Visiting Medical Officer Appointments for General Practitioner Vocational Trainees

**Summary**  This Policy Directive provides standardisation in the appointment of rural General Practitioner Vocational Trainees in public hospitals in rural Local Health Districts.

**Document type**  Policy Directive

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**Policy manual**  Not applicable

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**Status**  Review

**Functional group**  Personnel/Workforce - Industrial and Employee Relations

**Applies to**  Local Health Districts, Specialty Network Governed Statutory Health Corporations, Board Governed Statutory Health Corporations, Chief Executive Governed Statutory Health Corporations, Affiliated Health Organisations, Public Health System Support Division

**Distributed to**  Public Health System, Divisions of General Practice, NSW Ambulance Service, Ministry of Health

**Audience**  Rural Local Health District staff; VMO

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**Secretary, NSW Health**

This Policy Directive may be varied, withdrawn or replaced at any time. Compliance with this directive is mandatory for NSW Health and is a condition of subsidy for public health organisations.
VISITING MEDICAL OFFICER APPOINTMENTS FOR GENERAL PRACTITIONER VOCATIONAL TRAINEES

PURPOSE
This policy directive deals with the appointment of rural General Practitioner (GP) vocational trainees in public hospitals in rural Local Health Districts (LHDs).

There is a determination in place under section 5(4)(c) of the Health Services Regulation to allow for GP vocational trainees to be appointed as Visiting Medical Officers (VMOs) without the requirement for the availability of the appointment to be advertised.

MANDATORY REQUIREMENTS
Local Health Districts are required to comply with the provisions of this Policy Directive with respect to the appointment, supervision and payment of GP vocational trainees. This policy must be made available to and implemented by medical administration staff.

IMPLEMENTATION
GP vocational trainees are selected into the training program by Rural Training Providers approved and funded by General Practice Education and Training Ltd. This process is set out in GPET policy documents available on http://www.gpet.com.au.

Rural Training Providers are responsible for the local selection, coordination and provision of general practice vocational training in NSW in accordance with GPET policy and procedures. To be a supervisor of a GP trainee who is appointed as a VMO, the supervisor must also hold a VMO appointment.

For GP vocational trainees, appointment as a VMO is subject to:

a. agreement by the Local Health District that an appointment as a VMO be made, which should include an assessment that there will be adequate supervisory arrangements in place for the level of work to be performed by the GP trainee;

b. acceptance by GPET and Rural Training Providers into the vocational training program.

To facilitate the timely appointment of GP vocational trainees as VMOs, Local Health Districts should advise Rural Training Providers to forward information on trainees seeking appointment as VMOs as soon as practical after selection, including:

- Curriculum Vitae
- signed Criminal Record Consent Form
- signed Prohibited Persons Declaration
- completed VMO application form for the relevant Local Health District, including proof of NSW medical registration and medical indemnity if relevant.
• a Code of Conduct acknowledgement form
• a Recipient Created Tax Invoice Agreement
• a New Recruit Health Declaration form, plus evidence of immunity if available.

In processing the appointment of a GP vocational trainee as a VMO, LHDs are to:

a. undertake a credentialing process;
b. in determining clinical privileges and scope of practice, specify the level of supervision which must apply to the trainee that is consistent with the level of experience and skill presented by the trainee;
c. ensure the trainee is aware of contractual obligations, and applicable indemnity options and arrangements.

The services provided by a GP vocational trainee should be consistent with the trainee’s level of experience and skills.

In general, only one VMO payment should be made for each occasion of service provided by the GP trainee and/or the supervisor. However, where a GP trainee is providing a service, and it is clinically appropriate that the supervisor be required to attend to assist, VMO payments can be made both to the supervisor and the GP trainee.

Any enquiries regarding this Policy Directive should be directed to the human resource or medical administration staff in the relevant public health organisation. Only staff in public health organisations from such units are to contact the Ministry.

REVISION HISTORY

<table>
<thead>
<tr>
<th>Version</th>
<th>Approved by</th>
<th>Amendment notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 2011 (PD2011_074)</td>
<td>Deputy Director-General, Governance, Workforce and Corporate Services</td>
<td>The Policy Directive provides that dual payments may be made to both Registrar and Supervisor where it is clinically appropriate. Replaces PD2005_349.</td>
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<tr>
<td>March 2004 (PD2005_349)</td>
<td>Director-General</td>
<td>Allows General Practitioner Vocational Trainees to be appointed as VMO's without the requirement for Areas to advertise the availability of the appointment.</td>
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