



1. TITLE: ADMISSION TO GPEP AND PLACEMENT PROCEDURE

- 1.1 Policy reference: Admission to GPEP and Placement (CO-A-001-01)
- 1.2 Category: Academic – Admission
- 1.3 Approval date: July 2023
- 1.4 Approved by: Chief executive
- 1.5 Effective date: July 2023
- 1.6 Review/revision date: December 2025
- 1.7 Unit responsible: Learning team

2. Purpose

This procedure provides a clear admission and selection and practice placement process for doctors to enter year 1 of the General Practice Education Programme ('GPEP' or 'the programme') at The Royal New Zealand College of General Practitioners ('the College').

3. Scope

This procedure applies to all doctors applying to enter year 1 of the programme.

4. Definitions

All definitions are available in the College's *Academic Regulatory Framework for Quality Assurance*.

5. Procedure

5.1 Standard procedure

Step	Action	College-recommended timeframes
1.	The College opens online applications for doctors to apply for a place on GPEP.	February every year (applications remain open until April).
2.	The applicant completes and submits the online GPEP application form. The applicant is notified by the College in writing that their application is received, and a receipt is included for the application fee.	Automated email sent upon submission.
3.	Applications are allocated to evaluators using an admissions rubric to assess against eligibility criteria as set out in the Admission to GPEP and Placement Policy (CO-A-001-01) and aligned to the seven domains of the GPEP curriculum. Two references for each applicant are requested by the College. The College requests a Police Vetting service to be undertaken by the New Zealand Police for each applicant. References are checked by an external company prior to the interview (if required). An unfavourable referee report requires further discussion between the College senior management and the doctor(s) who provided the report. Police Vetting forms are processed.	Evaluations are completed within ten (10) working days of applications being submitted. College sends external company a list of references within five (5) working days of receiving application. References and Police Vetting results are returned, and decisions made throughout the evaluation process.
4.	Applicants are grouped into one of three categories (A, B or C) based on the decision from the admissions rubric: A = suitable for training – no interview required (subject to references and moderation process). B = interview required (face-to-face or online) and subject to references and moderation process. C = not suitable for the programme/declined. Once all applications are processed, the applicant is notified by the College in writing that either: > their application has been accepted and will proceed to the next phase of the process, or > their application has been declined and the reasons why.	All applicants are notified of the decision within thirty (30) working days of the application close date.

5.	Applicants requiring an interview are emailed a link by the National Admissions Advisor.	Within twenty (20) working days after all applications have been processed.
5a.	Interviews are conducted with applicants (where applicable) by the interview panel, made up of College Fellows using the interview marking sheet.	Interviews are held on pre-arranged dates.
5b.	All interview responses are moderated by the College Clinical Consultants. Decision will either be: > suitable for the programme > decline for the programme	Within twenty (20) working days of the interview.
5c.	Letters are sent to applicants: > to confirm suitability for the programme, and > to inform applicants of processes related to available College-endorsed training practices and funding. Or > to decline for the programme.	Letters sent fourteen (14) working days following final decision from interview
6.	College confirms funding availability. Letters are sent to applicants as follows: Confirmation letter: > College-employed: Confirmation of place on the programme; and separately, an offer of first-year employment > Practice-employed and self-funded: Confirmation of place on the programme. Waitlist letter: > Suitable applicants where funding and/or training placements are not available > Suitable applicants waiting for visa exemption from Te Whatu Ora / Health New Zealand for funding.	Time frames will differ as these are dependent on funding and regions for placements.
7.	If a successful applicant declines the offer of a position, an applicant on the waitlist will be offered the position. Applicants have 10 working days to accept the offer.	Offers sent within five (5) working days of original applicant declining the offer.
8.	Applicants that have accepted the offer onto the programme are required to have a phone interview with a Medical Educator from their preferred region for placement purposes.	Within seven (7) working days of the final placement being filled.
9.	All applicants are advised of placements.	Time frames will differ.
10.	Once all practice placements have been filled, applicants on the waitlist will be notified that they have been unsuccessful and may apply again for the programme in the following year.	Within seven (7) working days of the final placement being filled.

5.2 Procedure for late applications

Step	Action	College-recommended timeframes
1.	<p>Applicant contacts the College to seek advice.</p> <p>Applicants are added to a list (in order of contact date).</p> <p>The College advises the applicant they will be contacted once the process has been completed for successful applicants who submitted applications within the required timeframe.</p> <p>This will be dependent on availability of funding and placements.</p>	Time frames will differ.
2.	<p>If space and placements are available on the programme, the College contacts potential applicant/s (in order of contact date) to invite them to submit an application and payment of the application fee.</p> <p>Applicants will be advised of the remaining placements and asked to indicate their preference.</p> <p>Applications will be subject to evaluation, meeting the criteria, favourable referee reports and Police Vetting forms.</p> <p>Applicants requiring an interview are contacted by the National Admissions Advisor.</p>	<p>Within seven (7) working days of the placement process being completed (generally by the end of August/early September).</p> <p>Evaluation completed within fourteen (14) working days of application being submitted.</p> <p>Where an interview is required, candidates will be notified within twenty (20) working days of assessment of the application.</p>
3.	<p>Letters are sent to applicants:</p> <ul style="list-style-type: none"> > to confirm suitability for the programme, and > to inform applicants of placements <p>Or</p> <ul style="list-style-type: none"> > to decline for the programme. 	<p>Time frames will differ.</p> <p>Applicants have ten (10) working days to accept the offer.</p>
4.	Applicants who decline the offer may apply again for the programme in the following year.	

5.3 Procedure for deferred applications

Step	Action	College-recommended timeframes
1.	After an applicant has applied and is waiting for confirmation of suitability for the programme, any requests to defer the start of the programme will result in their application being withdrawn.	Time frames will differ.
2.	<p>If the applicant has been confirmed and offered a place on the programme, and then requests the College defer their training prior to commencement, the College will consider this request.</p> <p>Deferral requests are reviewed within the context of all relevant information, including but not limited to the date of deferral request, programme application information, and reason(s) for requesting deferral.</p> <p>Deferral requests will incur an administration fee.</p>	Time frames will differ.
3.	<p>If the College declines the applicant's request to defer, they are deemed to have withdrawn from the programme. They may apply again for the programme later.</p> <p>If the College accepts the applicant's request to defer, the applicant is deemed to be 'deferred' and must commence the programme within 12 months of the original commencement date, without having to formally reapply.</p> <p>If the applicant does not commence by the end of the 12-month deferral period, their application for GPEP will lapse.</p>	Time frames will differ.

Refer to **Varying GPEP Training Policy** (CO-A-002-03) for deferrals submitted after the training programme has started.

NOTE: All correspondence relating to applications, including the application form and associated documentation, must be saved by the College into the registrar's file.

6. Related policies, documents, and legislation

- > Academic Regulatory Framework for Quality Assurance (CO-A-001-00)
- > Admission to GPEP and Placement Policy (CO-A-001-01)
- > Appeals Policy (CO-A-002-06)
- > Varying GPEP Training Policy (CO-A-002-03)
- > Approval of GPEP Teaching Practices and Teachers Policy (CO-A-001-02)
- > Academic Integrity Policy (CO-A-002-02)
- > Fellowship Pathway Regulations

7. Administrative procedures

7.1 Promulgation of published procedure

This procedure will be available via the College website.