

## 1. Policy Statement

- 1.1. EV GP Training (EV) will select and accredit training facilities and supervisors in accordance with the standards of the Royal Australian College of General Practitioners (RACGP) and/or the Australian College of Rural and Remote Medicine (ACRRM).

## 2. Application and Scope

- 2.1. This procedure applies to all current and potential training facilities and supervisors wishing to be accredited or reaccredited with EV
- 2.2. A training facility includes any facility accredited by EV on behalf of the Colleges to provide training under the Australian General Practice Training (AGPT) Program.
  - 2.2.1. General practice post
  - 2.2.2. Community or other post
  - 2.2.3. Aboriginal and Torres Strait Islander Health training post
  - 2.2.4. Hospital (extended and/or advanced) posts and/or
  - 2.2.5. Academic post

## 3. Principles

- 3.1. There are no guarantees that an accredited training facility with EV will be matched with a registrar.
- 3.2. Registrars will not be placed in an accredited training facility if EV requirements are not met as outlined in [ED-Org-8.21 Supervisor Responsibilities](#)

## 4. Procedure

### 4.1. Practice Recruitment

- 4.1.1. EV may advertise via word of mouth, the Primary Health Networks (PHNs) and/or local media and stakeholders for expressions of interest in becoming an accredited training facility.
- 4.1.2. Practices or Fellowed GPs may (at any time) approach EV and express an interest in becoming a training practice.
- 4.1.3. Eligibility criteria are set out in the document.

### 4.2. New Practice Accreditation Process

- 4.2.1. New practices must complete and return the following to the relevant EV office:
  - 4.2.1.1. Training Practice Expression of Interest Application
  - 4.2.1.2. Non-FACRRM Supervisor Self-assessment Form (if applicable)
- 4.2.2. The EV Accreditation Panel will review the above application and assess suitability for accreditation at a scheduled quarterly meeting or by email poll between meetings if urgent.
- 4.2.3. For suitable practices, EV will issue a Training Post Application for Accreditation.
- 4.2.4. Prospective supervisors must complete initial new supervisor training (two pre-accreditation workshops) unless they have previous suitable experience in supervision or medical education.
- 4.2.5. An initial visit for the purpose of new practice accreditation is arranged with the prospective supervisor(s), practice manager, an accreditation medical educator and in some cases, an EV administrator. At this visit, the expectations and requirements of a training practice will be discussed in detail; this includes reference to the College/s standards.
- 4.2.6. A report on the practice is prepared by the accreditation medical educator based on information from the site visit and the new supervisor training as well as the Expression of Interest and completed application forms.
- 4.2.7. The report is reviewed by the Accreditation Panel. If granted, accreditation is usually awarded for a period of three years. Ongoing accreditation is subject to both practice and supervisor maintaining the required EV, RACGP and/or ACCRM standards and professional development requirements.

- 4.2.8. EV may conduct an interim review after 12 months or two completed registrar placements to reinforce accreditation requirements, offer advice, address any issues that may have arisen and endorse the practice for a further two years. Though internal records are kept, this visit is not reportable to the RACGP and/or ACRRM. The visit may focus on the following information:
  - 4.2.8.1. Written and verbal feedback from registrars.
  - 4.2.8.2. Patient numbers and teaching activity as indicated on monthly report.
  - 4.2.8.3. Evidence of attendance at supervisor workshops.
  - 4.2.8.4. Evidence of attendance at orientation for new supervisors.
  - 4.2.8.5. Review of registrar learning planner for demonstration of learning planning.
  - 4.2.8.6. Review of Training Advisor visit reports, External Clinical Teaching Visit (ECTV) reports and/or end of training interview reports.
- 4.2.9. Failure to meet and maintain EVs and the College/s required standards or non-compliance with the EV Practice Agreement may result in suspension of practice accreditation and/or the removal of registrar(s) until the issues are resolved.
- 4.3. New Supervisor Accreditation Process
  - 4.3.1. For new supervisors in an established practice, an Application for Accreditation for an Additional Supervisor must be completed and submitted to the relevant Eastern Victoria GP Training office.
  - 4.3.2. New supervisors are required to attend two pre-accreditation workshops or submit an application for Recognition of Prior Learning from the new supervisor program.
  - 4.3.3. A telephone interview will be conducted by a medical educator, who will then prepare a report.
  - 4.3.4. The report will be reviewed by the Accreditation Panel.
  - 4.3.5. Accreditation is granted for three years. If the supervisor has been unable to complete the pre-accreditation workshops in a suitable time, the panel may grant provisional accreditation for six months to allow time to complete the workshops.
  - 4.3.6. All new supervisors are required to meet the professional development requirements set by EV.
- 4.4. New Extended Skills Post Accreditation Process (RACGP)
  - 4.4.1. New extended skills posts must complete an Extended Skills Post Expression of Interest Application and submit it to the relevant EV office with any additional supporting documentation.
  - 4.4.2. The application will be reviewed by the Accreditation Panel. If the post is assessed as a suitable extended skill post, EV will issue an Extended Skills Post Application for Accreditation.
  - 4.4.3. A visit will usually be conducted to meet the prospective supervisor/s by an accreditation medical educator and in some cases, an EV administrator. At this visit, the expectations and requirements of an extended skills post will be discussed in detail; this includes reference to the College/s standards. In some cases, this discussion may be undertaken as a telephone interview rather than a visit.
  - 4.4.4. New supervisors in community-based or general practice extended skills are required to attend two pre-accreditation workshops or submit an application for Recognition of Prior Learning from the new supervisor program.
  - 4.4.5. Following the visit, a report is prepared by the medical educator.
  - 4.4.6. The report will be reviewed by the Accreditation Panel.
  - 4.4.7. Accreditation is granted for three years.
  - 4.4.8. Failure to meet and maintain EVs and the College/s required standards may result in suspension of post accreditation and/or the removal of registrar(s) until the issues are resolved.
- 4.5. Reaccreditation Process
  - 4.5.1. Practices are accredited for a three year period after which the practice must be reaccredited. The relevant forms that need to be completed and returned to the relevant Eastern Victoria GP Training office are:
    - 4.5.1.1. Training Post Application for Reaccreditation
    - 4.5.1.2. Non-FACRRM Supervisor Self-assessment Form (if applicable)

- 4.6. The medical educator responsible for the reaccreditation will review the information provided. The reaccreditation may include:
  - 4.6.1. A practice visit
  - 4.6.2. A review of practice and supervisor reflections in the reaccreditation application
  - 4.6.3. Demonstration that recommendations from previous accreditation/reaccreditation reports have been acted upon
  - 4.6.4. Written and verbal feedback from registrars
  - 4.6.5. Patient numbers and teaching activity as indicated on monthly report to EV
  - 4.6.6. Evidence of attendance at supervisor workshops
  - 4.6.7. Evidence of attendance at orientation for new supervisors
  - 4.6.8. Evidence of use of registrar learning planner for demonstration of planning learning
  - 4.6.9. Review of ECTV reports, Training Advisor reports and/or end of training interview report, and/or
  - 4.6.10. Any documented issues over the previous three year period of accreditation
- 4.7. The application for reaccreditation will be reviewed by the Accreditation Panel.

**5. Additional Information**

- 5.1. Royal Australian College of General Practitioners (RACGP) Standards for general practice training
- 5.2. Australian College of Rural and Remote Medicine (ACRRM) Core Clinical Training Standards for Supervisors and Teaching Posts
- 5.3. Australian College of Rural and Remote Medicine (ACRRM) Primary Rural and Remote Training Standards for Supervisors and Teaching Posts
- 5.4. Practice Agreement

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