

1. Policy Statement

- 1.1. EV GP Training (EV) will select and accredit training posts 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 future training posts 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 GP 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
- 2.3. This procedure is effective from 1 January 2020.

3. Principles

- 3.1. The responsibility of accrediting training posts and supervisors to the vocational training standards as set by the RACGP and/or ACRRM is as follows:
 - 3.1.1. The RACGP delegates responsibility for accreditation under the Standards for General Practice Training and Advanced Rural Skills Training (except specialist accredited) to EV.
 - 3.1.2. ACRRM delegates the accreditation process for Core Generalist Training and Advanced Specialised Training (except specialist accredited) as detailed in ACRRM's [Supervisors and Training Post Standards](#) to EV and makes the final determination based on EV's recommendation.
- 3.2. All EV GP accredited training posts and supervisors must comply with:
 - 3.2.1. the relevant GP College vocational training standards;
 - 3.2.2. the relevant GP College advanced curricula; and
 - 3.2.3. the requirements of EV's *Supervision and Training Agreement* and the Department of Health (Health) and EV policies and procedures.
- 3.3. The training post must have an accredited supervisor available at all times. The educational supervisor/s are ultimately responsible for ensuring a safe, quality training environment for the registrar as well as compliance with the accreditation requirements.
- 3.4. All accredited GP training posts must have:
 - 3.4.1. For RACGP– unconditional accreditation from Australian General Practice Accreditation Limited (AGPAL), Quality Practice Accreditation (QPA) or equivalent.
 - 3.4.2. For ACRRM– unconditional accreditation approved by ACRRM.
 - 3.4.3. Supervisors and training post staff who are fully committed to registrar training and assessment.
- 3.5. All accredited extended or advanced skills training posts must have:
 - 3.5.1. For RACGP– unconditional accreditation from AGPAL, QPA, a specialised college or another relevant body, and supervision undertaken by a GP with skills in the discipline pertaining to the post or a specialist medical practitioner with qualifications pertaining to the post.
 - 3.5.2. For ACRRM– unconditional accreditation from ACRRM and supervision undertaken by a GP with skills in the discipline pertaining to the post or a specialist medical practitioner with qualifications pertaining to the post.
- 3.6. A process to advise EV of any significant event that may compromise the post's accreditation status.

- 3.7. There are no guarantees that an accredited training post with EV will be matched with a registrar.
- 3.8. Registrars will not be placed in an accredited training post if EV requirements are not met as outlined in *ED-Org-8.21 Supervisor Responsibilities*.
- 3.9. National Terms and Conditions for the Employment of Registrars (NTCER) or relevant hospital awards compliant registrar employment agreements prior to the commencement of each new placement.

4. Procedure

4.1. Training Post Recruitment

- 4.1.1. EV will advertise via EV website and/or social media for expressions of interest in becoming an accredited training post.
- 4.1.2. EV may limit recruitment to specific areas, in line with educational or workforce needs.
- 4.1.3. Practices or Fellowed GPs may approach EV and express an interest in becoming an accredited training post during the application period which can be found on EV's website.
- 4.1.4. All training facilities must meet the eligibility requirements as outlined below.

4.2. New General Practice Training Post Accreditation Process

- 4.2.1. New practices must complete and return the following to the relevant EV office, a compliant:
 - *General Practice Training Post Expression of Interest Application*; and
 - *Non-FACRRM Supervisor Self-assessment Form* (if applicable)
- 4.2.2. To submit an application to EV, a new practice must meet the following eligibility requirements. The practice:
 - has been operating as a general practice for at least 12 months or can demonstrate that it will meet the criteria outlined below. If this is not the case, the practice can reapply after it has been running for 12 months;
 - has unconditional accreditation by AGPAL or QPA;
 - sees a wide range of patient demographics reflective of College curricula;
 - is able to provide a patient load of 4 patients per hour for registrars;
 - is able to provide the required supervision and teaching for all stages of training;
 - is able to provide a well-equipped consulting room for registrars for all their consulting hours at the practice;
 - has a prospective supervisor working at least 0.5 full-time equivalent hours per week, and at least one other prospective supervisor (not required but recommended if a single GP practice for rural) who is dedicated to teaching, providing guidance and support to registrars. Metropolitan training posts must have, at a minimum, two prospective supervisors with sufficient coverage of a registrars roster;
 - the supervisor/s have full, unconditional registration with AHPRA and be vocationally registered; and
 - can demonstrate there is local community demand which does not impact on other accredited AGPT training posts in the immediate area.
- 4.2.3. The EV Accreditation Panel (Panel) will review the above application and assess suitability for accreditation.
- 4.2.4. For suitable practices, EV will issue a *Training Post Application for Accreditation*.
- 4.2.5. Prospective supervisors must complete initial new supervisor training as outlined in the *GP Supervisor Professional Development Guidelines* unless they have approved previous experience in supervision or medical education.
- 4.2.6. An initial site or virtual visit for the purpose of new practice accreditation is arranged with the prospective supervisor(s), practice manager and an accreditation visitor. At this visit, the expectations and requirements of a training post will be discussed in detail; this includes reference to the GP College/s standards.
- 4.2.7. A report on the practice is prepared by the accreditation visitor based on information from the site visit and the new supervisor training as well as the Expression of Interest and completed application forms.

- 4.2.8. The report is reviewed by the Panel. If granted, accreditation is usually awarded for a period of up to three years. Ongoing accreditation is subject to both the post and accredited supervisor/s maintaining the required EV, RACGP and/or ACCRM standards and professional development requirements.
- 4.2.9. If not granted by the Panel, the post will be notified in writing outlining the reasons and recommendations for future applications.
- 4.2.10. 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. Though internal records are kept, this visit is not reportable to the RACGP and/or ACCRM. The visit may focus on the following information:
- Written and verbal feedback from registrars.
 - Patient numbers and teaching activity as indicated on the monthly report.
 - Evidence of meeting the supervision requirements as outlined in the *GP Supervisor Professional Development Guidelines*.
 - Review of registrar learning planner for demonstration of learning planning.
 - Review of Training Advisor visit reports, External Clinical Teaching Visit (ECTV) reports and/or end of training interview reports.
- 4.2.11. Failure to meet and maintain EVs and the GP College/s required standards or non-compliance with the *Supervision and Training Agreement* may result in suspension of post accreditation and/or the removal of registrar(s) until the issues are resolved as outlined in *ED-Org.8.24 Training Post and Supervisor Support, Monitoring and Withdrawal* procedure.
- 4.3. New Supervisor Accreditation Process
- 4.3.1. For new supervisors in an established post, an *Application for Accreditation for a Supervisor* must be completed and submitted to the relevant EV office.
- 4.3.2. To submit an application to EV, a new supervisor must meet the following eligibility requirements, the supervisor:
- has full, unconditional registration with AHPRA;
 - has vocational registration with RACGP and/or ACCRM or equivalent professional recognition;
 - is able to provide the required supervision and teaching for all stages of training;
 - is dedicated to teaching, providing guidance and support to registrars; and
 - is able to meet the supervisor training requirements as outlined in the *GP Supervisor Professional Development Guidelines*.
- 4.3.3. New supervisors are required to complete initial new supervisor training as outlined in the *GP Supervisor Professional Development Guidelines* unless they have approved previous experience in supervision or medical education.
- 4.3.4. If granted, accreditation is usually aligned with the training post's accreditation.
- 4.3.5. Supervision accreditation is site-specific and is unable to be transferred from one training post to another, unless the training posts are part of the same ownership. If a supervisor moves to a practice that is not accredited, and wishes to continue to supervise registrars, a *General Practice Training Post Expression of Interest Application* will need to be submitted.
- 4.3.6. Failure to meet and maintain EVs and the GP College/s required standards or non-compliance with the *Supervision and Training Agreement* may result in suspension of accreditation and/or the removal of registrar(s) until the issues are resolved as outlined in *ED-Org.8.24 Post and Supervisor Support, Monitoring and Withdrawal* procedure.
- 4.4. New Extended Skills Post Accreditation Process (RACGP)
- 4.4.1. New community based extended skills posts must complete an *Extended Skills Post Expression of Interest Accreditation Application* and submit it to the relevant EV office with any additional supporting documentation.
- 4.4.2. The application will be reviewed by the Panel. If the post is assessed as a required and suitable community based extended skill post, EV will issue an *Extended Skills Post Application for Accreditation*.

- 4.4.3. A site or virtual visit for the purpose of accreditation is arranged with the prospective supervisor(s), 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 GP College/s standards. In some cases, this discussion may be undertaken as a telephone interview rather than a visit.
 - 4.4.4. Supervision must be undertaken by a GP with skills in the discipline pertaining to the post or a specialist medical practitioner with qualifications pertaining to the post.
 - 4.4.5. Following the visit, a report is prepared by the accreditation medical educator for review by the Panel.
 - 4.4.6. If granted, the accreditation is usually awarded for up to three years.
 - 4.4.7. 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 as outlined in *ED-Org.8.24 Training Post and Supervisor Support, Monitoring and Withdrawal* procedure.
- 4.5. Reaccreditation Process
- 4.5.1. Training posts are accredited for up to three years after which the post must apply for reaccreditation if they want to continue to train registrars. Training posts must complete the *Training Post Application for Reaccreditation* and return to the relevant EV office in the specified timeframes.
 - 4.5.2. The accreditation visitor responsible for the reaccreditation will review the information provided. The reaccreditation may include:
 - A site or virtual visit
 - A review of post and supervisor reflections in the reaccreditation application
 - Demonstration that recommendations from previous accreditation/reaccreditation reports have been acted upon
 - Written and verbal feedback from registrars
 - Patient numbers and teaching activity as indicated on monthly report to EV
 - Evidence of meeting the supervision requirements as outlined in the *GP Supervisor Professional Development Guidelines*.
 - Evidence of use of registrar learning planner for demonstration of planning learning
 - Review of ECTV reports, Training Advisor reports and/or end of training interview report, and/or
 - Any documented issues over the previous three year period of accreditation
- 4.6. The application for reaccreditation will be reviewed by the Panel and outcomes sent via email.

5. Additional Information

- 5.1. RACGP Standards for General Practice Training
- 5.2. ACRRM Advanced Specialised Training Standards for Supervisors and Teaching Posts
- 5.3. ACRRM Primary Rural and Remote Training Standards for Supervisors and Teaching Posts
- 5.4. Supervision and Training Agreement
- 5.5. ED-Org-8.21 Supervisor Responsibilities
- 5.6. ED-Org-8.24 Training Post and Supervisor Support, Monitoring and Withdrawal
- 5.7. EV Training Post Handbook
- 5.8. GP Supervisor Professional Development Guidelines

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