



The Royal New Zealand  
College of General Practitioners

## INDIVIDUAL EMPLOYMENT AGREEMENT

Between:

And: The Royal New Zealand College of General Practitioners

Date:

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# INDIVIDUAL EMPLOYMENT AGREEMENT

## 1 Parties to the Agreement

- 1.1 This Individual Employment Agreement (Agreement) is made between **[first name, second name]** (“**you**”); and The Royal New Zealand College of General Practitioners (“**the College**”).

## 2 Definitions

- 2.1 ATTACHMENT means the placement of a registrar in a teaching practice as an employee for the purposes of training.
- 2.2 COLLEGE means The Royal New Zealand College of General Practitioners.
- 2.3 GPEP means the General Practice Education Programme as described in the Fellowship Pathway Regulations from 1 December 2012.
- 2.4 GPEP Year 1 means the General Practice Education Programme Year 1.
- 2.5 MANAGER, VOCATIONAL TRAINING means the person employed by the College to lead the College’s education programme.
- 2.6 MEDICAL EDUCATOR means a general practitioner engaged by the College to deliver the programme in the regions.
- 2.7 NOMINAL BASE LOCATION means the city or town where the day release seminars are held.
- 2.8 PROGRAMME means General Practice Education Programme Year 1 as administered by the College.
- 2.9 PROGRAMME ADMINISTRATOR means a person employed by the College to assist with programme administration at regional level.
- 2.10 RURAL PRACTICE means those teaching practices which are categorised as rural by the College.
- 2.11 HIGH NEEDS means those teaching practices which are categorised as high needs by the College

- 2.12 SEMINAR PROGRAMME means regular seminar/learning sessions which take place away from the teaching practice as part of the Programme.
- 2.13 TEACHER means a general practitioner contracted by the College as a teacher in the Programme to teach and supervise registrars in the teaching practice.
- 2.14 TEACHING PRACTICE means a general practice to which a registrar is attached under the supervision of a teacher.

### 3 Terms of employment

- 3.1 You are employed for a fixed term period commencing on **(date)** (“commencement date”) finishing on **(date)** (“expiry date”). This agreement may be terminated early in accordance with section 12 of this agreement.
- 3.2 The reason for you being employed for a fixed term period is that your employment covers two 26 week attachments with an accredited training practice to be completed in a 12 month period in order to meet the clinical and education programme requirements of the General Practice Education Programme for Year 1.
- 3.3 You agree and acknowledge that:
- 3.3.1 Nothing in this Agreement or arising from its performance shall be interpreted or understood to give you any expectation that your employment will continue beyond the expiry date; and
- 3.3.2 No assurance or arrangement for any renewal or subsequent agreement shall bind either party unless it is in writing.

### 4 Your position

- 4.1 You are employed in the position of **Year 1 General Practice Registrar (GPEP Year 1)**
- 4.2 The purpose of this position is to enable you to complete the requirements of the Programme. The Fellowship Pathway Regulations set out the clinical time and education programme requirements for GPEP Year 1.
- 4.3 Your specific duties and responsibilities are set out in your position description, a copy of which is attached as Schedule 1 to this Agreement.
- 4.4 Your position description may be varied from time to time, to reflect the changing requirements of the College. Where possible, the College will seek your input before making any changes to your position description.

## **5 Place of work**

- 5.1 You will be required to undertake two 26 week attachments in two different teaching practices in the **[Insert region]** region.
- 5.2 You acknowledge and agree that you may be attached to any teaching practice within this region as directed by the College.

## **6 Hours of work**

### **6.1 Ordinary hours**

- 6.1.1 Your ordinary hours of work will usually be between 40 and 45 hours per week (between 28 and 32 hours per week if a part-time registrar) and will normally be carried out between the hours of 7.30 am and 6 pm, Monday to Friday. Actual hours of work will be determined by your teacher, after consultation with you. The hours do not include unpaid lunch breaks.
- 6.1.2 During the Programme, hours of work for a registrar will include an average 8 sessions (5 sessions for part-time registrars) of clinical time per week, teaching time and 45 days during the term of this agreement to attend seminars, undertake other training, for attending exams and assessments required by the Programme and to attend relevant conferences.

### **6.2 'After-hours' or 'out-of-hours' work**

- 6.2.1 Where a practice provides after-hours services, you will be expected to participate in a minimum of five sessions per attachment. The definition of an after-hours session depends on local context and may include other out-of-hours practice activities that are scheduled as relevant to the registrar learning plan.
- 6.2.2 Where after-hours sessions are worked, you will be entitled to take Time-off-in-lieu (TOIL) on an hour for hour basis. The terms of the TOIL is to be negotiated between you and your teacher and confirmed in writing at the commencement of the attachment. TOIL should be taken as soon as practicable following after-hours work being undertaken and normally in the same week.
- 6.2.3 Should either you or your teacher need to change your agreement during the attachment, this can only be done by mutual agreement. If agreement cannot be reached, you may contact the medical educator.

6.2.4 For avoidance of doubt, any unused TOIL will not be paid to you at the end of your employment.

### 6.3 Secondary Employment

6.3.1 Beyond the terms of this agreement, you are not to engage in any paid or unpaid work without the prior written consent of the College.

6.3.2 Approval will not be withheld unless the work is deemed to risk compromising your learning on, or completion of, the Programme.

## 7 Remuneration

### 7.1 Salary

7.1.1 Your salary will be [\$ ] per annum.

(a) If you are a part-time registrar, your salary will be prorated to 7/10 of the salary set out in clause 7.1.1.

7.1.2 You will receive an incentive allowance of \$1,500 for each attachment you undertake in a high-needs or rural practice as defined by the College. This allowance will be paid as part of your fortnightly salary for the 6 month period of each attachment to which it applies.

7.1.3 You will be paid your salary (less tax) fortnightly by direct credit to your nominated New Zealand bank account.

### 7.2 KiwiSaver

7.2.1 You have the option of joining KiwiSaver, and as a new employee you will be automatically enrolled into KiwiSaver. If you choose to opt-out of making contributions to KiwiSaver, you may only do so between the 2<sup>nd</sup> and 8<sup>th</sup> week of your employment with the College.

7.2.2 The minimum compulsory employee contribution, as per the KiwiSaver Act 2006, will be deducted from your pay unless you choose to opt-out or increase your contributions.

7.2.3 The College will contribute 3% of your taxable base salary (including employer superannuation contribution tax) if you choose to contribute to the KiwiSaver scheme.

7.2.4 More information about KiwiSaver, including what employers and employees need to do to start a savings scheme, is available from <http://www.kiwisaver.govt.nz>.

## **8 Deductions**

**8.1** You authorise the College to make deductions from your base salary or any final pay due to you for:

**8.1.1** any time lost through your sickness, accident or default over and above your entitlements under this Agreement;

**8.1.2** any overpayment that is mistakenly paid to you;

**8.1.3** any annual leave taken in advance of your entitlement that had not yet accrued on your date of resignation;

**8.1.4** any period of notice not provided by you in terms of clause 10.1.3.

**8.2** You will be given written advice of the reasons for any such deductions and the timing of when they are made.

## **9 Expense Reimbursement**

### **9.1 Programme-related expenses**

**9.1.1** The College will either directly cover the costs of, or fully reimburse you for, the following programme-related expenses:

(a) Current practising certificate

(b) Medical Indemnity Insurance

(c) RNZCGP Associate Membership fees

(d) GPEP Year 1 written and clinical exam fees, if sat within the term of this agreement

(e) ACLS renewal fees to minimum level 5, if applicable

(f) ACC PRIME courses for rural registrars attached to PRIME certified practices, if not funded by ACC

**9.1.2** On provision of GST tax invoices, a contribution of \$500, exclusive of GST, will be paid by the College for the purchase of required textbooks and or equipment.

**9.1.3** The College will, on receipt of GST tax invoices, contribute up to \$250, exclusive of GST, towards the cost of registration for the GPEP Year 1 registrar day of the

College's Annual Conference for General Practice and the College's Annual Conference for General Practice.

- (a) For avoidance of doubt, travel and accommodation costs of attending the College's Annual Conference for General Practice will not be met by the College.

## **9.2 Use of own car for practice duties**

**9.2.1** Where a registrar is required to use their own car for the purpose of practice duties, a motor vehicle mileage allowance will be paid by the teaching practice.

**9.2.2** Except as provided for in clause 9.6 on a case by case basis, the teaching practice and College will not cover travel to and from your place of residence to the teaching practice each day.

## **9.3 Travel to seminars and other training**

**9.3.1** Where you are required to travel more than 30 km from your place of residence to attend a weekly seminar meeting or other training, the College will make a contribution for approved travel. The following conditions apply:

- (a) If convenient transport is provided at no cost to you and you choose not to take it, there will be no mileage entitlement.
- (b) If you use your own car then \$0.35 per km will be paid for the distance that is in excess of 30 kilometres each way.
- (c) It is expected that when at all possible car pooling will be used.
- (d) Claims for reimbursement should be made monthly on the appropriate travel claim form.

**9.3.2** In some circumstances you may receive approval from the College to fly to seminar locations.

- (a) You must notify the programme administrator, as soon as possible of your flying schedule for the period of your attachment so that bookings can be made by the programme administrator early enough to take advantage of bulk and advance booking concessions.
- (b) The College will only cover the costs of approved flights that are directly related to your involvement in the Programme.



**9.3.3** In some circumstances, registrars may need to stay overnight in order to attend seminars or other training. The College will consider and approve applications on a case by case basis. Where overnight accommodation is approved, actual and reasonable cost of accommodation will be reimbursed up to an approved maximum as set out in the GPEP Year 1 Travel Policy.

**9.4** Except in terms of clause 9.6 below, you will not be reimbursed for any relocation expenses at the beginning or end of your attachments.

**9.5 Travel expenses related to the written GPEP Year 1 exam**

**9.5.1** The College will cover actual and reasonable travel, accommodation and meal expenses related to attendance at the written GPEP Year 1 exam, up to an approved maximum as set out in the GPEP Year 1 Travel Policy.

**9.6 Relocation and travel assistance for attachments to rural practices**

**9.6.1** If the distance from your current place of residence to the rural practice attachment is more than 100 km, the College will assist with the costs of relocation as set out in clause 9.6.3, up to a maximum of \$3,000 per relocation.

**9.6.2** For clarity, you may access relocation assistance at the commencement and/or the end of a rural practice attachment. If you complete two rural practice attachments during GPEP Year 1, you may access up to \$3,000 on 3 separate occasions; at the commencement of your first attachment, between your two attachments and at the conclusion of your second attachment.

**9.6.3** If you choose to relocate to the rural practice area, the College will reimburse actual and reasonable relocation-related expenses, on receipt of GST tax invoices, up to the maximum of \$3,000 per relocation. This may include expenses such as:

- (a) Travel for you, your partner and your children to move to the new location
- (b) Removal of your furniture and essential effects from your current place of residence to the your new place of residence close to the rural practice to which you are attached.
- (c) Up to one week's accommodation for you, your partner and children

**9.6.4** Other requests for financial assistance, within the overall maximum of \$3,000 per relocation, will be considered on a case by case basis.

**9.6.5** If you are not able to move to live at the location of the rural practice, the College will pay \$0.35 per km for travel to and from the teaching practice location to your place of residence at the nominal base location twice a week.

## **10 Leave**

### **10.1 Annual leave**

**10.1.1** You are entitled to four weeks annual leave in accordance with the Holidays Act 2003 (“the Act”).

**10.1.2** You may take annual leave in advance of your entitlement subject to the approval of your teacher. Should you leave before the end of this fixed term employment agreement, any overpaid leave will be deducted from your final payment in terms of clause 8.1.

**10.1.3** The College may require you to take annual leave during a closedown period as defined in section 29 of the Holidays Act 2003.

**10.1.4** In respect of clauses 10.1.3, your pay will be dependent on your accrued annual leave balance for that period and may include annual leave, annual leave in advance, or unpaid leave if you have used all of your annual leave entitlement under this fixed term agreement.

**10.1.5** You will be paid for any annual leave in the fortnightly pay that relates to the period during which the leave is taken.

### **10.2 Public holidays**

**10.2.1** You are entitled to a paid holiday on each of the eleven public holidays specified in the Act, if they fall on days that would otherwise be working days for you.

**10.2.2** The College will not require you to work on a public holiday.

**10.2.3** If you agree to work a public holiday at the request of your teaching practice you will be employed by the teaching practice for that specific holiday with the teaching practice being responsible for any payment or entitlements under the Holidays Act.

### **10.3 Sick leave**

**10.3.1** You are entitled to paid leave of up to five days in each of your 26 week attachments for your own sickness or injury or that of:

- (a) your spouse, partner; or

(b) a person who depends on you for care.

**10.3.2** For the avoidance of doubt, the two five day periods of sick leave do not accrue beyond each attachment.

**10.3.3** If you intend to take sick leave, you must notify your teacher as soon as practicable and, if possible, before you are expected at work.

**10.3.4** The College may require you to provide a medical certificate to support any application for sick leave.

**10.3.5** If the College considers that you may not be capable of the proper performance of your duties due to ill health (whether physical or mental), then it may require you to be assessed/examined by a medical practitioner nominated and paid for by the College in order to assess your fitness to work. You agree to co-operate with the assessment/examination and consent to the release of any resulting medical report to the College. You may also submit your own medical reports or recommendations to the College.

#### **10.4 Bereavement/Tangihanga leave**

**10.4.1** From your commencement date of employment, you will be entitled to paid bereavement leave as follows:

- (a) up to three days paid leave on the death of your spouse, partner, child or parent, brother or sister, grandparent, spouse's or partner's parent; and
- (b) one day paid leave (or part thereof) for any person whose death the teaching practice accepts has caused you to suffer bereavement, taking into account relevant factors such as closeness of association between you and the deceased person; whether you have to take significant responsibility for funeral arrangements; and any cultural responsibilities such as attendance at all or part of a Tangihanga (or its equivalent).

**10.4.2** For completeness, clause 10.4.1 includes your statutory entitlement.

**10.4.3** The College may extend the period of bereavement leave at their discretion. You must apply to the College for any extension to the period of bereavement leave over and above the terms of clause 10.4.1.

## **10.5 Parental leave**

**10.5.1** You may be entitled to parental leave in accordance with the Parental Leave and Employment Protection Act 1987. Advice will be provided and discussed with you on a case by case basis.

**10.5.2** The College is committed to supporting registrars to remain in GPEP. Should you take parental leave and be unable to fulfil the requirement of 80% minimum attendance at seminars, the College will endeavour, wherever practical, to hold a place open in the following year's intake in the same region.

## **11 Code of Conduct, Policies and Procedures**

**11.1** You must comply with the applicable Code of Conduct and all other internal policies and procedures of the College (as amended from time to time at our discretion).

**11.2** You are also expected to comply with applicable codes of conduct, policies and procedures of the Teaching Practices to which you are appointed.

**11.3** During the Programme you are also expected to familiarise yourself and abide by all relevant legislation, including:

- (a) Privacy Act
- (b) Health and Safety Act
- (c) Health Practitioners Competence Assurance Act
- (d) Code of Health and Disability Commissioner Act

## **12 Termination of employment**

### **12.1 Notice period**

**12.1.1** Subject to earlier termination in accordance with the provision of this agreement, your employment will automatically terminate on the expiry date.

**12.1.2** Your employment may be terminated by either the College or the registrar giving three months written notice to the other party. However, a lesser period of notice may be agreed to by both parties.

**12.1.3** The College may, at our discretion, pay you in lieu for some or all of the notice period. Alternatively, the College may require you to remain employed but not attend work during that time.

**12.1.4** If you terminate your employment without giving the required period of notice, you will forfeit or pay to an amount equivalent to your base salary for the balance of the period due.

**12.1.5** Despite clause 12.1.2, the College may terminate your employment summarily and without notice in the case of serious misconduct or if you cease to be a medical practitioner registered in New Zealand.

## **12.2 Termination for incapacity**

**12.2.1** Your employment may be terminated in accordance with clause 10.3.5, if the College considers that you are incapable of the proper performance of your duties and responsibilities due to illness or some other incapacity.

**12.2.2** Before your employment is terminated on the basis of clause 10.3.5 for this reason, the College will consider any medical evidence that you wish to provide. The College may also pay for and require you to undergo a medical examination by a medical practitioner nominated by the College. In that case, the College will consider the medical report resulting from that examination along with any other relevant medical reports or material available to it, before making a decision.

## **12.3 Abandonment of employment**

**12.3.1** In order to meet the clinical requirements of the Programme, 100% attendance at clinical sessions is required at both attachments, except for approved leave.

**12.3.2** If you are absent from work without notifying your teacher for more than three consecutive working days, you will be deemed to have abandoned your employment and your employment will terminate on the expiry of that third working day.

## **12.4 Suspension**

**12.4.1** The College may suspend a registrar:

- (a) who does not hold a current Practising Certificate
- (b) from duties and responsibilities required under the Programme's terms and conditions in order to undertake investigations related to misconduct, health status or other serious concerns.

**12.4.2** In such cases, the College may suspend you from your employment on pay pending the outcome of that investigation.

**12.4.3** The College will consult with you prior to any decision regarding suspension of your employment.

## **12.5 Redeployment and redundancy**

**12.5.1** The College may terminate your employment for reason of redundancy if your position becomes, or will become, surplus to our requirements. You will not be entitled to any redundancy compensation but will receive the notice provision outlined in clause 12.1.2.

**12.5.2** However, we will first examine whether any redeployment options are available which are in line with your skills and experience.

**12.5.3** If part or all of the College is to be sold, transferred, or contracted out to another entity with the result that the work you previously performed is affected, we will:

- discuss the likely impact of this event with you, including whether it is possible to transfer you to that entity; and if so,
- discuss with the new entity whether any such transfer will be offered to you on equivalent terms and conditions of employment.

## **12.6 Return of property**

**12.6.1** Upon the termination of your employment and prior to your final salary payment being made, you are required to return to the teaching practice or the College:

- (a) all documents, letters, papers, business cards and other material of any description (including computerised and electronic files) within your possession or control that relate to the affairs and operations of the teaching practice or the College; and
- (b) all equipment or other property of the teaching practice or the College.

**12.6.2** If any equipment or other property of the teaching practice or the College is not returned or is returned in a damaged condition, we may make a deduction from your final pay for the cost of repair or replacement of that equipment or property.

## **13 Health and safety**

**13.1** While at work, you must:

- take all reasonable steps to ensure your own safety and the safety of others around you;
- report all hazards that you identify in the workplace to your manager, so that remedial action can be taken; and

- report any accident (including a “near-miss”) that you have at work and enter it in the Accident Register.

13.2 Should there be any change in your health during your employment that could adversely affect your ability to perform any work requirement (including stress-related symptoms), you must notify the College immediately.

## 14 Intellectual property

14.1 All work that you produce in the course of your employment is the property of the College.

14.2 If required, you agree to do and sign everything required to enable us to obtain intellectual property rights to any intellectual property or to enforce any intellectual property rights.

## 15 Conflict of interest

15.1 You agree not to enter into any contracts, agreements, business interests and/or activities which may conflict in any way with the interests of the College and your responsibilities to it, or reflect adversely on the College’s business or its public perception.

15.2 You agree that if the College requires it, you will disclose any other business interests that you have had prior to, or have during your employment.

## 16 Confidentiality

16.1 Unless otherwise directed by the College or required by law, you must not misuse or disclose any confidential information which comes to your knowledge, either indirectly or directly, during your employment with us.

16.2 Confidential information in this context includes, but is not limited to, trade secrets, financial information, personal information, proprietary information, secret or confidential operations or reports, processes or business methods, or any information concerning our business or our members (including entities that we provide other services to, or otherwise do business with) that is not in the public domain, including, but not limited to the following:

- information concerning the business or finance of the College or its members;
- developments, designs, assemblies, processes, methods, formulae, drawings and systems relating to the College or that of our members;
- any personnel and medical records, salary and promotional plans, building/availability information, transaction information;
- any information that has a financial value;

- any financial information including but not limited to any information about the assets, liabilities, income or expenditure of the College or that of our members;
- information that is subject to professional obligations of confidence arising out of our relationship;
- information about third parties where we have entered into an agreement to keep it confidential; and
- any other information that you are advised of or should be aware is considered by the College or our members to be confidential.

16.3 This clause applies both during and after your employment.

## 17 Resolving disputes

17.1 As required by the Employment Relations Act 2000, an explanation of the services available for resolving employment relationship problems is set out in Schedule 2.

## 18 Variation of this Agreement

18.1 This Agreement may be varied from time to time by written agreement between both parties.

## 19 Entire Agreement

19.1 This Agreement, including the attached schedules, any relevant policies and procedures (as amended from time to time at our discretion), and your letter of offer dated **(date)**, comprise your entire employment agreement with the College, and supersedes all previous negotiations, communications and commitments whether written or oral.

19.2 In the event you become bound by a collective agreement to which the College is a party at any time, all the terms and conditions of this Agreement will cease to apply to your employment.

## 20 Declaration

20.1 By signing this Agreement, you acknowledge that:

- you have read, understood and accept the provisions of this Agreement;
- you have been advised of your entitlement to seek independent advice on these terms and conditions of employment;
- you have been provided with a reasonable opportunity to seek that advice, prior to signing this Agreement;



- you have been advised that you can obtain further information about your entitlements under the Holidays Act from the Department of Labour ; and
- all the information you have provided to us in support of your application for entry to the GPEP Year 1 in 2012-2013 is true, correct and complete and you understand that the College is relying on the information provided by you and that you may be dismissed from your employment if you have provided any incorrect, misleading or incomplete information.

Dated:

Signed on behalf of

The Royal New Zealand College of General Practitioners

Helen Morgan-Banda

**Chief Executive Officer Designate:**

\_\_\_\_\_

Signed by Employee:

\_\_\_\_\_

**(name)**

## Schedule 1: Position Description



The Royal New Zealand  
College of General Practitioners

<b>General Practice Education Programme Registrar - Year 1</b>	
<b>Position Description</b>	
<b>Position title:</b>	General Practice Education Programme Registrar - Year 1
<b>Responsible to:</b>	<p>Supervising General Practitioner (Teacher) at the relevant practice for clinical and training matters</p> <p>Medical Educator for the region the practice located in for clinical and training matters</p> <p>Line Manager for any employment related matters</p>
<b>The College:</b>	<p>The Royal New Zealand College of General Practitioners works to improve the health of all New Zealanders through high quality general practice care.</p> <p>The College is a professional membership organisation which works to strengthen the professionalism and practice of its members.</p> <p>The College provides training and education, assessment, quality and support services in general practice and rural hospital medicine.</p> <p>The College represents its members by providing advice and expertise to government and within the wider health sector.</p>
<b>Purpose of the position:</b>	<p>Registrars in this position will train under supervising GP medical educators and teachers in a clinical environment and attend regular seminars to develop the specialist skills of general practice consultation, translate prior learning to a community-based primary health team and achieve a level of competence for safe practise in general practice.</p> <p>The year 1 intensive clinical training includes two 26-week attachments at two different accredited teaching practices, with an approved teacher. Four days a week are usually spent in the practice, with one day attending seminars and/or workshops.</p> <p>Registrars will spend most of their time consulting with patients in the teaching practice, although they may engage in other activities, as their learning needs dictate or are required by the programme.</p>

### Key Relationships

#### **Internal:**

- Manager, Vocational Training
- People Manager
- Programme Administrator
- Clinical Leader GPEP
- Medical Educator
- In Practice Teacher
- Other GPEP Registrars
- Other members of the College's staff

#### **In Practice:**

- In Practice Teacher
- Practice Manager
- Practice Nurses
- Other Practice Staff

#### **External:**

- Healthcare consumers
- Hospital and community based healthcare workers
- Other key stakeholders

## **Key Result Areas**

### ***Key Result Area 1 – The Clinical Attachment***

The attachments registrars are placed in enable the experience of being in 'full-time general practice' with the support of a teacher and provide opportunities to reflect on the learning that takes place. Registrars spend most of the time consulting patients in the teaching practice. This provides the main basis for learning, although other activities besides consulting may be appropriate.

The clinical practice attachments help develop the specialist skills of general practice consultation and translate prior learning to a community-based primary health team.

GPEP Registrars are expected to complete a range of key tasks within the attachments in accordance with programme requirements and practice protocols.

### ***Key Result Area 2 – Day Release Seminars and/or Workshops***

The day-release seminars and workshops are run in conjunction with the attachments and provide an opportunity to review and reflect on in practice experiences, through discussion of aspects of general practice.

As well as covering core topics, clinical skills and knowledge, topics for each seminar are structured using a training scaffold that links the topic to the curriculum statements and domains of general practice. They also provide the opportunity to learn appropriate skills and knowledge and talk about experiences and problems with peers.

The residential workshops give intensive attention to particular aspects of general practice such as communication skills in the consultation.

GPEP Registrars are expected to complete a range of key tasks related to seminars and/or workshops in accordance with programme requirements.

### ***Key Result Area 3 – Evaluation and Assessment***

Registrars are required to respond to the feedback from teachers and medical educators on their progress and performance in developing consultation, diagnostic and patient management skills.

Registrars are also required to provide regular feedback and evaluation of the teaching practice and seminar programme.

Summative assessments evaluate an individual's knowledge of, skills in, or experience of general practice. An attainment of minimum standards is required to work under reduced supervision in GPEP year 2. Registrars have a maximum of 18 months from their start date of GPEP to undertake their first summative assessment; accordingly, Year 1 GPEP Registrars may undertake one or both of the following at this time:

- GPEP written examination
- GPEP clinical examination

### ***Other***

This role is responsible for undertaking other tasks that contribute to the general smooth running of the College as a whole.

The position description may be changed by the employer from time to time after discussion with the employee. In addition to the responsibilities set out in the Position Description, the employee shall carry out all reasonable work-related requests made by the employer.

## **Schedule 2: Employment Relationship Problem Resolution**

The Employee is encouraged to raise any employment related concerns with the Employer, in the first instance. If the Employer is unable to resolve the Employee's concerns, then the Employee is able to seek outside assistance. This procedure sets out the assistance that is available to the Employee, and the timeframes that apply.

An employment relationship problem is any problem (including personal grievances and disputes) relating to or arising out of an employment relationship.

The Employee has a maximum of 90 days within which to raise a personal grievance with the Employer.

The Employee must provide an appropriate manager or human resources representative with a written explanation of the employment relationship problem.

If the Employee is not satisfied with the Employer's response then the Employee may seek assistance from the Department of Labour contactable on 0800 800 863, or the Employee's union, or an advocate or lawyer.

If the Employer and Employee cannot resolve their employment relationship problem, then either party may seek mediation assistance from the Department of Labour.

If the employment relationship problem cannot be resolved by mediation, either party may make an application to the Employment Relations Authority.

Further information about that may be obtained by contacting the Employment Relations Infoline on 0800 800 863.