



## Policy and Procedure

### Notification to Medical Board of Queensland of:

- (A) Temporary or permanent transfer of Area of Need Junior Medical Officers (including transfer on Rural Relief Program)
- (B) Temporary transfer of area of need Senior Medical Officers and Deemed Specialists undertaking supervised training or upskilling.

#### 1.0 Purpose and scope of policy

1.1 This policy deals with the process and procedure for notifying the Medical Board of Queensland (the Board) of; temporary or permanent transfer of junior medical officers (JHO, SHO, PHO) registered under s135 to practice in an area of need; and the temporary transfer of senior medical officers and deemed specialists to undertake supervised training approved by the Board.

1.2 This policy gives effect to section 150AA, 'Notice to the board of temporary or permanent transfer to junior medical officer position' and 150AC 'Notice to the board of supervised training' of the *Medical Practitioners Registration Act 2001*. The policy will apply when:

(a) a junior medical officer (JHO, SHO, PHO) registered at one or more particular health service facilities intends to transfer, on a temporary or permanent basis, to:-

- (i) a junior medical officer position with a **different** level of seniority at the same or another health service facility;
- (ii) a junior medical officer position with the same level of seniority at a **different** health service facility to which they were registered;
- (iii) transfer of a junior medical officer to relieve in a more senior position on the approved Queensland Health Country Relieving Doctors (QHCRD) program. While on the QHCRD program the junior medical officer may **act** in the following positions for a period of up to **3 months**:

1. Medical Superintendent with Right of Private practice (MSRPP);
2. Medical Officer with Right of Private Practice (MORPP);
3. Medical Superintendent Full-time;
4. Senior Medical Officer; and
5. Principal House Officer.

Prior to acting in a higher position on the QHCRD program the EDMS/ MS of the transferring health facility will certify that the transferring junior medical officer has undergone a skills enhancement program approved by the Board and any emergency practice term required by the Board.

(b) an area of need senior medical officer or deemed specialist at a health service facility intends to transfer to another health service facility to undertake supervised training approved by the Board.

- 1.3 The notification to the Board of the above transfers must be made on the approved form and be accompanied by other documents identified in this policy. The Board must approve any new Supervised Practice plan provided with the notification of change prior to the transfer taking place.
- 2.0 **Notification of transfer of junior medical officer at one level to a junior medical officer at a different level at any health service facility; or**
- Notification of transfer of junior medical officer to a position at the same level at a different health service facility to which they are registered.**
- 2.1 The junior medical officer being transferred **must** sign the Notification of Transfer Form:202.
- 2.2 In accordance with section 150AA(3)(b)(i) of the *Medical Practitioners Registration Act 2001* the Executive Director of Medical Services/ Medical Superintendent for the transferring health facility must certify that junior medical officer being transferred has sufficient practical experience and training in the practice of the profession to undertake the duties and responsibilities of the transfer position in a professional, safe and competent way.
- 2.3 If there will be change in the registrant's nominated supervisor as a result of the transfer, a new supervisor must be nominated and a supervision assessment report provided as part of the notice of transfer. A new supervision plan will be required where there are changes to the original supervision plan.
- 2.4 A PHO registered in a particular specialty activity may only transfer to a position with the same speciality activity.
- 2.5 The completed Notification Form may be faxed, scanned and emailed or posted to the Medical Board.
- 2.6 On receipt of the Notification Form and confirmation by the Board of the details provided, the Board will make the necessary amendments to the registrant's special purpose activity on the public register.
- 2.7 A registrant must not practise in the transfer position until the Board has updated the registrant's special purpose activity on the public access register.
- 3.0 **Notification process for transferring a junior medical officer to the Rural Relief Program.**
- 3.1 Queensland Health may seek the rotation of junior medical officers through the Queensland Country Relieving Doctors program to be given area of need approval. The application for rural relief to be an area of need will require details of the supervision, training, knowledge and experience junior medical officers are required to have to perform the rural relief safely and competently.
- 3.2 Transfer may only occur to the schedule of positions and facilities listed in the Rural Coordination Network schedule approved by the Board at time of area of need certification for junior medical officers.
- 3.3 Where requested by the employer, the Board will assess junior medical officers as suitable for rural relief at level and/or in an acting capacity in a more senior classification level.
- 3.4 Where the transfer of the junior medical officer is to relieve in a more senior position on the approved Queensland Country Relieving Doctors program, the EDMS/MS for the transferring health facility must certify that the nominated registrant has completed;

- (a) the Queensland Health Clinical Rural Skills Enhancement Workshop (or equivalent program approved by the Board); and
  - (b) any emergency practice term required by the Board.
- 3.5** On receipt of the Notification Form and confirmation by the Board of the details provided, the Board will make the necessary amendments to the registrant's special purpose activity including any acting role the junior medical officer may be required to undertake as part of the Queensland Country Relieving Doctors program.
- 3.6** On expiry of the junior medical officer's acting role, the registrant's special purpose activity will be automatically amended to reflect their previous junior medical officer special purpose activity.
- 3.7** A registrant must not practise in the transfer position until the Board has updated the registrant's special purpose activity on the public register.
- 3.8** The transfer of a junior medical officer to a particular rural relief position is time limited to 3 months. The cumulative period for all rural relief positions is limited to 6 months in any one registration period (1 year). For cumulative periods greater than 6 months, a fresh application for registration with the Board will be required.
- 4.0** **Notification process for the temporary transfer of an area of need senior medical officer or deemed specialist to a health facility for supervised training or upskilling.**
- 4.1** Section 150AC of the *Medical Practitioners Registration Act 2001* provides that area of need senior medical officers and deemed specialists may be transferred to a different health facility to which they were registered, which **may or may not** be a declared area of need, for the purposes of undertaking supervised training in the activity which they are registered.
- 4.2** (a) A deemed specialist registered in a particular specialty may only transfer for training and upskilling in the same specialty
- (b) An SMO registered within a speciality unit may transfer for training and upskilling in a different specialty unit where a genuine training opportunity exists.
- 4.3** The area of need registrant being transferred **must** sign the Notification of Transfer Form 202.
- 4.4** Prior to the transfer of an area of need senior medical officer or deemed specialist for a period of supervised training, the EDMS/MS of the primary employing facility (transfer facility) must complete and sign the approved Notification Form.
- 4.5** A supervision and training plan must be provided as part of the notification process. The Board must review and approve the supervision and training plan prior to transfer.
- 4.6** The completed Notification Form may be faxed, scanned and emailed or posted to the Board. On confirmation by the Board of the details provided, the Board will make the necessary amendments to the registrant's special purpose activity.
- 4.7** A registrant must not practise in the transfer position until the Board has updated the registrant's special purpose activity on the public register.
- 4.8** The title "Senior Medical Officer" includes a Medical Superintendent, Deputy Medical Superintendent, Assistant Medical Superintendent, General Practitioner and Medical Officer.

- 4.9 The transfer of a SMO/ Deemed Specialist for upskilling or training is time limited to 3 months at any one time. The cumulative period for all upskilling and training is limited to 6 months in any one registration period (1 year). For cumulative periods greater than 6 months, a fresh application for registration with the Board will be required.
- 5.0 **A notification may NOT be used to extend the date of registration beyond the renewal date for registration.**