



POLICY

Internship completion requirements for Australian and New Zealand graduates

1.0 Purpose

- 1.1 The policy outlines the relevant factors and considerations, which may be taken into account by the Board when making a decision about the removal of internship conditions on a doctor's general registration.
- 1.2 The policy is designed to inform the staff of the Office of the Medical Board, members of the Medical Board of Queensland, the Postgraduate Medical Education Council of Queensland, doctors, employers, and members of the public of the principles which guide the decisions made by the Board.

2.0 Scope

- 2.1 This policy applies to the satisfactory completion of an internship undertaken in the postgraduate year (PGY1).

3.0 Legislative provisions

- 3.1 Section 44 of the *Medical Practitioners Registration Act 2001* (the Act) specifies when an applicant is eligible for general registration.
- 3.2 Section 57 of the Act refers to the imposition of internship conditions.
- 3.2 Section 94 of the Act refers to the removal of internship conditions.

4.0 Definition of Internship

- 4.1 In accordance with part 2 of the *Medical Practitioners Registration Regulation 2002*, the prescribed internship consists of at least 52 weeks in 1 or more accredited intern training programs¹ or accredited intern training secondment programs; and
- 4.2 For the purposes of providing the intern with the optimum educational experience, the Board requires that 10 weeks experience and training in each of the specified core terms be undertaken continuously.
- 4.2 An internship must include at least 10 weeks practical experience and training in each of the following²:
 - (I) Medicine, other than emergency medicine
 - (II) Surgery
 - (III) Emergency medicine
- 4.3 Interns must complete the internship, to the Board's satisfaction within the prescribed period of 3 years³.

5.0 Part Time Internship

- 5.1 The Board supports interns undertaking their internship on a part-time basis, subject to:
 - o The total time taken does not exceed 3 years;
 - o The aggregate number of hours worked is the same as that required of 'full time' interns; and
 - o Training is undertaken in an accredited training facility.

¹ The Board has delegated responsibility to the Postgraduate Medical Council of Queensland (PMQC) to manage the accreditation process.

² Section 4(1)(b) of the *Medical Practitioners Registration Regulation 2002*

³ Section 57(3)(a)(ii) of the *Medical Practitioners Registration Act 2001*

6.0 Leave Standards

6.1 This policy is concerned with the effect of leave on a doctor satisfactorily completing an internship. It is not concerned with the intern's rights to leave as an employee.

6.2 Absence from training by an Intern may impact on satisfactory completion of an internship and the removal of internship conditions.

6.3 Annual Leave

- The maximum permitted annual leave during a 52 week Internship is 5 weeks.
- Annual leave to normally being taken during elective terms;
- Annual leave must not be granted during core rotations of Medicine, Surgery, and Emergency Medicine, other than:
 - i. in exceptional circumstances; or where
 - ii. the core term is more than 10 weeks in duration – in which case the period of time exceeding 10 weeks may be utilised as annual leave;
- Where annual leave is taken during a core term, or in excess of 5 weeks, additional time will have to be made up in order to meet completion requirements.
- Evidence of any additional time undertaken by the intern must be provided to the Board which clearly shows how the intern has met the internship completion requirements.

6.4 Sick Leave

- The maximum permitted sick leave during a 52 week Internship is 10 days.
- Where the total amount of sick leave taken during the intern year exceeds 10 days, additional time will have to be made up in order to meet completion requirements.
- Evidence of any additional time undertaken by the intern must be provided to the Board which clearly shows how the intern has met the internship completion requirements.

6.5 Other Leave (*special, paid, unpaid*)

Other paid/unpaid leave can be taken during the 52 weeks subject to individual employment requirements. However, this leave is included in the allowable limits for sick and annual leave. Interns taking other leave in excess of allowable limits will need to make up additional time and provide evidence of this to the Board.

6.6 Impact of Leave on Satisfactory progress

When leave taken	Amount of leave taken	Assessment and Action
BEFORE mid-term assessment	Less than a total of 1 week (includes sick, other and annual leave)	Apply PMCQ Assessment Criteria ⁴ against the intern's performance in remaining period of term.
	More than 1 week (includes sick, other and annual leave)	Intern must make up additional time, equivalent to that taken off before consideration of successful completion of term.
AFTER mid-term assessment	Less than a total of 1 week (includes sick, other and annual leave)	Apply PMCQ Assessment Criteria against the intern's performance in remaining period of term.
	More than 1 week (includes sick, other and annual leave)	Apply PMCQ Assessment Criteria against the intern's performance in remaining period of term; and Consider if additional training is needed to meet learning objectives.

⁴ Assessment Criteria is based on the joint PMCQ and Medical Board of Queensland Resident Medical Officer (RMO) assessment form.
Version 1.1 February 2010

7.0 Unsatisfactory Progress

- 7.1 In the event that a term is not completed satisfactorily (including borderline progress) the term is not considered to be part of the required 52 weeks and the intern must undertake further training as required.
- 7.2 The Board recognises that a mid term assessment may identify some performance issues requiring the implementation of an Improving Performance Action Plan (IPAP) and that satisfactory achievement may only be reached at the end of term assessment.
- 7.3 Should the issues raised in the IPAP not be resolved at the end of term assessment, the DCT is guided to point 7.1 in finalising the intern's assessment.
- 7.4 If at the end of term assessment the DCT (or term supervisor) is confident that the issues raised in any implemented IPAP have been resolved (for either a core or elective term), it is the DCT's responsibility to determine whether the whole term is deemed as satisfactory.

8.0 Action following completion of internship training

- 8.1 For the Board to consider the removal of internship conditions on an intern's registration, the following documentation must be completed and submitted to the Board:
- Form M9 – Notification of completion of Internship as a Medical Practitioner
 - Internship Report (M11 Form)
 - Certified copy of intern's primary medical degree.
- 8.2 A registrant whose registration is subject to internship conditions must, within 7 days after completion of internship submit to the Board the Form 9 – Notification of completion of internship as a Medical Practitioner.
- 8.3 The intern training facility is required to provide the Board with the Internship Report (Form M11) within 14 days of the Board receiving the intern's notification of completion of internship.
- 8.4 The Board may seek any further information or document that it reasonably requires to make its decision on removal of internship conditions under the Act¹.

9.0 Removal of internship conditions

- 9.1 The Board or its delegates must be satisfied that the internship has been completed satisfactorily before removing internship conditions on a doctor's registration. This means that:
- All interns are required to meet the requirements for registration and satisfactorily complete a 52 week training program;
 - An Intern must have completed the internship in the prescribed period of 3 years; and:
 - i. achieved a satisfactory rating in all three core terms, unless exceptional circumstances exist
 - ii. achieved a satisfactory rating for the majority of elective terms, unless exceptional circumstances exist; and
 - iii. be awarded an overall rating of satisfactory by the DCT.
- 9.2 The Board is reliant upon the determination of the DCT and training facility supervisors about an intern's training outcomes when making its decision to remove internship conditions from an intern's registration prior to their commencement of practice as a Junior House Officer (PGY2).
- 9.3 The Board will also consider removing internship conditions for graduates of AMC accredited medical programs who provide evidence of satisfactorily completing a recognised internship in another State or Territory in Australia or New Zealand.

10.0 Appeals

10.1 Should the Board determine not to remove internship conditions at the completion of an internship, the intern may have a right of appeal. Appeals may be started at⁵

- a. the District Court at the place where the person resides or carries on business; or
- b. the District Court at Brisbane.

11.0 Policy Review

11.1 This policy will be reviewed annually by the Policy Coordination and Review Unit from the date of endorsement, with amendments to be proposed to the Board as required.

12.0 Related Forms

- o JMO Intern Booklet ([PDF](#) 1.2MB)
- o Intern - M1(a) ([PDF](#) 1mb)
- o General - M1 ([PDF](#) 146k)
- o Completion of Internship - Form M9 ([PDF](#) 147k)
- o Internship Report - Form M11 ([PDF](#) 36k)
- o Resident Medical Officer Assessment Form

13.0 Acknowledgments

13.1 In drafting these guidelines the Medical Board of Queensland acknowledges the use of the General Medical Council's document '*Guidance on sick leave for provisionally registered doctors*' and the Medical Board of the Northern Territory's - *Internship Guidelines April 2007* in conjunction with the assistance of the Postgraduate Medical Education Council of Queensland.

ⁱ Section 93 of the Medical Practitioners Registration Act 2001, states:

(1) Before making its decision under section 94, the board—

- (a) may investigate the registrant; and
- (b) may, by notice given to the registrant, require the registrant to give the board, within a reasonable time of at least 30 days stated in the notice, further information or a document the board reasonably requires to make the decision; and
- (c) may, by notice given to the registrant, require the registrant to undergo a written, oral or practical examination within a reasonable time of at least 30 days stated in the notice, and at a reasonable place.

(2) The board may require the information or document mentioned in subsection (1)(b) to be verified by a statutory declaration.

(3) The purpose of an examination under subsection (1)(c) must be to assess the registrant's ability to competently and safely practise the profession.