

Workshop participant selection policy

Purpose

The purpose of this policy is to establish a systematic, fair and transparent process for selecting participants to attend IGPTN training workshops. The aim is to ensure that participants who are most suitable and in need are chosen to participate, thereby maximising the effectiveness and impact of the workshop and IGPTN's funding.

Background

This policy has been developed to ensure IGPTN workshops are effective, foster a positive learning environment, and uphold the principles of fairness, transparency, and integrity in participant selection.

Scope

This policy applies to all those involved in the selection of workshop participants. Participants include IGPTN members who are; current GP and RG trainees registering to attend workshops or Fellows being engaged as facilitators/mentors/examiners. This policy comes into effect when the numbers of registrations and expressions of interest for workshop attendance exceeds the budgeted allocations.

Policy

The following steps are undertaken when selecting participants for IGPTN workshops:

1. Selection and Exclusion Criteria

Selection criteria are listed in order of priority. This includes relevant skills, experience, previous attendance at IGPTN workshops, level of perceived need (e.g. timing of exams, level of support/disadvantage) and diversity considerations. All IGPTN members are eligible to apply for the workshop.

Selection Criteria - Trainees (in order of priority):

1. Currently undertaking GP placement term (including ARST or AST terms)
2. Equitable ratio of ACRRM and RACGP trainees (based on total trainee numbers)
3. Previously waitlisted registrations
4. Identified by IGPTN ME/Chair as needing enhanced supports
5. ACRRM and RACGP trainees sitting next cycle of StAMPS/CCE
6. Rural and remote trainees
7. Minimum 10% New IGPTN members
8. Has never attended an IGPTN workshop
9. Has not attended an IGPTN workshop in the last 12 months
10. Even distribution of trainees at different levels of training.

11. Chronological timing of registration.

Selection Criteria - Fellows (in order of priority):

1. ACRRM Fellows minimum 2
2. RACGP Fellows minimum 3
3. Identified to run a special skills medical education session
4. Located in or close to the workshop location
5. Minimum 10% New IGPTN Fellows-with previous workshop attendance/engagement
6. Shown previous commitment to IGPTN workshops or online study group activities
7. Previous waitlisted expressions of interest
8. Chronological timing of expressions of interest.

Exclusion Criteria:

1. Not a current IGPTN member (excludes signing up with registration)
2. Previous non-attendance at a booked IGPTN workshop without appropriate prior notification
3. Previous violations of the IGPTN Code of Conduct

2. Announcement and application process:

Announcing the forthcoming workshop through appropriate internal and external channels, providing clear instructions on how interested individuals can apply, identifying the costs/support available and specifying deadlines.

Interested individuals are required to submit applications containing relevant information, such as their qualifications, experience, and reasons for applying for support to attend the workshop.

3. Initial screening:

A designated selection panel made up of individuals who are knowledgeable about the workshop's goals and the priority selection criteria review each application against the established criteria. Applications may be scored or ranked based on how well they meet the criteria.

Applications that meet any of the exclusion criteria will be removed from further consideration.

The selection panel of 3 - 5 people will be established by the IGPTN chair for each workshop registration and EOI process. The selection panel will include:

- IGPTN Chair
- IGPTN Lead Medical Educator
- IGPTN Medical Educator
- IGPTN ACRRM Fellow* (Optional if there are excess ACRRM registrations/EOIs for consideration)

- IGPTN RACGP Fellow* (Optional if there are excess RACGP registrations/EOIs for consideration)

*Must be current IGPTN Fellow members. Fellow or New Fellow Directors can fulfill one of these positions on the selection panel.

The selection panel will convene at the end of the registration and expression of interest period to review applications.

In the event that registration numbers fall below budgeted allocations for trainee's, all eligible applications will be accepted.

4. Managing potential conflicts of interest:

The selection panel members will disclose any potential conflicts of interest they may have with any of the applicants. Selection panel members with personal or professional relationships with applicants will not be involved in the review of these applications.

If conflicts of interest arise:

- Affected panel members do not participate in discussions or decisions related to conflicted applications
- The potential conflict is documented along with steps taken to address it
- The remaining panel members will review the application in question and make decisions collectively to mitigate the impact of the conflict of interest
- An alternate panel member may be called upon to ensure objective decision making.

5. Selection decision:

If there are more eligible applicants than available workshop positions, the selection panel convenes to discuss applications and reach consensus on participants. Selection will be based on the priority selection criteria and consider the overall diversity and potential contribution of candidates to the workshop.

6. Notification:

Selected participants will be notified, within 2 weeks of the registration closing date of their acceptance and provided with additional details about the workshop, including any pre-workshop materials or requirements.

Unsuccessful candidates are contacted to advise of the selection panel decision and provide constructive feedback where possible.

7. Waitlist and unsuccessful candidates:

A waitlist of eligible candidates may be created in case a workshop position becomes available. Waitlisted candidates are contacted to confirm their status and ability to fill a vacancy should

one become available. Waitlisted candidates will also be ranked as per the priority selection criteria.

If a waitlist position does not eventuate, their registration is prioritised but not guaranteed for the next planned workshop. They will still need to register following the prescribed process for the next workshop.

8. Late Registrations

Registrations and expressions of interest from candidates who do not meet the exclusion criteria, received after the application deadlines will be managed according to the following circumstances.

- If registrations are below the budgeted allocation and they meet the priority selection criteria they may be offered a workshop place.
- If registrations are full and they meet the priority selection criteria they will be added to the bottom of the waitlist.

9. Appeals process:

A process will be established for applicants to appeal selection decisions if they believe there has been an error or unfair treatment. Appeals are reviewed impartially by individuals not involved in the initial selection process. The decision of the appeals process will be communicated promptly and transparently.

Review and Revision

This policy will be reviewed periodically to ensure its effectiveness and relevance to the organisation's needs. Any necessary revisions will be made in consultation with relevant stakeholders and subject to approval by the board.