

## Rural Generalist Trainee Transferring 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 transfer hospitals during internship. This guide applies to all postgraduate year one (PGY1) Rural Generalist Trainees / Queensland Health Rural Scholarship Scheme (QHRSS) holders who have commenced internship. Rural Generalist Trainees yet to commence internship should refer to the Rural Generalist Trainee Swapping and Withdrawal Guide as they are not eligible to be considered for transfer prior to commencement of internship.

### Principles

As a general rule, the QRGP does not endorse the transfer of Rural Generalist Trainees during prevocational training. The QRGP team will only consider a possible transfer where compassionate or compelling circumstances apply.

Should a Rural Generalist Trainee wish to transfer hospitals, the following terms and conditions apply:

- Applications will be assessed on a case by case basis.
- Trainees who transfer without consulting the RGP team are at risk of removal from the Pathway.
- Submission of a transfer request does not place any liability or onus on the RGP team to ensure a transfer occurs.

### Process

**Step 1.** Trainee must formally advise the RGP team in writing of their request to transfer to a particular facility and the reason/s for the request. Requests should be emailed to [rural\\_generalist@health.qld.gov.au](mailto:rural_generalist@health.qld.gov.au).

#### Note:

- *The facility needs to be a Rural Generalist Prevocational Training Hospital. The list of facilities is available from the [Essential Information](#) page of the QRGP website.*
- *Step 1 must be undertaken **before** the potential transfer hospital is approached.*

**Step 2.** The request will be discussed at a Rural Generalist Training Advisor (RGTA) Forum and the trainee will be advised of the outcome.

**Step 3.** Following approval from the QRGP team the trainee should:

- *Approach the facility they wish to transfer to and discuss position options.*
- *Ensure the facility can provide access to the prevocational training terms not yet completed (a minimum of 5 weeks (preferably 10 weeks) in paediatrics, anaesthetics and O&G is required by the end of PGY2).*
- *Ask if the facility will support release to attend a Rural Generalist Trainee Workshop in PGY2; if not, the trainee may need to take leave to attend.*
- *Advise their existing facility of their intention to transfer subject to the outcome of the Resident Medical Officer (RMO) Campaign.*

**Step 4.** Trainee applies for a position at the new facility via the [RMO Campaign](#). Applications usually open in June of the year prior to transfer.

**Step 5.** Trainee advises the QRGP team and their existing facility of the outcome of their application.

### Further Information

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

Phone: 1800 680 291

Email: [rural\\_generalist@health.qld.gov.au](mailto:rural_generalist@health.qld.gov.au)

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

### Related documents

- Rural Generalist Trainee Swapping and Withdrawal Guide

### Version Control

This document will be reviewed annually.

**Date of last review:** 17 December 2019