

# Guideline for PGY1 Extension to Training

## Purpose

The purpose of this guideline is to outline the eligibility criteria and procedure to be undertaken when PGY1 doctors do not proceed to General Registration within the standard timeframe (typically January of the year following commencement).

This guideline will be used to guide the monitoring of workforce projections, changes in accreditation required and funding approvals.

## Scope

This guideline applies to those undertaking a Victorian PGY1 year (Internship) as allocated through the PMCV Intern match into PMCV accredited training positions.

It does NOT apply to medical practitioners who are filling a PGY1 position who do not meet the criteria of the PMCV Intern Match, for example International Medical Graduates (IMG) or an Australian Graduate who has already completed an internship.

## Key Outcomes

This guideline ensures that all PGY1 doctors who require an extension to training to progress to General Registration are notified to and processed by PMCV in a consistent manner.

This will facilitate:

- Approval of posts for accreditation
- Assignment of funding (where applicable)
- Medical Workforce projections and planning

Notification of extensions will also contribute to longitudinal analysis of projections for workforce planning and identification of system contributors to delays.

## Background

**Provisional** registration is granted by the Medical Board of Australia through AHPRA to medical graduates at the time of their first appointment as a medical practitioner.

To qualify for **General** registration, each individual must meet the following conditions as determined by the Medical Board of Australia:

1. Evidence of at least 47 weeks in supervised clinical practice, completed in accredited terms in hospitals, general practice or community-based health services. The 47 weeks must be completed in:
  - a. No more than three years
  - b. Excludes annual leave but may include two weeks professional development leave
  - c. Must include a minimum of four terms (of at least 10 weeks in each term) in different specialties



- d. Must include direct clinical care of patients in each of the types of patient care below: ABCD
- 2. Written confirmation of having been assessed as having reached an overall satisfactory rating on completion of PGY1 training

For part 1, the employing Health Service (Medical Education Unit and Medical Workforce Unit) develops a training roster that is compliant with this standard as approved by PMCV as the jurisdictional authority.

For part 2, the employing Health Service’s Assessment Review Panel (ARP) determines a recommendation for progress with reference to the outcomes described in the National Framework for Prevocational Medical Training. Recommendations are communicated to AHPRA who acts on behalf of the Medical Board of Australia.

The **PMCV** is the Victorian jurisdictional authority accrediting all Prevocational Training programs in Victoria.

**PGY1 extension reasons**

Key contributors to a PGY1 doctor requiring an extension of time in Provisional training beyond January of the year following appointment include:

- Non completion of 47 weeks of training (due to sick or other leave or delayed start)
- Non compliance with the requirements of the National Framework (Completion of EPAs and term assessments)
- Non achievement of the expected standard for PGY1 training in accordance with the Prevocational Outcome Standards

**Role of the PMCV in PGY1 extensions**

The PMCV retains oversight of PGY1 extensions in Victoria with potential involvement in the following areas:

- Notification and awareness only
- Accreditation of clinical posts or additional trainees in an existing clinical post
- Funding under specific circumstances
- Involvement in interhospital communications to facilitate progression

**Procedure**

Identification	<p>PGY1 extensions may be identified via:</p> <p>Medical Workforce Unit</p> <ul style="list-style-type: none"> <li>• Delayed start to commencement of role</li> <li>• Excess leave resulting in non-completion of 47 weeks of training</li> </ul> <p>Medical Education Unit and the Assessment Review Panel (ARP)</p> <ul style="list-style-type: none"> <li>• Noncompliance with the requirements of the National Framework (Completion of EPAs and term assessments)</li> </ul>
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	<ul style="list-style-type: none"> <li>• Non achievement of the expected standard for PGY1 training in accordance with the Prevocational Outcome Standards</li> </ul> <p><i>The ARP decision is submitted to the CMO or equivalent who notifies AHPRA and the Medical Board of Australia regarding outcomes at the end of the training year</i></p> <p><b>The PMCV must be notified regarding ALL extensions of PGY1 training in Victoria.</b></p>
<p>Notification of potential extensions</p>	<p>Potential PGY1 Extensions should be notified to PMCV <b>early</b> for planning purposes.</p> <ul style="list-style-type: none"> <li>• For PGY1 doctors with a delayed commencement to the year, this should be notified at the time of delay</li> <li>• For PGY1 doctors who take excess leave during the clinical year, notification should occur when it is identified that the doctor will not complete 47 weeks.</li> <li>• For PGY1 doctors who may not achieve the expected standards for the end of the PGY1 year, a notification should be made to the PMCV no later than after the instigation of two Improving Performance Action Plans (IPAPs)</li> </ul> <p><i>Details regarding clinical performance will remain confidential. A notification does not mean the application must proceed.</i></p> <p>In addition, the PMCV will seek notifications at the following times:</p> <ul style="list-style-type: none"> <li>• In February of the commencement year, PMCV Accreditation will contact all Health service Medical Workforce Units regarding Late Commencement of PGY1 doctors</li> <li>• In July of the commencement year, PMCV Accreditation will contact all Health Services for notification of potential PGY1 Extensions. <i>Please note, performance details are NOT required at this stage, and it is still acknowledged that the PGY1 doctor may progress within the expected time frame.</i></li> <li>• In November of the commencement year, PMCV Accreditation will contact all Health Services to submit PGY1 Extension Applications. There may be cases where some details are unavailable until the Health Service Assessment Review Panel meets, but an application should still be commenced and submitted.</li> <li>• Applications for PGY1 Extensions received <b>after 15<sup>th</sup> December</b> of the commencement year will not be eligible for funding.</li> </ul> <p><i>A separate notification does not need to be completed if a full application has already been submitted.</i></p> <p>Procedure for notification:</p>

	<p>PGY1 Extension notifications can be provided to the PMCV through four pathways:</p> <ul style="list-style-type: none"> <li>• Through the 'PGY1 Extension Flagging' form available on the PMCV website</li> <li>• Through response to the 'Late Commencement of Internship' survey in February of the commencement year</li> <li>• Through response to the July 'Early Notification' survey</li> <li>• Direct notification to the PMCV</li> </ul> <p><i>Please note that these notifications will still require a full application to be submitted in order to progress.</i></p>
Application	<p><b>The PMCV must be notified regarding ALL PGY1 doctors who require an extension to training in Victoria.</b></p> <p><i>Applications for extension must be submitted in full by 15<sup>th</sup> December each year</i></p> <p>Delayed applications will not be considered for additional funding.</p> <p>PGY1 Extension applications may be completed via the PMCV website and should be submitted by the DMS or CMO of the initial training site. It is expected that the Medical Education and Medical Workforce units will contribute to the application. The following information is required for a complete application:</p> <ul style="list-style-type: none"> <li>• Name of PGY1 doctor</li> <li>• Name of Health Service</li> <li>• Record of clinical practice completed (terms and weeks)</li> <li>• Assessment records: Mid and End of Term Assessments, IPAPs, EPAs</li> <li>• Rationale for extension</li> <li>• Expected length of extension (may be subject to change)</li> <li>• Expected dates of extension (may utilize Annual Leave)</li> <li>• Planned extension term</li> <li>• Unit details for accreditation of temporary post (where required)</li> </ul> <p>If the PGY1 doctor is changing locations, the Extension Application should be commenced by the initial health service without the plan for extension completed. The Application should advise whether the new Health Service has been notified of the Extension requirement.</p> <p>The PGY1 doctor should be advised that the application has been submitted.</p>
PMCV Receipt of Application	<p>PMCV will notify the health service to confirm the application has been received and be advised of the expected outcome date.</p>

	<p>An initial response will be provided within two weeks, noting that approvals for funding and accreditation may require further time.</p>
<p>PMCV Assessment of Application</p>	<p>Application for extension of PGY1 training will be assessed with contributions as required from:</p> <ul style="list-style-type: none"> <li>• The Medical Director</li> <li>• The Accreditation Committee (post approvals)</li> <li>• The PMCV Board Finance and risk committee (funding approvals)</li> </ul> <p>All applications will be reviewed in accordance with the PMCV PGY1 extension guideline.</p> <p><a href="#">Accreditation Workflows.vsdX</a></p>
<p>Request for further information</p>	<p>The Medical Director or delegate may discuss the application with the Health Service Medical Education and/or Medical Workforce staff.</p> <p>The purpose of this discussion will be to ensure a consistent understanding of the factors that have contributed to the extension and how these have been mitigated, in addition to ensuring an appropriate extension plan has been developed.</p>
<p>Outcome</p>	<p>PMCV will inform health services of the outcome of the PGY1 extension application with reference to:</p> <ul style="list-style-type: none"> <li>• Approval of proposed training plan extension</li> <li>• Accreditation approval of additional posts</li> <li>• Approved funding</li> </ul>
<p>Further monitoring</p>	<p>PMCV requires notification when the PGY1 doctor progresses to General Registration.</p> <p>PMCV will contact each health service where a PGY1 extension was planned at the end of each term for a progress report.</p> <p>The Medical Director may contact the Health Service for further details.</p>
<p>Allocation of funding</p>	<p>There is no limit to the number of PGY1 extensions that a health service can offer, provided that these posts are approved by the Accreditation committee. However, funding is limited by the total pool and no extension is guaranteed funding prior to assessment.</p> <p>Funding is approved through the PMCV Board Finance and Risk Committee.</p> <p>Funding will only be considered if:</p> <ul style="list-style-type: none"> <li>• The PGY1 requiring extension was allocated to a Victorian Health Service PGY1 position through the PMCV Intern match <b>AND</b></li> </ul>

	<ul style="list-style-type: none"> <li>The application is received by the PMCV by the due date.</li> </ul> <p>For applications meeting the above criteria, function will be considered if:</p> <ul style="list-style-type: none"> <li>The PGY1 extension will be completed as a supernumerary position (i.e. PGY1 is not taking the place of an unfilled HMO position, even at a different PGY level)</li> <li>The PGY1 doctor was intending to move to a new Health Service for PGY2, but the initial hospital agrees to extend the PGY1 position in order to support the extension</li> </ul> <p>Funding will <b>not</b> be provided in the following circumstances:</p> <ul style="list-style-type: none"> <li>IMGs or other direct employees filling a PGY1 position</li> <li>The application is received by the PMCV after the due date</li> <li>The application is for a second extension</li> <li>The health service has a gap in that position (at any HMO level) that will be filled by the PGY1 extension</li> <li>Parental leave</li> <li>Delay in commencing PGY1 position             <ul style="list-style-type: none"> <li>Out of calendar year standard graduation (e.g. Bond University mid-year graduates)</li> <li>Delay in graduating (e.g. Need to repeat exams)</li> <li>Delay relating to the choice or opinion of a candidate, including personal or lifestyle choices, will not be considered</li> </ul> </li> <li>The extension was identified prior to commencement of the PGY1 year and disclosed to the Health Service</li> </ul>
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## Additional documents

Doctors in Distress guideline (under development)

Intern Extension Report Guide (under development)

Intern Match Extenuating Circumstances Policy

[Voluntary Sharing of Information V2.docx](#)

## Authors

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## Version Control

*Version approved along with date of next review.*



Version	Amendments by	Changes	Date
1			

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