

Extended skills training accreditation guide

RACGP Professional Led Training



Introduction:

The objective of this guide is to provide information about extended skills training sites (ESTS) and placements, for prospective training sites and supervisors. This guide outlines the type and scope required for eligible placements, expectations of training sites and provides an overview of accreditation requirements.

Background:

The RACGP Australian General Practice Training (AGPT) program is a three-year program consisting of twelve months in hospital posts, eighteen months in general practice and six months in an extended skills placement (ESP). The six months of extended skills can be spent in -

- a) a general practice, or
- b) a training site shown to be relevant to general practice, which improves skills and is of demonstrable or potential benefit to patients or to the community.

Registrars are given the opportunity to extend the depth and breadth of their training by learning extended skills that are relevant to general practice. This enables registrars to further their knowledge and/or skills in an area of interest or needing further development. All extended skills posts are required to be within the scope of general practice. More information on scope of general practice can be found in the [RACGP curriculum](#).

Overseas extended skills placements are available only to [Australian Defence Force](#) (ADF) registrars and have different requirements.

Type, scope and eligibility for extended skills training sites:

The [RACGP Standards for general practice training 3rd edition](#) covers the requirements and eligibility for accreditation of all training sites with more specific detail provided in the [Accreditation Standards for training sites and supervisors: Guide to implementation](#).

Extended skills training sites must be accredited prospectively by the RACGP prior to any registrar placements. Each ESTS must have a nominated and suitably qualified supervisor experienced in the skills being offered. The supervisor must be accredited by the RACGP as an extended skills supervisor. Non-GP extended skills supervisors are required to have unconditional and specialist medical registration with AHPRA but are not required to undertake any of the RACGP supervision training modules.

ESTS are required to demonstrate -

- the nature and purpose of the placement enhances professional skills and experience of the registrar, relevant to general practice
- the registrar has access to patients and procedures that are relevant to or match the learning outcomes of the ESTS
- there are clear learning outcomes that can be expected to be achieved from a placement and are in alignment with the [RACGP curriculum and syllabus](#)
- there are processes in place to provide support, supervision, and orientation for the registrar
- provision of onsite supervision appropriate for the registrar's level of experience and competence, including clear criteria regarding how clinical supervision will be provided and how registrars access support and advice as needed.

Additionally, ESTS should -

- have planned learning referenced or linked to a relevant curriculum, and information regarding the planned learning be freely available for registrars seeking to take up the position
- consider registrar hours to ensure they meet the needs of the training site without excessive on call and out of hours work, and
- have a risk management plan outlining measures to ensure the safety and emotional well-being of the registrar.

During the placement, ESTS supervisors are required to provide feedback to the registrar and the RACGP about the registrar's performance.

Extended skills training sites are diverse and available in a range of settings. Assessment of available disciplines is undertaken by RACGP regional and local teams to ensure the appropriate mix of skills is suitable to the local context.

Some examples of ESTS in different settings:

- **Hospital based setting** - Obstetrics and gynaecology, geriatrics, accident & emergency, paediatrics, drug & alcohol, mental health, surgical terms, endocrinology, gastroenterology, respiratory medicine, oncology, radiation oncology, dermatology or palliative care.
- **Community general practice-based setting** - Dermatology, aged care, women's health, sexual health, drug and alcohol, clinical teaching, undergraduate medical education, men's health, population health, multi-cultural health, refugee health, sports medicine, travel medicine, minor surgery, skin clinic, diabetes management or preventive health.

- **Community non-general practice-based setting** - HIV medicine, sexual health, drug and alcohol health, skin clinics, evacuation medicine, alpine medicine, rehabilitation medicine, family planning, custodial medicine, medical education, youth mental health or forensic medicine.

Registrars are also able to complete academic placements. These are undertaken at universities and formally managed by the RACGP through the [AGPT Academic post program](#).

Aboriginal and Torres Strait Islander health services are not generally accredited as ESTS as they provide the full range of comprehensive general practice across all age groups.

Placements:

Following accreditation of an ESTS, information on the site will be available to registrars. Prior to confirmation of placement at an ESTS, registrars must discuss the placement and expected learning outcomes with their medical educator (ME).

Registrars then apply for formal approval from the ME to complete the placement by completing an application form and detailing the outcomes they want to achieve for the placement. Requested placements at accredited ESTS are approved in line with specific registrar learning plans.

Whilst registrars are encouraged to apply for opportunities to gain the skills and experience offered by ESTS, the RACGP cannot guarantee a registrar placement each semester.

Each ESTS is assessed to determine prerequisites applicable for the registrar's placement. Some may be able to be completed pre GPT1 (eg hospital based ESTS) and others may be limited to registrars who have completed twelve months in general practice.

Extended skills placements must be 26 weeks full time equivalent, so can be completed full time over 6 months or part time eg. 0.5 FTE over 12 months. Part time hours must meet the minimum weekly working hours as per the RACGP policy. If part time, the placement may also be undertaken concurrently with a general practice placement eg. 0.5 FTE in an ESP over 12 months whilst also completing GPT3 0.5 FTE in a general practice. If concurrent with GP terms, the placement can only be done after GPT2.

Accreditation:

To progress to training accreditation, all RACGP training sites must hold current appropriate practice accreditation or equivalent. Accreditation of the practice/hospital setting ensures systems are in place to manage patient, staff and doctor safety.

- Hospital settings must be accredited through formal hospital accreditation (eg. ACHS) and may also hold accreditation with another specialty college.
- General practices must hold practice accreditation against the [RACGP Standards for general practice](#) (currently 5th edition).
- Specialty clinic-based posts may have equivalent accreditation with other non-GP specialist colleges.

Clinic based extended skills sites where equivalent accreditation is not available require additional checks (as per the RACGP [Extended skills practice-based accreditation checklist](#)) to ensure appropriate systems are in place.

Supervisors accredited for extended skills must hold full and unrestricted registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a practising specialist medical practitioner and hold appropriate qualifications specific to the discipline for which they are supervising.

In ESTS, supervisors accredited for extended skills training sites need to comply with their specialty CPD requirements as per AHPRA registration requirements.

Supervision may also be undertaken by a GP with recognised advanced skills in the discipline pertaining to the site.

The accreditation process:

Prospective training sites and supervisors complete the [extended skills training site application form](#) available on the RACGP website and provide the required documentation including -

- evidence of accreditation (or appropriate documentation and evidence requested in the checklist)
- evidence of supervisor qualifications including unrestricted medical registration
- a clear outline of learning outcomes linked to the [RACGP curriculum and syllabus contextual units](#) that can be expected to be achieved from the placement that will enhance professional skills and experience of the registrar as well as a plan for how supervision and any teaching will occur
- information regarding the patient population and specific treatment and management provided by the site (as applicable)
- a plan for supervision and how teaching or assessment will occur
- a registrar orientation plan.

The regional accreditation coordinator will work with the local team to review the application, liaise with the prospective training site contact and supervisor to discuss the opportunities provided for registrars by the placement, and expectations of the training program. The RACGP requires the Medical Educator to discuss the placement with the supervisor as a part of the accreditation process. The accreditation process dialogue enables alignment of the scope of the ESTS with the training program and determines appropriate previous registrar experience before undertaking the placement. Community based ESTS will also be visited by the RACGP to review facilities and equipment.

The Regional Accreditation Panel will determine whether the ESTS has met accreditation requirements. Training sites can apply for reconsideration and appeals of the accreditation outcome as appropriate.

Reaccreditation:

Reaccreditation is based on dynamic monitoring, reporting, feedback and registrar needs. Specific relevant reporting requirements and ongoing monitoring will be undertaken by the RACGP regional team, including:

- Provision of required reporting on registrar performance
- Assessment of registrar learning outcomes against planned expectations
- Review of feedback from registrar about the extended skills training site
- Review of supervisor recommendations for quality improvement activities

The RACGP will liaise with the ESTS at reaccreditation to reflect on registrar learning, opportunities for improvement and update details. A site visit will be completed as appropriate.

Related documents:

- [Accreditation Policy](#)
- [RACGP Accreditation standards for training sites and supervisors: Guide to implementation](#)
- [RACGP Standards for general practice 5th edition](#)
- [RACGP Standards for general practice training 3rd edition](#)
- [RACGP Curriculum and syllabus contextual units](#)
- [Training Program Requirements Policy](#)