

# Rural Generalist Intern Swapping and Withdrawal Guide

The Queensland Rural Generalist Pathway (QRGP) is committed to ensuring recruitment, selection and balloting processes are undertaken in a fair and equitable manner and follow due process.

## Purpose

To outline the process that occurs when a Rural Generalist Trainee requests to swap their intern hospital allocation or declines the offer of a Rural Generalist Intern position.

## Scope

This guide applies to all final year medical students, including Queensland Health Rural Scholarship Scheme holders (QHRSS), who have been successful in their application to join the QRGP and are due to commence internship the following year.

## Principles

### Swap

Should a Rural Generalist Trainee wish to swap Rural Generalist Training Hospitals, the following terms and conditions apply:

- The swap **must** be completed by 1 November in the year prior to commencement of internship.
- A swap can **only** occur between Rural Generalist Interns / QHRSS holders i.e. a 'swap' cannot occur between a Rural Generalist Intern and a general intern; or a Rural Generalist Intern and a postgraduate year two or more Rural Generalist Trainee.
- The swap must not result in a vacancy at either intern's original hospital i.e. a Rural Generalist Intern wanting to swap out of Hospital A to Hospital B must swap with another Rural Generalist Intern who wants to swap from Hospital B to Hospital A.
- Trainees must provide the QRGP team with written notification of their request to swap and include confirmation of their allocated training hospital and their desired hospital.
- The QRGP team will maintain a register of requests to swap hospitals and will only contact parties whose request to swap matches.
- The Executive Director of Medical Services at both hospitals must be approached for consent and must provide written approval to the QRGP team endorsing the swap. Submission of this evidence is the responsibility of the Rural Generalist Trainees requesting to swap. A swap cannot proceed without this evidence.
- The swap will only be upheld while all parties continue to support it and if each Rural Generalist Trainee reports for duty at the hospital they agreed to. If one party fails to commence duty at the hospital to which they swapped, the other party may be required to fulfil their intern year at their original hospital allocation.
- Submission of a request to swap by a Rural Generalist Intern constitutes implied consent for the RGP team to provide contact details between parties who may be eligible to swap.
- In the event that there is more than one match i.e. two parties from Hospital A have indicated a preference to swap to Hospital B and one party wishes to swap from Hospital B to Hospital A, a balloting process will occur to determine the party who will be ineligible to swap.

- Submission of a swap request does not place any liability or onus on the QRGD team to ensure a swap occurs.

### Withdrawal

Should a Rural Generalist Trainee wish to decline their offer of a Rural Generalist Intern hospital allocation after accepting a position on the Pathway, the following terms and conditions apply:

- The applicant will forego their Rural Generalist Intern status and be withdrawn from the Queensland Rural Generalist Pathway.
- The applicant will not be considered for any other Intern position in Queensland for the intended year of internship.
- The applicant may be given a priority status of Group D in subsequent application years.

## Further Information

If you require any further information, please do not hesitate to contact the Queensland Rural Generalist Pathway team.

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Website: <http://ruralgeneralist.qld.gov.au/>

## Related documents

- Rural Generalist Intern Placement Preferencing and Ballot Guide

## Version Control

This document will be reviewed annually.

**Date of last review:** 19 December 2017