



Eastern Victoria GP Training

Becoming a GP Training Post with EV – Information Document

2021

Updated March 2021

Introduction and information about the application process

Thank you for your interest in becoming a training post for GP registrars enrolled in the Australian General Practice Training (AGPT) program with EV GP Training (EV)

The Australian General Practice Training (AGPT) Program requires that where a general practice registrar is providing medical services, the Royal Australian College of General Practitioners (RACGP) or the Australian College of Rural and Remote Medicine (ACRRM) must accredit the relevant post. Responsibility for undertaking the accreditation process for supervisors and training practices has been delegated by the RACGP to regional training organisations, such as Eastern Victoria General Practice Training (EV). EV submits recommendations for accreditation to the Australian College of Rural and Remote Medicine.

All EV training posts are assessed against [RACGP](#) and/or [ACRRM](#) Training Standards

As such, each training post must demonstrate how it meets and continues to meet all applicable standards.

EV has developed an accreditation process to meet the requirements of the colleges. The GP supervisor/s and the training practice are deemed suitable for registrars (doctors in training) preparing for Fellowship of the RACGP or ACRRM once they have successfully completed this process. Training posts host GP registrars for any of their terms.

Training post accreditation is granted for a three-year period. Each post seeking to maintain its accreditation status must, near the expiration of that term, apply to be re-accredited. Ongoing accreditation and eligibility to take registrars is dependent upon the post continuing to meet the training standards of the colleges and EV training requirements. These are outlined in this document.

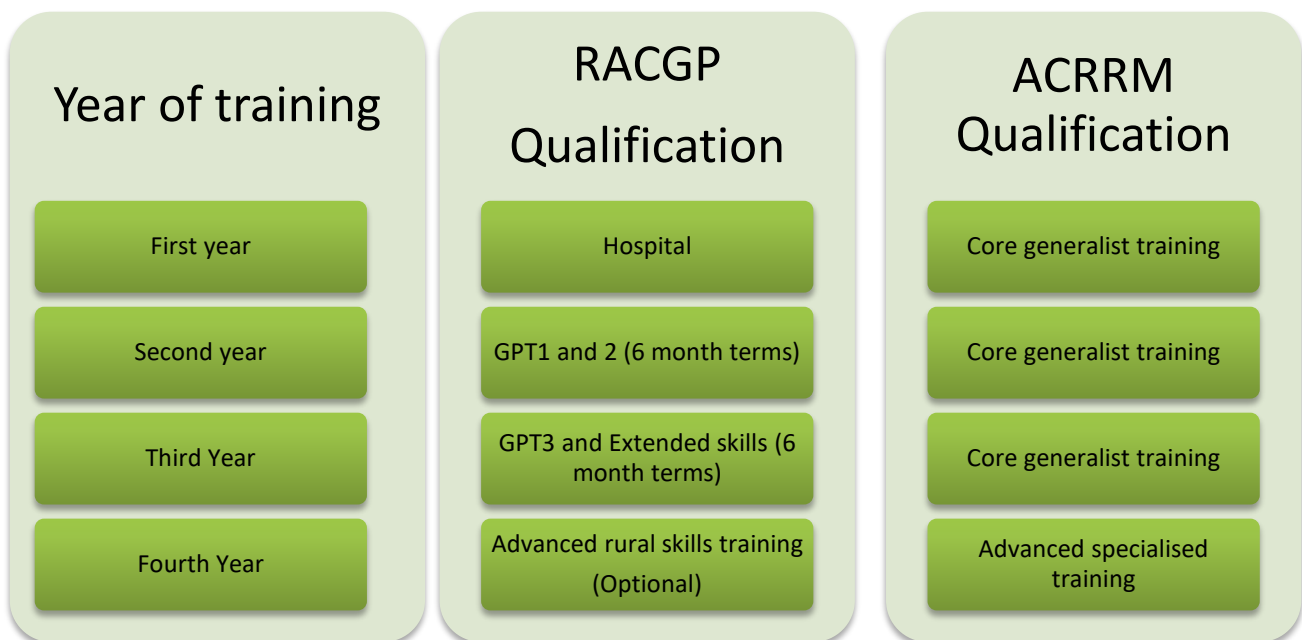
What is General Practice Training?

The AGPT Program is a 3-4 year program. Some of the training time is spent in hospital gaining valuable skills there, while the remainder is spent in supervised general practice.

The program is delivered by training organisations such as EV and funded by the Department of Health. The standards and requirements for training and assessments are set by the colleges.

Fellowship of the RACGP is a three year program while ACRRM is four years. Registrars who complete RACGP fellowship can also complete an optional fourth year to gain advanced rural skills training in specific areas such as anaesthetics, obstetrics etc. (FARGP).

The two college pathways to fellowship are depicted below:



Being a GP supervisor can be a rewarding and fulfilling experience. Many GP supervisors enjoy the opportunity to be involved in the training of the next generation of doctors. Registrars often bring new ideas and enthusiasm into a practice. Some elect to stay on or return to a practice after they have completed training.

Being a GP supervisor can also be demanding and requires keeping up to date with changes in technology as well as the changes in general practice. Supervisors are supported in their role through the EV supervisor professional development program, along with educational resources to help with the practice-based supervision and teaching.

Becoming a GP training post with EV

There are a number of considerations in becoming a training practice. Firstly, do you and your practice have the qualities required to offer a good training environment and secondly, are you able to meet the requirements for being a training practice?

Mandatory requirements of a supervisor

- Full unrestricted medical registration
- Vocational recognition
- Some experience in teaching
- Fellowship of relevant College(s)
- Be willing to supervise and be involved in the education of GP registrars
- Be willing to attend professional development workshops as required by EV and the training standards. The requirements for these are determined by the level of accreditation sought by each supervisor. There are two categories – educational and clinical. Educational supervisors have responsibility for overseeing and guiding the overall training requirements of the registrar and clinical supervisors provide occasional clinical supervision for registrars as they consult.

A doctor taking responsibility for the supervision of GP registrars at all stages of their term should display the following attributes:

- be known, approachable and easily accessible to the GP registrar and have established a rapport with them early in their placement
- be a good communicator
- be an advocate for the GP registrar
- understand the GP registrar's role in terms of 'experience' of general practice
- be supportive of the GP registrar
- be able to adopt a counseling role with the GP registrar in relation to career or vocational planning and dealing with work pressures
- be interested in education, enjoy and be enthusiastic about teaching
- be able to deal effectively and assertively with other staff and specialists that the GP registrar will need to deal with

Mandatory requirements for a training post

- AGPAL or QPA accreditation (RACGP requirement only)
- Clinically managed by GPs
- Friendly and encouraging environment
- Have space where the GP registrar can consult from
- Provide support to the GP registrar including practice staff and administrative support
- Provide adequate facilities such as
 - computers, internet access, journals etc
 - tea room and lunch facilities
 - access to required medical equipment
- Provide suitable working hours for the GP registrar
- A suitable patient load should be available for the GP registrar as well as access to a suitable variety of patient groups
- Accessibility to allied health and specialist care

What is required of training practices?

As a training practice, there are certain requirements that need to be met:

- **Teaching:** You will be expected to provide teaching to your GP registrar. The amount of dedicated teaching time depends on the level of experience of the registrar. *Please see Appendix A: In-practice Teaching Requirements*
- **Supervision:** Supervision requirements are dependent upon the level of training and competency of the registrar. It will be between 25% - 100% on site supervision and the rest will be offsite (with the ability to attend the practice if required). More than one GP can provide this, once they are accredited. These requirements must be met by accredited supervisors, but the teaching requirements may be met by anyone in the practice as long as the process is overseen by the principal educational supervisor. *Please see Appendix B: Supervision Requirements*
- **Supervisor Professional Development (PD):** All supervisors are required to complete Foundations Skills workshops. Subsequent PD requirements are based on the category of supervisor. After accreditation is approved, educational supervisors must undertake at least six hours of EV approved PD each year. In the first 3 years of accreditation, priority should be given to completion of core workshops. Educational supervisors are paid for attendance at EV PD workshops for up to 6 hours annually. Clinical supervisors do not have any mandatory PD requirements (other than as already stated) but will be paid for up to 3 hours of attendance at EV PD workshops annually.
- **Administrative requirements:** All practices are required to submit invoices for payment and information about the teaching provided within the practice to EV. In addition, there are certain activities such as the provision of feedback and completion of formal feedback that is required on a regular basis.

Payment and conditions

Funding is available to practices for:

- Teaching and supervision of GP registrars
- Attendance at GP Supervisor Professional Development Workshops

The funding is detailed in the practice agreement between EV and the training post.

Employment of Registrars

AGPT (as part of the Department of Health) requires all registrars to be employees of the practice. All training posts need to comply with the *National Terms and Conditions for the Employment of Registrars*. This document can be found at: <http://gpsupervisorsaustralia.org.au/ntcer/>

The Accreditation Process

Step One

The number, type and geographic location of required training posts are determined in consultation with the CEO, Senior Medical Staff and Practice Support and Development staff and referenced to Practice Recruitment Framework

Step Two

Prospective practices are assessed by several methods including examination of Department of Health data referencing community needs, practice locality, and discussion with the practice to ascertain the capacity to meet training requirements. Expressions of Interest are provided to those deemed to best meet requirements against a number of criteria. This criteria is outlined on the Practice Recruitment Framework and includes but is not limited to measures such as:

- accreditation with RACGP by AGPAL or QPA (not mandatory for ACRRM)
- whether the practice is located in an underserved community
- the population demographics including projected growth
- MMM region (rural)
- proximity to currently accredited training posts and;
- supervision available.

Step Four

Practice Support and Development staff work with suitable posts which have expressed an interest in becoming an accredited EV training post. This would be entail clarification of information and/or expectations, support in application process (advisory), general information concerning EV etc.

Step Five

Once an application is submitted, it is managed and considered solely by the Accreditation team with reference to the material provided by the practice in the application.

Step Six

The Accreditation Panel is convened and assesses the application. The outcomes are either approved or not approved with appropriate statements made to validate the decision.

For further information please refer to:

1. The [RACGP Vocational Training Standards](#)
2. The [ACRRM Standards](#)

Contact Details:

EV GP Training Hawthorn
Email: metro.accreditation.officer@evgptraining.com.au

EV GP Training Churchill
Email: rural.accreditation.officer@evgptraining.com.au

For any questions regarding training post requirements, please contact the Accreditation and Practice Support Coordinator: accreditation.coordinator@evgptraining.com.au

Phone (for all above): 1300 851 753

Appendix A

In-practice teaching and learning requirements

The following is a guide enabling you and your practice to meet teaching and learning requirements which will depend on the level of the registrar.

The principal educational supervisor is responsible for planning and coordinating the education of their registrars. This task can be performed alone, or in conjunction with other members of the practice team. Other members of the practice team involved in teaching include other accredited supervisors and doctors, practice nurse, allied health and the practice manager.

Formal structured education includes:

- tutorial/educational sessions
- case-based teaching
- patient scenario discussion
- discussions specifically addressing the registrar's learning needs
- giving feedback on observed consultations
- audits of clinical work
- Cultural education
- ACRRM online modules.

The remaining paid time can be further formal activities and/or mentorship and support such as

- Corridor teaching – call-ins and ad hoc discussions where these are of a significant time (i.e. at least 10-15 minutes, not a simple single question/answer)
- Attending patients together
- End of the day debriefing
- Ward rounds together

In addition, the following would be considered informal teaching and learning opportunities:

- Participation in practice-based clinical meetings
- A limited number of practice management meetings provided that the registrar attendance is specifically structured as a learning event

Term	FTE Hours per week		
	1.00	0.75	0.50
GPT1/CGT1 (1 hr formal structured)	3.00	2.25	1.50
GPT2/CGT2 (0.5 hr formal structured)	1.50	1.00	1.00
GPT3/CGT3 (structured)	0.75	0.75	0.75
ES (GP)/CGT4	0.00	0.00	0.00

Joint educational sessions (i.e. more than one registrar). Each registrar will have individual learning needs and it is worthwhile discussing this early in the term. This may change throughout the term, so regular review would be valuable. Hence joint educational sessions may occur some of the time, but it must always meet the registrar's learning needs.

Appendix B

Supervision requirements

General practice training is based around the model of ‘on the job’ training where access to timely assistance is vital. The level of onsite supervision will depend on the competence and level of training of the registrar and the context of the training post. Supervisors need to make an assessment of the level of competence of their registrars and match the level of onsite supervision appropriately but this is usually between 25% - 100% on-site and the remainder will be off-site (i.e. by phone). More than one GP can provide this, providing they are accredited.

EV requires the following minimum levels of supervision:

Term	Onsite Availability	Availability by phone
GPT1/CGT1 – First month	100% consulting time	Not applicable
GPT1/CGT1- remainder	80%	20%
GPT2/CGT2	50%	50%
GPT3/CGT3	25%	75%
ESP/CGT4/Elective	25%	75%

When off site, the nominated supervisor is available by phone or other reliable electronic means or ensures that a supervisor is available on-site or by phone 100% of the time. The supervisor or delegate is able to attend a situation that requires back-up unless alternative arrangements have been made prior to the event with the registrar’s consent.

Arrangements for leave

Arrangements for the teaching and supervision of a registrar when a supervisor is on leave are the responsibility of the educational supervisor but an accredited supervisor needs to be onsite to meet the supervision requirements. In a multi-supervisor practice, there should be no disruption to supervision or teaching.