

Summary of the Term Matching Process

- ❖ This process applies to registrar placements for GP Terms 1, 2 and 3. It does not apply to other terms such as Extended Skills, ARSP, Elective, and Extensions of training.
- ❖ Term placements are usually for a period of six months however, if the practice and registrar both agree, term placements can be organised for 12 calendar months at the one practice (subject to the usual requirements for changing practices*).

The process is:

- VtoC surveys all practices (that are accredited for GP Terms 1, 2 and 3) for their availability for the upcoming semester. This is done approximately 4 or 5 months prior to the commencement of the term.
- Practices respond with their availability.
- It is acceptable for practices and their current registrar to mutually agree and confirm if that registrar will be staying on for another term (subject to the usual requirements for changing practices*).
- VtoC updates the availability status on the list of practices (on the VtoC website)
- VtoC emails all registrars eligible to undertake a GP Term 1, 2 or 3 and provides them with
 - an explanation of the process
 - a link to the list of available practices (on the VtoC website)
- Registrars have a five week period to approach any practice that they wish
- Practices can, at their discretion, shortlist prior to interview
- Practices can, at their discretion, set a limit to the number of registrars that they interview
- Interviews can be conducted face to face, by videoconference or by phone
- Practices are not to make direct term offers to registrars
- Registrars submit their preferences to VtoC, ranking their preferred practices
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- VtoC matches these preferences. If there is a tied result, then the practice preference takes priority (e.g. if two registrars rank a practice as number one, then the allocation will depend on whom the practice put as number one)
- Practices that are accredited for GP Term 1 and 2 are required to take a GP Term 1 or 2 registrar before being allocated Term 3 registrars
- GP Term 1 and 2 registrars are allocated prior to GP Term 3 registrars (as there are more limited places for Terms 1 and 2)
- A formal term offer is then sent out to each registrar and the practice is informed
- The registrar and practice meet again, if need be, to finalise the placement and an employment contract
- The registrar returns the Acceptance of Term form to VtoC after it has been signed by both the registrar and the practice
- The term is then confirmed

Not all practices will be filled by this process.

Those practices that still have a vacancy will usually have a registrar directly allocated to them out of the remaining pool of registrars who did not participate in the initial term

matching process (e.g. new cohort registrars and registrars who have changed their place subsequent to the process).

If there are still vacancies after this direct allocation, VtoC attempts to fill these by contacting other RTPs to see if they have registrars interested in undertaking a term in our region.

Frequently Asked Questions

*1) What are the “usual requirements for changing practices”?

The usual requirements are that:

- A registrar is required to work in more than one practice over the course of their training
- A registrar who undertakes GP Term 1 and GP Term 2 full-time in the one practice is required to move to a different practice for GP Term 3

2) I am a registrar and put practice X as my first preference but I have not been matched to them - why not?

There are a number of possible reasons:

- There may have been other registrars who also put that practice as their first preference
- The practice may not have put you as their first preference

3) We are a practice and put registrar X as our first preference but they have not been matched to us - why not?

There are a number of possible reasons:

- There may have been other practices who also put that registrar as their first preference
- The registrar may not have put your practice as their first preference