



*Nau Mai Haere Mai*  
**A Guide for College  
Employed Registrars**

**GPEP YEAR 1 – 2025**



The Royal New Zealand  
College of General Practitioners  
Te Whare Tohu Rata o Aotearoa



**The Royal New Zealand  
College of General Practitioners  
Te Whare Tohu Rata o Aotearoa**

New Zealand members of the British College of General Practitioners established a local Council in 1955. In 1974, it became a separate entity, and in 1979, it was granted provision to use “royal”, becoming The Royal New Zealand College of General Practitioners.

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# *Rangi Kōrero*

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# *He kōrero nā te Pehitini* **Message from the President**

Kia ora,

Welcome to the General Practice  
Education Programme, more commonly  
known as GPEP.



We are so glad you have joined The Royal New Zealand College of General Practitioners and started on your journey to becoming a specialist general practitioner. There are over 6,200 GPs and Rural Hospital Doctors in our College membership, and we have room for many, many more.

Over the course of your training, you will gain invaluable knowledge and skills that you will regularly draw upon as you move into more practical and hands-on learning. Over the next three or more years you will also meet colleagues that you will likely know for the rest of your professional lives.

When I think about our role as GPs at the forefront of community medicine there are a lot of words that spring to mind. Exciting. Daunting. Complex. Aroha. Busy. Crucial. Skilled. Responsive. Just to name a few.

But the words I most often use to describe my career as a GP are rewarding and life changing.

When you find a way to connect with that patient, catch a potential problem early, diagnose and treat complex illness, or have a patient who finally meets that goal you have been supporting them to reach – those are the rewards. Of course, there are tough days, many of them in fact, but the training you are embarking on will equip you with the skills, knowledge, and networks to draw upon so you can provide high-quality, comprehensive, complex and equitable care to your patients.

With the well-documented workforce shortages, we need more people like you who are committed to improving equity and health outcomes for New Zealanders at a grassroots and community level.

As you start your first year of GPEP training my advice is to take it all in, embrace it, and don't be afraid to ask questions.

*Ehara taku toa i te toa takitahi, engari he toa takitini.*  
My strength is not that of a single warrior but that of many.

**Dr Samantha Murton**

*MNZM, MBChB, FRNZCGP (Dist.),  
PGDipGP, FAcadMED*

President | *Te Tumu Whakarae*

# *Ngā Hoapā*

## **Contacts**

The College office is based in Wellington. We have a dedicated team here to support you on your journey through the General Practice Education Programme, into Fellowship, and throughout your career as a specialist general practitioner.

Here is a list of key contacts who are here to guide you through your first year of GPEP:

## Lead medical educator for your region

(please fill out this section)

NAME

EMAIL

PHONE

## Regional representative

(please fill out this section)

NAME

EMAIL

PHONE

For questions regarding practice placements, pastoral care, or expense claims, email: [registrarsupport@rnzcgp.org.nz](mailto:registrarsupport@rnzcgp.org.nz)

To request any changes to your working environment please submit a [Request for Change – GPEP1 Registrar form](#). For questions relating to leave or payroll please email: [GPEP1payroll@rnzcgp.org.nz](mailto:GPEP1payroll@rnzcgp.org.nz)

For questions about the GPEP year 1 programme requirements and submissions, email: [GPEP1@rnzcgp.org.nz](mailto:GPEP1@rnzcgp.org.nz)

For questions about the mock exams and end-of-year exams, email: [exams@rnzcgp.org.nz](mailto:exams@rnzcgp.org.nz)

## Pou Whirinaki

The Pou Whirinaki provides clinical and pastoral support to Māori registrars in GPEP. Currently, this is Dr Maia Melbourne-Wilcox (Tuhoe), an Auckland-based specialist GP.

Contact:  
[pou.whirinaki@rnzcgp.org.nz](mailto:pou.whirinaki@rnzcgp.org.nz)

## Pou Whirinaki Pasifika

The Pou Whirinaki Pasifika provides clinical and pastoral support to Pasifika registrars in GPEP. Currently, this is Dr L’Ondine Tukuitonga, an Auckland-based specialist GP.

Contact:  
[pasifikapouwhirinaki@rnzcgp.org.nz](mailto:pasifikapouwhirinaki@rnzcgp.org.nz)

We’ve used a lot of commonly asked questions to develop an FAQ section – it’s a good idea to [check page 26 for answers](#).

# *Mematanga o te Kāreti*

## **College membership**

When you join our specialist training programme, you will also join a community of more than 6,200 GPs and rural hospital Fellows and registrars.

As soon as you start your training you become a member of the College, which provides a range of benefits, resources and discounts. [The College website](#) has a complete list of the available benefits which includes a complimentary subscription to New Zealand Doctor while you're a registrar, complimentary counselling with EAP services, access to McGraw-Hill Access Medicine and John Murtagh's Collection, LinkedIn Learning and more. [Your membership dashboard](#) outlines how to access them.

You can also take advantage of discounts across a range of well-known brands by downloading the College app. Search 'RNZCGP' in the Apple Store or Google Play Store and create an account using your MCNZ number or College ID.

The College's Membership team will be happy to assist you with any membership queries you have and can be contacted at [membership@rnzcgp.org.nz](mailto:membership@rnzcgp.org.nz).





## College conference

[generalpractice.org.nz](http://generalpractice.org.nz)

The College conference is held every year, with locations alternating between Auckland, Wellington and Christchurch.

In 2025 the conference will run from 24 - 26 July at Te Pae Convention Centre in Christchurch.

Delegates will hear from well-known keynote speakers (previous speakers include psychologist Nigel Latta, Olympic champion Dame Valerie Adams and Gilbert Enoka), clinical and subject matter experts, and officials within the health sector and government.

Photo above: Dr Kerryn Lum speaks at GP24: the Conference for General Practice

The conference includes presentations and panel discussions as well as colleagues who present the findings of their research and explain the benefits to the general practice and rural hospital medicine workforce. The Fellowship and Awards ceremony is also a highlight of the conference each year.

We encourage you to attend, ask questions, and network with new and familiar faces over the course of the conference.

As a College-employed registrar you can apply to be reimbursed for some of the expenses related to conference registration, related travel and accommodation.

*Read more about how to claim for expenses in the 'expenses' section of this booklet.*

# *O tātou Pekanga*

## **Our Chapters**

Chapters are groups of members that are involved in a particular area of general practice. You can choose to join a Chapter if you have similar interests or if your work is related to its aims. You can do that by emailing **membership@rnzcgp.org.nz**

Each Chapter is led by an executive team of GPs, who co-ordinate activities such as educational events and meetups.

### **Registrar Chapter**

When you begin your GPEP training you will automatically become a member of the Registrar Chapter who are your representatives for advocacy and wellbeing and can act as the conduit between registrars and the College.

The Chapter executives are here to help with any issues or questions you may have during your registrar journey through the programme.

Contact the Chapter:

**registrarchapter@gmail.com**

or find them on Facebook by searching *Registrars' Chapter*.

### **REGISTRAR CHAPTER EXECUTIVE TEAM**

Dr Vaaiga Autagavaia  
*Co-Chair*

Dr Darren O'Gorman  
*Co-Chair*

Dr Ralston D'Souza  
*Treasurer*

Dr Hemi Enright  
*NAC representative*

Dr Tawa Hunter  
*Te Akoranga a Māui representative*

Dr Amanda Smith  
*Te Akoranga a Māui representative*

Dr Leone Vadei  
*Pasifika representative*

Dr Visakhram Sundgren  
*GPEP2/3 representative*

Dr Mathanki Vivekananda  
*GPEP3 representative*

Dr Darren O'Gorman  
*GPEP1 representative*



The other Chapters you might like to consider joining are:

## **Pasifika Chapter**

This Chapter is composed of members who identify as Pasifika, and members who serve communities with large Pacific populations, or who have an interest in Pacific health issues.

All members who self-identify as Pasifika can confirm they would like to belong to this group by filling out the relevant section on the membership application form.

## **EXECUTIVE TEAM**

Dr Alvin Mitikulena  
*Chair*

Dr Neru Leavasa  
*Deputy Chair*

Dr Leone Vadei  
*Treasurer*

Dr Anthony Dewan  
*Secretary*

Dr L'Ondine Tukuitonga  
*Pou Whirinaki Pasifika*

Dr Vaaiga Autagavaia  
*GPEP2 Representative*

Dr Vanisi Prescott  
*NAC representative*

DR Juliet Walker  
*Member*

## Rural General Practitioners' Chapter

What issues are facing rural practitioners? How can we put a 'rural lens' over the work of the College? What initiatives could improve the quality of rural training and general practice? These are the issues the Rural GPs' Chapter is concerned with. Rural GPs can connect and collaborate to address these questions through the Chapter's executive team.

### EXECUTIVE TEAM

Dr Mark Smith  
*Chair and NAC Representative*

Dr Grahame Jelley  
*Treasurer*

Dr Charlotte Kevern  
*Member*

Dr David (Buzz) Boothman-Burrell  
*Member*

Dr Patrick McHugh  
*Member*

Dr Jo Scott-Jones  
*Member*

Dr Alex McLeod  
*Member*

Dr Greville Wood  
*Member*

## The Division of Rural Hospital Medicine (DRHM)

If you're in training or a Fellow of the DRHM you automatically belong to this Chapter which aims to improve knowledge and provide education and collegial support for this specialist field.

### EXECUTIVE TEAM

Dr Andrew Laurenson,  
*Chair*

Dr Benjamin Booker,  
*Registrar representative*

Dr Rosalie Evans,  
*Member*

Dr Sara Gordon,  
*Member*

Dr Dinesha Kumarawansa,  
*Member*

Dr Alex McLeod,  
*Member*

Dr Andrew Morgan,  
*Member*

Dr Munanga Mwandila,  
*Member*

Dr Sophie Parnham,  
*Member*

Dr Marcus Walker,  
*Member*

# Te Akoranga a Māui

Te Akoranga a Māui is the College's Māori representative group. All members who self-identify as Māori and have Māori whakapapa are joined up to this group during the enrolment process. With more than 200 members, Te Akoranga a Māui is proud to be the first indigenous representative group established in any Australian or New Zealand medical college. A representative from this group also sits on the College Board.

## **TOKOWHĀ**

Dr Jason Tuhoē  
(Hauraki, Ngā Puhī, Ngāti Pikiao)

*Chair*

Dr Nina Bevin  
(Waikato-Tainui)

*Deputy Chair*

Dr Kiriana Bird  
(Ngāti Tokorehe, Ngati Porou)

*Board representative*

Dr Amberlea Rerekura  
(Te Ātihaunui-a-Papārangi)

*Treasurer/Secretary*

## **Te ORA membership**

College-employed registrars who identify as Māori receive a free year's membership with Te Ohu Rata o Aotearoa (Te ORA), the Māori Medical Practitioners Association. If you wish to opt out, please email our Pou Whirinaki: [pou.whirinaki@rnzcgp.org.nz](mailto:pou.whirinaki@rnzcgp.org.nz)

Te ORA provides Māori medical leadership to the health sector and offers support and professional development opportunities to its members. Visit their website for more information: [teora.Māori.nz](http://teora.Māori.nz)

# *Ngā peka*

## **Faculties**

All College members belong to a regional Faculty; a group of local peers who create and run social and learning events and who support each other professionally. You will automatically be assigned to your local Faculty and start to receive news from them. You can also email **faculties@rnzcgp.org.nz** if you have questions or need to change Faculty.

# Te Ara

Te Ara is the College's online learning management system. It is where you'll find the GPEP curriculum and a wide range of information, regional seminar days, learning materials, resources, exemplars, forms, and forums that you can participate in.

You will have access to Te Ara prior to starting the programme. The first thing to complete is the College's Health and Safety module. You'll be able to view the GPEP1 orientation module and find more information for Te Ahunga, a two-day event which is designed to welcome and introduce all new registrars to the GPEP year 1 programme. We encourage you to become familiar with Te Ara's content as it will keep you informed about important programme information throughout the year.



# *Ngā kaupapa hira i roto i te tau 1 GPEP*

## **Important events during GPEP year 1**

### **Te Ahunga**

Te Ahunga is a two-day event which is designed to welcome and introduce all new registrars to the GPEP year 1 programme. It provides an important opportunity for whakawhanaungatanga; getting to know your local medical educators and other registrars in your region, and meeting with College staff. Te Ahunga also provides an important opportunity for you to stay on a local marae and connect with members from the community of that marae, and our specialist Hauora Māori medical educators.

Te Ahunga is where a large part of your health equity, cultural safety and Hauora Māori teaching for the year takes place, and you will have the opportunity to learn and develop important skills that will help you throughout your entire GPEP programme.

Our team has been running noho marae for doctors and medical students for well over a decade. The ethos of whanaungatanga is at the heart of every residential noho where the aim is to provide a comfortable, safe and nurturing environment that supports a distinctively Māori way of learning.

Your practice is aware of the importance of Te Ahunga, and that it is considered an essential part of your GPEP year 1 training. It is normal to be given clinical time off to attend Te Ahunga regardless of whether you are College- or practice-employed. The days may not match your regular teaching days.

More information will be emailed out with your invitation and can be found on Te Ara.



# *Ngā aromatawai*

## **Assessments**

You will undertake two types of assessment:

**Formative (F)** assessments involve ongoing engagement with your teachers and medical educators (MEs), concentrating on one or two learning aspects at a time. This helps you to identify and work on areas that need more attention.

**Summative (S)** assessment is evaluative, occurs at a specified end point of learning and involves critical comparison against a standard.

GPEP year 1 is very structured compared to GPEP years 2 and 3. A large number of hours are spent in organised formative learning activities and engaging with collegial support. This creates a grounding for GPEP years 2 and 3 when you will learn and work more

independently. It is important that throughout your training you are familiar with the version of the Fellowship Pathway Regulations applicable to your programme. These are available on the College website in the [‘study with us’](#) section.

# GPEP year 1 formative assessments

## Seminar days (F)

Seminar days involve engagement with your regional group, your Lead Medical Educator (LME), and small-group facilitators. This includes the speaker sessions and communication skills days. Te Ahunga and the GPEP clinical and written mock examinations are included in your seminar days.

***You must attend a minimum of 32 FTE days out of the 40 that are provided.***

## Research activities (F)

Researching and presenting

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vignettes, or

---

match questions, or

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WEBS (what the evidence base suggests) resources.

***Choose two to research and present each attachment (i.e. four across the year)***

## Learning plan (F)

Formulating an effective individual learning plan that identifies your learning goals and needs. One is done at the start of Attachment 1.

## Teaching time (F)

Engaging with supervision and mentorship with your in-practice teacher.

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**1.** The teacher shall provide the equivalent of **four hours per week** for a full-time equivalent registrar.

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**2.** Of this, a minimum of **one and a half hours** each week must be allocated for individual protected teaching time. These sessions should be face to face, but in exceptional circumstances they can be done remotely. In these cases prior agreement of the registrar and the teacher is required.

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**3.** The remaining time can include informal question and answer discussions, observed consultations, review of patients or problems, formal review of recorded consultations, and other activities relating to the learning support requirements of the registrar.

## Patient feedback survey (F)

Conducting one patient feedback survey using the Doctors' Interpersonal Skills Questionnaire (DISQ). This is usually done during Attachment 1.

## Medical audit (F)

Conducting one audit of medical practice on a topic of choice, and presenting the findings to the practice, teacher, or seminar group. This is usually done during Attachment 1.

## **In-practice visit (F)**

Undergoing observation by a local medical educator of consultations and a teaching session in your practice and submitting all required paperwork. One per attachment (two across the year).

## **Video reviews (F)**

Video-recording your own consultations with patients and reviewing these with the medical educator and/or teacher or in the seminar group. Two per attachment (four per year).

## **Community visits (F)**

Visiting community service providers and/or observing in specialist general practice clinics. Maintaining a log. A minimum of five per attachment (10 per year)

## **After-hours or acute care sessions (F)**

Participating in acute clinics in your practice, local after-hours or accident and medical centres with supervision by a Fellow, with the focus on acute care, not on scheduled patients. A minimum of five per attachment (10 across the year). Each session must be 4-5 hours long.

## **GPEP written mock examination (F)**

A trial experience of the College's written exam conditions and content, is usually held in August/September. The written mock examination is conducted online during one of your seminar days whereas the end of year written examination is paper based.

## **GPEP clinical mock examination (F)**

A trial experience of applied clinical consultations is usually held in August/September.

## **Hauora Māori case reflection (F)**

The case reflection is about a Māori patient that you have personally seen. The structure of the reflection is guided by the template available in Te Ara. It is a requirement to present the reflection either at a GPEP learning group meeting or at a practice meeting or similar. The completed reflection needs to be uploaded through your dashboard. A minimum of one per year.



New Fellows and award recipients at GP24: the Conference for General Practice

## GPEP year 1 summative assessments

GPEP year 1 summative assessments consist of written and clinical examinations. As a prerequisite you need to have completed 80 percent of the GPEP year 1 requirements outlined in the Fellowship Pathway Regulations in order to be eligible to sit the clinical and/or written exams.

For both the clinical and written exams, the College holds mock exams in the months prior to the actual exams. These are held in various locations around the

country and give you an idea of what to expect when it comes time to sit the end-of-year exams.

For information on leave entitlements during the exam period please refer to the ‘leave’ section.

For information on travel and accommodation expenses as a College-employed registrar, please refer to your Collective Employment Agreement (CEA).

## GPEP written examination (S)

The written examination is held in various locations across New Zealand, so you can attend in a place close to home. The exam is multi-choice questions (MCQs) and is split into two papers sat over the course of four hours (two hours per paper). This is held regionally on the same day, and normally takes place in December at the end of GPEP year 1.

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### APPLIED KNOWLEDGE 1 (AK1):

80 multi-choice questions

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### APPLIED KNOWLEDGE 2 (AK2):

50 multi-choice questions

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20 visual multi-choice questions

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Five laboratory MCQs and five ECG multi-choice questions.

*Information about the GPEP mock and end of year written and clinical examinations will be made available on Te Ara during Attachment 1 (usually in May/June). This will include details of examination dates, locations, resources and other information to help you with examination preparation.*

## GPEP clinical examination (S)

The clinical examinations are held in Wellington and run over the course of a week. There are ten (10) Objective Structured Clinical Examination (OSCE) cases, which candidates work through in numerical order. Each case is facilitated by trained actors and College examiners.

You are required to complete the 10 practical scenarios that you may come across in your role as a specialist general practitioner. Actors playing the role of patients will present their symptoms and you will be assessed on how you investigate, treat, and communicate with the patient.

*NOTE: Assessment for Fellowship follows a rigorous process that is not restricted to what is reviewed on the allocated day. The assessors (and the censors who review the assessors' work) have access to everything you have submitted during the programme, so all your efforts count from day one. Every registrar will inevitably have areas where they have struggled during their study. However, formative assessment means it is how you respond to feedback during that time and fill identified gaps that matters for your eventual success. Your progress and evidence of addressing issues opens the door to Fellowship.*

# Tō tūranga mahi i te Kāreti

## Your employment with the College

**Even though you are placed in, and working in, a general practice, the College is your employer.**

As with any employer, it is important that you keep us informed of any changes in circumstances so we can update your employment details, training, financial, and leave requirements.

### Employment status

#### VARIATION OF WORKING HOURS

If you need to change your hours from full to part time or need to adjust your working pattern in any way, please complete the [Request for Change – GPEP1 Registrar](#) form found in the Welcome to GPEP tile on Te Ara. If you have any questions prior to submitting the form, please email [registrarsupport@rnzcgp.org.nz](mailto:registrarsupport@rnzcgp.org.nz)

We ask you to provide the College with as much notice as possible to ensure changes can be made.

### Expenses

All College members (which includes registrars on our training programme) are charged an annual membership subscription fee. For College-employed registrars, payment of this fee is covered by your employment agreement. As part of your employment agreement,

you are entitled to claim for expenses for certain College activities, such as our annual conference. There are other allowances and expense reimbursements (such as travel to seminars or GPEP1 examinations) that you might be eligible for under the Collective agreement. The College uses an online system for processing claims for reimbursements and for some allowances. You should keep all your receipts so that they can be added when you make your claim.

Login information for the claims system will be provided during your first week of employment with the College. Further guidance on using the system can be found in the Welcome to GPEP tile on Te Ara.

### Pay

You will receive your pay on a fortnightly basis, on a Thursday evening. You can view your payslips via iPayroll. You will receive an email confirming your login details on your first pay day.

It's important that you check your payslips to make sure they are correct, particularly if you request any changes. *If you notice any errors, we ask you to notify us prior to your next pay being processed.*

For any payroll-related queries please email [GPEP1Payroll@rnzcgp.org.nz](mailto:GPEP1Payroll@rnzcgp.org.nz)

# Ngā rā whakataā

## Leave

For College-employed registrars who work full time your leave entitlements are:

**Annual leave – 20 days**

**Sick leave – 15 days**

**Study leave – 10 days**

If you are working part time, your annual and study leave entitlements will be proportionately reduced.

Please discuss your leave requests with your teacher and practice manager before you apply for leave in iPayroll. Requests for annual leave need to be timely, and you need to consider the impact on patients in your care and plan for how you will ensure continuity of care, any impact on your learning needs, and professional responsibility. We ask you to spread out your leave across the two attachments, where possible.

*Please note: Leave requests may be declined if there are reasonable concerns with meeting programme requirements and/or practice needs.*

### Applying for leave

Annual leave is accrued over the course of the year – so your full entitlement will not show from the start of your programme. You can use the ‘projected leave’ function in iPayroll to check your remaining leave allowance for the year. You can access iPayroll via your member dashboard (log in on the top, right corner of [rnzcgp.org.nz](http://rnzcgp.org.nz)).

For any iPayroll queries or issues please contact [GPEP1Payroll@rnzcgp.org.nz](mailto:GPEP1Payroll@rnzcgp.org.nz)

Time off in lieu leave (TOIL) can only be taken once it has been accrued (i.e. you cannot take the leave in advance), and the TOIL is to be used during the same attachment where it was accrued. If you are sick and cannot work, you have to apply for sick leave.

## **Seminar days in school holidays and after exams**

On seminar days in the holidays and after exams there is an expectation that these will be used for study or community visits or finishing programme requirements, as they form 2/10ths protected teaching time.

However, if you are away on holiday and not available to use the protected teaching time for this reason, then the day should be taken as annual leave.

## **Exam days (mocks, clinical, and written)**

No leave needs to be booked for the day of the exam. However, if you need travel before and after the exam they must be booked as leave. More logistical information about examinations will be given closer to the time.

## **Public holidays**

Public holidays should not be a workday for you, and you do not need to apply for leave on these days.

## **Jury service**

If you are required to attend jury service, any jury days attended are paid as normal working days, but please submit a leave request via iPayroll. However, please be aware that if you receive payment from the Ministry of Justice, this must be reimbursed to the College as you will have received normal wages.

## **Advanced Cardiac Life Support (ACLS)**

You do not need to apply for leave to attend your ACLS, as it is classed as training. However, you do need to notify your practice of your absence. TOIL can be claimed if it takes place over the weekend or outside of normal working hours. If it takes place within regular working hours, no TOIL can be claimed.

## **Community visits**

Community visits attended on a seminar day do not need leave to be booked and TOIL cannot be claimed for them.

## **COVID-19**

If you test positive for COVID-19 and are unable to work, are waiting on a COVID-19 test result, or become a close contact, you can apply for 'special leave' in iPayroll instead of using your annual or sick leave balances. Please note that proof of your positive result (copy of email/text confirmation or photograph of RAT test) may be required for our records.





2024 Te Ahunga orientation at Takapūwahia Marae Marae in Porirua.

## Health & Safety

As a GP, you need to care for your own health and hauora to ensure you can care for your communities.

While the College and your practice have a shared duty of care to provide you with a safe environment, health and safety is everyone's responsibility, and we all contribute:

Your practice will give you a H&S site induction when you start.

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Familiarise yourself with the health and safety processes and procedures at your practice, or any location you are working in.

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It is a requirement of your employment to download the Safe365 app on your mobile phone. Please report any near misses, accidents or incidents and hazards to the College via this app, and to your practice via their internal reporting process.

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Keep a personal emergency kit at work in case of natural disaster.

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Check out the H&S modules on Te Ara

If you have any concerns about your H&S during your placements, please email [healthandsafety@rnzcgp.org.nz](mailto:healthandsafety@rnzcgp.org.nz)

# Ngā Pātai Auau

## FAQs

### Can I put my training on hold? What is the process and the implications?

In GPEP year 1 you can request a deferral of training, which means your course requirements would be suspended for exactly one year, once you are enrolled and active on the programme. In GPEP years 2 onward you can have the option to place your training on hold for more flexible periods. For more information, refer to the [College's Fellowship Pathways Regulation document](#). Please email [registrarsupport@rnzcgp.org.nz](mailto:registrarsupport@rnzcgp.org.nz) to discuss your options.

During GPEP year 2 and GPEP year 3 the length of an 'on hold' period is more flexible as the programme requirements are more individually paced. Where a registrar has placed their training 'on hold', they must have a current practising certificate and continue to work in the scope of general practice to comply with MCNZ requirements for recertification (as outlined in your Fellowship Regulations) during their 'on hold' period.

These requirements must be completed and reported through the College's Annual Maintenance Programme (AMP) to MCNZ. There will be a form to fill out and it must be

completed and submitted to the College four weeks prior to your anticipated 'on hold' date.

### I want to withdraw from the programme, what should I do?

If at any time you would like to withdraw from the programme, the College requires all College- and practice-employed registrars to complete a [Request for change – GPEP1 Registrar](#) form.

### What happens if I need to change to a new practice during an attachment?

Changes to placements must be pre-approved by the Admissions and Registrar Support team. Any applications must allow at least four weeks' written notice to ensure all parties involved are given time to prepare for any changes. Practices must be Foundation Standard certified, have a College approved teacher and provide adequate on-site supervision to be accredited for teaching GPEP Year 1 registrars. This applies to both College- and Practice-employed registrars.

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## Can I undertake secondary employment during my training?

Yes, you can. The College will approve secondary employment, should your teacher and medical educator both agree that undertaking secondary employment would not interfere with your performance while on the programme. We suggest talking to your teacher and medical educator before completing the completing the online form you can find in the Welcome to GPEP tile on Te Ara called 'Application for approval to undertake secondary employment'.

Both Practice employed and College employed registrars are required to also contact the PC team at MCNZ and arrange an appropriate collegial relationship. [For more information please visit the MCNZ website.](#)

## If a complaint is made against me, how does it impact my place on the programme?

Finding out someone has made a complaint against you will never be a good feeling, no matter how long you've been on the job. A complaint may be made for reasons including:

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not meeting patient expectations

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being culturally insensitive

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negligence

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malpractice.

A verbal or written complaint could come from the patient or a member of their whānau. It could be justified, partly justified, or even entirely unjustified, and it may or may not be the fault of the GP. However, it is important to respond to every complaint promptly and professionally.

In the first instance let your teacher and your medical educator know of the complaint. They will be able to help you navigate through the concern. Your medical educator will advise the College if it is something of concern. Each complaint will be assessed individually and could result in additional teaching support or adjustments to your learning plan, or in serious situations could result in you having to leave the programme.

## What happens at the attachment changeover?

You will have been advised prior to the start of the year where you will be for each attachment. The practice has also been advised. You should contact the practice a few weeks before to ensure everything is in place for your arrival.

## What does the practice have to provide (i.e. supervision and structured teaching time)?

The College has a teaching contract with your practice to provide:

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A teacher or College Fellow on site with you for supervision.

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Four hours of teaching and support time for full time registrars (pro-rated for part time), including a minimum of 90 minutes protected individual teaching time per week. The activities undertaken during teaching time will be structured, with a focus on the learning outcomes related to the GPEP curriculum and will include formal teaching activities, observed consultations, informal question and answer discussions, review of patients or problems and formal review of recorded consultation.

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One day per week protected learning time for attendance at seminars, and other learning requirements.

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Adequate time, particularly at the beginning of attachment one, to practise safely and enable learning to take place within the consultation. Registrars should start with around five patients per half-day, in 30 minute appointments. When ready the length of appointments will decrease and the number of consultations will increase while ensuring no more than 11 patients are seen in any single session.

Contact your LME or Registrar Support in confidence if you feel that your practice is not providing the expected supervision, teaching or consultation time.

## Changing to Practice employed.

I'm College employed, and a practice offers me employment for my second attachment. What should I do?

The College strongly discourages practices and registrars from switching to practice employment during the year. A great amount of effort has gone into determining your placements for the year and your Attachment 2 practice is already expecting you and planning for you to join their team. The two placements are designed to offer a variety of experiences, often geographically and in terms of patient demographics. The College views this as preferable to a single placement. Consider accepting the practice's offer of employment for GPEP2 and beyond.

From time-to-time exceptional circumstances may mean that a change to practice employed is required. This means you are no longer employed by the College. You will negotiate your salary and benefits directly with the practice and are no longer able to claim any of the benefits provided under the College employment agreement including reimbursement for exam fees. You should discuss this with your Lead Medical Educator and the College at least 40 days in advance of any proposed change.



## What can I expect heading into GPEP year 2 and beyond?

The primary focus in years two and three of GPEP is to enable senior registrars to further develop their skills and knowledge in general practice.

Years two and three provide you with self-directed learning activities and assessments, supported by medical educators (MEs), Fellow supervisor and mentors to enable you to reach your objectives, gain appropriate clinical experience, and consolidate your skills and knowledge sufficiently to achieve Fellowship.

Most assessments are formative (F) that involve ongoing engagement with your MEs, concentrating on one or two learning aspects at a time. A more focused

approach helps you to identify and work on areas that need more attention. All formative assessments need to be completed before becoming eligible for a Fellowship Assessment Visit, which is detailed in the Fellowship Pathway Regulations. Including the Fellowship Assessment, there are two summative (S) components. It is important that throughout your training you are familiar with the version of the Fellowship Pathway Regulations applicable to your programme.

**[The regulations are all on the College's website.](#)**

Photo above: Dr Zarah Allport delivering the 2024 Peter Anyon Memorial Address at GP24

# *Me whai tautoko?*

## **Need support?**

### **Pastoral support**

You can contact the College's Registrar Support team in confidence. Contact them via email, [registrarsupport@rnzcgp.org.nz](mailto:registrarsupport@rnzcgp.org.nz).

### **Employment support**

You can email the HR team via [human.resources@rnzcgp.org.nz](mailto:human.resources@rnzcgp.org.nz) or call (04) 496 5999.

You can also find more resources on the '[member wellbeing](#)' page on the College website: [rnzcgp.org.nz](http://rnzcgp.org.nz)

### **Registrar representatives**

Each region will select one representative for the monthly meetings with the Learning team at the College. These meetings are an opportunity to share and compare feedback from your region and raise questions and concerns.

### **Collective Employment Agreement (CEA)**

For further information and to view the current CEA please go to [nzdca.org.nz/gps](http://nzdca.org.nz/gps)

### **EAP**

All College members can access free EAP services confidentially by calling 0800 327 669 (international number +64 9 353 0906). They have clinical psychologists, budget and financial advisors, legal advisors, and other professionals ready to support you. Please mention The Royal New Zealand College of General Practitioners when you call and advise that you are a GPEP year 1 registrar. Visit EAP Services for more information: [eapervices.co.nz](http://eapervices.co.nz).

## **Whakatipu group: Supporting cultural diversity on GPEP year 1**

We recognise that language, immigration to another culture and working in a different health system can provide particular challenges, and we want to support you as much as possible.

The Whakatipu group provides extra teaching and support for GPEP1 registrars who have English as a second language or who registered in New Zealand through the NZREX exam or an equivalent exam overseas.

The programme is designed to augment the teaching and learning you already do in the regional seminar days. If you would like more information please contact Registrar Support at **[registrarsupport@rnzcgp.org.nz](mailto:registrarsupport@rnzcgp.org.nz)** or speak with your local medical educator.