

Training provider declaration for PGY1 bulk report

Doctor completion of accredited PGY1 training

Instructions

This form is for PGY1 training providers completing the PGY1 doctor bulk report and signing the associated declaration recommending a PGY1 doctor for general registration at the end of intern training.

The template *Training provider confirmation of satisfactory completion of PGY1 training – bulk report* (bulk report) is for use by training providers to confirm to the Medical Board of Australia (Board) that a PGY1 doctor has satisfactorily completed or will satisfactorily complete PGY1 training as prescribed in the [Registration standard: Granting general registration as a medical practitioner to Australian and New Zealand medical graduates on completion of postgraduate year one training](#) (Registration Standard).

The completed bulk report must be accompanied by this declaration form, signed by the Director of Clinical Training, Director of Medical Services, the Assessment Review Panel Chair, or other person of comparable level of seniority who has been authorised by the hospital to sign the declaration and who is acceptable to the Board.

The completed bulk report and declaration should be submitted no earlier than four weeks from the end of the final term of the intern year to ensure the accuracy of the information.

The bulk report and declaration must be provided to Ahpra as per the template to ensure a smooth transition from provisional to general registration for the PGY1 doctor.

If, after you have submitted the PGY1 bulk report, the PGY1 doctor does not complete the intern year satisfactorily, please contact Ahpra urgently as this may affect their eligibility for general registration.

As a person employed by a health service accredited as a prevocational training provider, it is your responsibility to report whether a PGY1 doctor has completed training as prescribed in the Board's Registration Standard and to ensure the accuracy of the reports the Board will rely on to decide whether to grant General Registration to a PGY1 doctor on satisfactory completion of PGY1 training.

Please retain the individual PGY1 doctor's end of term assessment reports and any other evidence supporting satisfactory completion of PGY1 training such as outcomes of any remediation. These documents are to be provided to the Board, upon request, in the event it requires additional information in order to make a registration decision. These documents should be kept for a period of time in-line with your organisation's document/data retention policy.

Flexibility in the requirement for 47 FTE weeks for genuine sick, personal, carer's, or ceremonial or cultural leave

The Board expects PGY1 doctors to complete at least 47 FTE weeks of supervised clinical practice in accordance with the Registration Standard. Other than for up to two weeks of professional development, leave should not be built into the PGY1 roster for the 47 FTE weeks of experience. Where a PGY1 doctor has been unable to complete 47 FTE weeks of experience due to genuine sick, personal, carer's, or ceremonial or cultural leave¹, the Board has agreed to allow for some flexibility in relation to the minimum amount of time required by a PGY1 doctor in supervised clinical practice, as outlined below.

Flexibility in the maximum allocation of practice in any one specialty

2024 being the first year of implementation of the Registration Standard, the Board has agreed to waive the requirement for the maximum allocation of practice in any one specialty (including its subspecialties) for PGY1 doctors who started PGY1 training in 2024 only. Any PGY1 doctors who commence

the PGY1 training program after 1 January 2025 must meet the maximum allocation requirements for experience in specialties and subspecialties as outlined in the Registration Standard.

Permitted circumstances for PGY1 doctors to be included in bulk report

The below is a list of limited circumstances² approved by the Board which allows a PGY1 doctor to be included in the bulk report. This list is intended to be exhaustive and any PGY1 doctors who do not fall within one or more of the prescribed circumstances are not eligible to be included in the bulk report.

The Board agrees to allow PGY1 doctors to be included in the bulk report in any of the below circumstances:

1. PGY1 doctors who received an overall satisfactory rating and met all the PGY1 training requirements as prescribed in the Registration Standard, or
2. PGY1 doctors who received an overall satisfactory rating and who have completed at least 45 FTE weeks, but less than 47 FTE weeks, of supervised clinical practice due to genuine sick, personal or carer's leave and met the prescribed terms in the four types of patient care in a range of specialties, or
3. PGY1 Aboriginal or Torres Strait Islander doctors who received an overall satisfactory rating and who have completed at least 46 FTE weeks, but less than 47 FTE weeks, of supervised clinical practice due to ceremonial or cultural leave and who have met the prescribed terms in the four types of patient care in a range of specialties, or
4. PGY1 Aboriginal or Torres Strait Islander doctors who received an overall satisfactory rating and who have completed at least 44 FTE weeks, but less than 47 FTE weeks, of supervised clinical practice due to any combination of genuine sick, personal or carer's, or ceremonial or cultural leave, and who have met the prescribed terms in the four types of patient care in a range of specialties, or
5. Any PGY1 doctors who:
 - i. fall within any of the circumstances described in paragraphs 1-4 above; and
 - ii. commenced their PGY1 training in 2024; and
 - iii. have practised more than 50% in one specialty (including its subspecialties).

End of PGY assessment report (exception report)

Where a PGY1 doctor does not meet any of the permitted circumstances as outlined in paragraphs 1-5 above by reason of having taken additional sick, personal, carer's, or cultural or ceremonial leave, and the training provider is recommending them for general registration, each of these PGY1 doctors are to be included in the *End of PGY1 assessment report (exception report)*.

The Board may request supporting information in relation to PGY1 doctors included in the exception report and will decide whether to grant general registration on a case-by-case basis.

Multiple bulk reports

There may be PGY1 doctors who meet one or more of the permitted circumstances outlined in paragraphs 1-5 above, but who complete the PGY1 year at different times compared to most of their cohort. You can provide more than one bulk report, even if there is only one PGY1 doctor to report. Each bulk report must be accompanied by a signed declaration.

¹ Ceremonial or cultural leave is only available to Aboriginal or Torres Strait Islander persons

² These circumstances are not intended to be considered exemptions to the Registration Standard and can be amended or removed by the Board at any time

PGY1 training requirements

The Registration Standard outlines the full eligibility requirements of PGY1 doctors for general registration. The PGY1 training requirements outlined in the Registration Standard are summarised here for reference.

A PGY1 doctor must:

1. complete at least 47 weeks full-time equivalent (FTE) experience as a PGY1 doctor in supervised clinical practice, completed in accredited terms in hospital, general practice, or community-based health services. The 47 weeks of experience:
 - a. must be completed within a period of no more than three years.
 - b. excludes annual leave but may include up to two weeks of professional development leave
 - c. must include a minimum of four terms (of at least 10 weeks each term) in different specialties
 - d. must include direct clinical care of patients in each of the types of patient care below. Two types of patient care can be counted in each term, which will have been predetermined through the accreditation process:
 - i. undifferentiated illness patient care
 - ii. chronic illness patient care
 - iii. acute and critical illness patient care, and
 - iv. peri-procedural patient care.

Please also note:

- For the 47 weeks FTE experience, the PGY1 doctor can only practice a maximum of 25% in any one subspecialty and a maximum total of 50% in any one specialty (including its subspecialties). For example, they cannot practice more than 50% in surgical terms or paediatric terms.
- Each accredited term may include more than one type of patient care. For example, it could include both undifferentiated illness patient care and peri-procedural patient care.
- The PGY1 doctor can count up to two types of patient care per term when making up the requirements. The type of patient care the PGY1 doctor can count will have been defined through the accreditation process.
- It is possible to complete the experiential parts of the requirements (undifferentiated illness, chronic illness, acute and critical illness and peri-procedural patient care) in less than 47 weeks. However, the standard requires that the PGY1 doctor complete both the 47 weeks FTE experience and the types of patient care to be eligible for general registration.

Declaration

I understand that as a person authorised to sign this declaration by the health service accredited as a prevocational training provider, it is my responsibility to report accurately whether the PGY1 doctor has met the training requirements as prescribed in the Medical Board of Australia's [Registration standard: Granting general registration as a medical practitioner to Australian and New Zealand medical graduates on completion of postgraduate year one training](#) (the Registration Standard).

I understand that the Medical Board of Australia (the Board) and Ahpra will rely on the information in the PGY1 bulk report, and any additional information that I provide to decide whether to grant general registration to the doctors included in the report.

I confirm that the doctors named in the attached PGY1 bulk report dated _____ have met, or will meet by the specified date, the PGY1 training requirements outlined in the Registration Standard or any one of the permitted circumstances as outlined in paragraphs 1–5 of this form under the heading 'Permitted circumstances for PGY1 doctors to be included in bulk report'.

I confirm that by including a doctor's details in the attached PGY1 bulk report and signing this declaration, I am also confirming that the doctor has been assessed as having reached an overall satisfactory rating on completion of their PGY1 training

Full name

Position

Name of parent health service

Signature


SIGN HERE

Date

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