approval will only be granted prospectively.

## Procedure

1. The registrar discusses the proposed change in training location with their training advisor.

2. The registrar completes the 'Change in Training Location' form and submits to their training advisor a minimum of 8 weeks prior to the proposed move, along with any supporting documentation.
3. The training advisor reviews the proposed location and makes a recommendation to the CEO.
4. The CEO approves or rejects the move.
5. If approval is granted, the training advisor reviews/confirms supervision arrangements, start dates etc
6. The registrar must apply directly to Medicare for a provider number for the location. If a 19AB exemption is required it can take up to six weeks to obtain.
7. The registrar must fill out an 'RVTS Placement Approval' form, have it signed by their supervisor and return to the RVTS Albury office. A provider number cannot be issued until Medicare has received this form from RVTS.

## **Responsibilities for the policy**

### **Related documents**

Change in training location form

### **Document control**

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Maintained by: Operations Manager

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