

Surgical Network Term Swap Form

All term swaps must be approved by the Network Director of Training, Dr Mark Muhlmann (markmuhlmann@sydneycolorectal.com.au). Applicants will be advised of the outcome in writing. **Both applicants must complete this form and must be sent to the Network Director and Surgical Education Support Officer.**

SRMOs will need this form approved no later than 2 months before term changeover.

Registrars will need this form approved no later than 3 months before term changeover.

Full Name:
Mobile:
Email:
Originally allocated term name:
Term you want to swap to:
Date and Signature:

This section relates to the person you wish to swap with:

Full Name:
Mobile:
Email:
Originally allocated term name:
Term you want to swap to:
Date and Signature:

Important information prior to requesting the swap via this form:

- All term swaps must occur within the terms available in the Eastern and Greater Southern Surgical Training Network;
- Both trainees must have similar registration with AHPRA;
- **The applicant swaps into the term and leave requests of the other party (if any) during that term. There will be no adjustment to any allocated annual leave and study leave;**
- Any issues with annual leave, study leave and any pre-requested ADOs need to be resolved between and by the applicants and relevant surgical departments;
- **If either party resigns after a swap has been approved, the swapped allocation will only remain where possible.**
- **Rural terms: If the person who has undertaken a rural swap resigns, then the original allocation will be reinstated as rural terms must be priority filled.**
- Half term swaps will not be allowed.

Office use only

Network Director of Surgical Training:
Date and Signature: