



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 2020
- 1.4 Approved by: Chief executive
- 1.5 Effective date: September 2020
- 1.6 Review/revision date: July 2021
- 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 (CO-A-001-00).

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.	First quarter of every year
2.	The applicant completes and submits the online GPEP application form. The applicant is notified by the College in writing that their application has been received, and a receipt is included for the application fee.	Automated email sent upon submission.
3.	Applications are allocated to evaluators who assess against eligibility criteria as set out in the Admission to GPEP and Placement Policy (CO-A-001-01) and a marking rubric. Two references for each applicant are requested by the College. 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.
4a.	Applicants are grouped into one of three categories (A, B or C) based on the outcome of the evaluation: A = applicant has met all criteria – no interview required (subject to references) B = applicant has met most criteria with marginal errors – interview required (face-to-face or online) and subject to references C = applicant has not met criteria/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 (category A and B), or > their application has been declined and the reasons why (category C).	All applicants are notified of the decision within thirty (30) working days of the application closing date.
4b.	Applicants requiring an interview are emailed a link by the Admissions Officer.	Within fourteen (14) working days after all applications have been processed.

Step	Action	College-recommended timeframes
5.	Interviews are conducted with applicants (where applicable) by the interview panel, made up of College assessors and/or teachers.	Interviews are held on pre-arranged dates.
6.	All interview responses are moderated by the clinical lead and another College representative. Decision will either be: <ul style="list-style-type: none"> > suitable for the programme > decline for the programme. 	Within fourteen (14) working days of the interview.
7.	Letters are sent to applicants: <ul style="list-style-type: none"> > to confirm suitability for the programme and; > to inform applicants of processes related to available College-endorsed training practices and funding. Or <ul style="list-style-type: none"> > to decline for the programme. 	Letters sent within fourteen (14) working days following final decision from interview.
8.	College confirms funding availability. Letters are sent to applicants as follows: Confirmation letter: <ul style="list-style-type: none"> > College-employed: Confirmation of place on the programme and letter of employment > Practice-employed and self-funded: Confirmation of place on the programme. Waitlist letter: <ul style="list-style-type: none"> > Suitable applicants where funding and/or training placements are not available > Suitable applicants waiting for visa exemption from Health Workforce Directorate of the Ministry of Health for funding. 	Timeframes will differ as these are dependent on funding and regions for placements.
9.	If a successful applicant declines the offer of a position, an applicant on the waitlist will be offered the position. Applicants have ten (10) working days to accept the offer.	Offers sent within five (5) working days of original applicant declining the offer.
10.	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 twenty (20) working days of letters being sent to applicants.
11.	All applicants are advised of placements.	Timeframes will differ.
12.	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 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>	Timeframes will differ.
2.	<p>If space and placements have become 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>Within seven (7) working days of the placement process being completed.</p> <p>Evaluation completed within ten (10) working days of application being submitted.</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>Timeframes will differ.</p> <p>Applicants have ten (10) working days to accept the offer.</p>
4.	<p>Applicants who decline the offer may apply again for the programme in the following year.</p>	

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

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 intranet and website.