



RACGP

The Australian Medical Council  
(AMC) reaccreditation of RACGP  
Fellowship Training and the  
Continuing Professional  
Development (CPD) Home.  
Your role.

15 August 2023

# Australian Medical Council(AMC) Reaccreditation of RACGP Fellowship Training and the Continuing Professional Development (CPD) Home.

The RACGP has commenced preparations for one of the most important events in the RACGP - the accreditation of RACGP Fellowship training and the RACGP Continuing Professional Development (CPD) Home in 2024.

Accreditation of general practitioner training as a specialist medical training program is a mandatory legislative requirement under the [Health Practitioner Regulation National Law](#).

Involving many RACGP staff and members, this introduction to the process focuses on your role in the RACGP re-accreditation.

## Key Points

The reaccreditation of RACGP Fellowship training and the RACGP CPD home:

- is a high stakes legislative requirement for the College.
- will involve many staff in terms of information compilation, reviewing submissions in their expert areas and may involve meeting with members of the AMC during the accreditation visits in 2024.
- is managed by a dedicated AMC Team responsible for the compilation of written submissions and providing support to staff and RACGP members meeting with the RACGP.

This guide aims to help identify your role within the re-accreditation process — you may be able to start preparing now!

All enquiries and questions can be directed to the RACGP AMC Team at e: [amc@racgp.org.au](mailto:amc@racgp.org.au)

## Critical importance of RACGP Fellowship Training and CPD Mandatory Reaccreditation

[Health Practitioner Regulation National Law](#) requires all medical practitioner training including continuing professional development to be accredited by the Medical Board of Australia (MBA), which the MBA delegates to the Australian Medical Council (AMC).

The [Australian Medical Council \(AMC\)](#) is an independent national standards body for medical education and training whose purpose is to ensure that the standards of education, training and assessment of the medical profession promote and protect the health of the Australian community.

The AMC will be looking very closely at all aspects of general practitioner training and the RACGP CPD home but will particularly look at new RACGP training programs and the CPD Home. In addition, they will look closely at the quality of the education and especially at issues like entry into general practice training and welfare for GPs in training.

This also the first formal accreditation of the RACGP Continuing Professional Development (CPD) program as a CPD Home.

## How does the AMC accredit RACGP Fellowship training and the RACGP CPD Home?

The key events of the AMC Accreditation of RACGP Fellowship Training and CPD Home are outlined in Table 1.

The AMC has produced a series of excellent videos covering the accreditation stages outlined below. All AMC accreditation participants are advised to watch these videos available from [Accreditation overview of medical programs by the Australian Medical Council](#).

### **AMC notified the RACGP of the 2024 Accreditation in April**

The AMC notified the RACGP in April regarding the forthcoming accreditation. This formally commences the legislative process of accreditation of general practitioner training as a specialist medical training program under the *Health Practitioner Regulation National Law*.

As a part of this reaccreditation process, the RACGP is required to submit a reaccreditation application, demonstrating that the RACGP training programs, and CPD home meet the appropriate standards. This is a significant undertaking of the College involving many hours of preparation by a large range of staff, committee members and office bearers. This includes writing, data collection, reviewing content, and report approval processes.

The production of the RACGP re-accreditation submission will take around 9 to 10 months.

### **AMC will assemble their Accreditation Assessment Team**

Around January 2023, the AMC will assemble an Assessment Team for task is to review and analyse all of the information presented, assess RACGP performance against the [Standards for Assessment and Accreditation of Specialist Medical Programs by the Australian Medical Council 2023](#) and the [Criteria for AMC Accreditation of CPD Homes](#).

### **Stakeholder consultation and surveys**

The AMC will identify RACGP stakeholders in April and then ask for feedback on the RACGP written Accreditation Submission (see next step).

At this time the AMC will also survey GPs in training for all pathways,

### **RACGP to submit the re-accreditation report to the AMC.**

The RACGP is due to submit a re-accreditation report in May 2024 where the RACGP describes and provides evidence that RACGGP Fellowship training and CPD home meets the accreditation standards. This report will be reviewed by the AMC Assessment Accreditation Team as well as external stakeholders identified by the AMC, such as other specialist medical colleges, government, community organisations and Aboriginal and Torres Strait Islander organisations.

### **Preliminary assessment of the College's programs**

Around June 2024, the AMC Assessment Team Will visit the college and provide pulmonary feedback, especially in terms of areas that they would like to focus on. There will probably be a significant interest in the new training program, but they will also be interested in all pathways to Fellowship, International medical graduates and the supports available for GPs in training.

At this visit, the AMC usually request further information relating to the intended focus of the accreditation activities.

### **Site visits**

The AMC assessment team will visit general practitioner training sites around the country from 7 to 16 August and meet with training program staff, educators, supervisors and GPs in training. During these visits, they may also talk to state-based stakeholders such as State Governments and CPD providers.

Full briefing sand supports will be available to everyone involved in meeting with the AMC.

### College Office Bearer and Committee discussions (at the RACGP office)

The following week (19 - 23 August), the AMC Assessment Team will meet with RACGP office, bearers, education, committees, and GPs in training to collect for that information for reaccreditation. This will be a busy time for the RACGP National Office where the AMC Assessment Team will be based. Again, full briefings and supports will be available to everyone involved in meeting with the AMC.

### AMC preparing the accreditation report 2 - 3 months after assessment.

The AMC Assessment Team will then spend the next few months compiling the final report. The final accreditation report is then sent to the Medical Board of Australia for review and endorsement.

An accreditation decision is expected by January 2025

**Table 1 Timeline of Key AMC Accreditation process of RACGP Fellowship training and CPD Home.** The AMC has produced a series of excellent videos covering the accreditation stages outlined below available from [Accreditation overview of medical programs by the Australian Medical Council](#).

Year	Date	Assessment Stage
2023	6 <sup>th</sup> April	AMC notified the RACGP of the 2024 Accreditation
2024	January	AMC will assemble their Accreditation Assessment Team
	~April – May	Stakeholder consultation and surveys
	<b>10<sup>th</sup> May</b>	RACGP to submit the re-accreditation report to the AMC
	~June	Preliminary assessment of the College's programs
	<b>7 – 16<sup>th</sup> August</b>	Site visits
	<b>19 – 23<sup>rd</sup> August</b>	College Office Bearer and Committee discussions (at the RACGP office)
	September - November	AMC preparing the accreditation report 2 - 3 months after assessment
	December	Medical Board reviews the accreditation assessment for endorsement
2025	~ January	Accreditation decision

## Your role in the 2024 AMC reaccreditation of RACGP training and the RACGP CPD Home

Staff, College members and office bearers may be asked to participate in the RACGP reaccreditation by:

- Staying up to date with RACGP AMC re-accreditation developments
- Participating in the written re-accreditation submission
- Ensuring RACGP webpages are up to date.
- Final reviewing of submissions to the AMC
- Assistance with additional information requests
- Meeting with the AMC Assessment Team

Table 2 below provides a timetable of the involvement of staff, College members and office bearers in the RACGP reaccreditation process.

### Staying up to date with RACGP AMC re-accreditation developments

- There will be regular email and Workplace updates.
- Watch the videos [Accreditation overview of medical programs by the Australian Medical Council](#).
- Contact the RACGP AMC Team at any time at e: [amc@racgp.org.au](mailto:amc@racgp.org.au)

### Ensuring RACGP webpages are up to date.

- The AMC will forensically examine the RACGP website education and training webpages.
- They may also look at related pages such as clinical guidelines, publications membership categories etc.
- As this process may take some time, if appropriate for your area, this may want to be factored into work processes.

### Participating in the written re-accreditation submission

The working group will be reaching out to the relevant teams for assistance in writing the first draft of the reaccreditation report. You can help by:

- Meeting with the RACGP AMC Team
- Providing background and supporting information as requested
- Reviewing the content in your area of expertise, including related RACGP webpages.

The working group will collate information and assemble the accreditation report.

### Final reviewing of submissions to the AMC

You may be asked to help review the final report or other submissions prior to report submission to the AMC. You may also be asked assist in a final check of data in your area of expertise at this time.

### Assistance with additional information requests

The AMC may request additional information at any time during the accreditation process and expect a timely response. The working group will contact you if required.

### Meeting with the AMC Assessment Team

Depending on your area, you may be involved in meeting with the AMC Assessment Team. In this event, full briefings, support and training will be provided.

**Table 2. RACGP staff, College members and office bearers will have various roles in the re-accreditation of RACGGP Fellowships training and CPD Home.**

<b>2023</b>	<i>Now!</i>	Read email / Workplace posts.  Ensuring RACGP webpages in your area of responsibility are up to date.  Watch AMC Overview accreditation videos available from <a href="#">here</a> .
	May - July	The working group will be reaching out to the relevant teams to begin writing the first draft of the reaccreditation report. You can help us by: <ul style="list-style-type: none"> <li>• Meeting with us</li> <li>• Providing background and supporting information as requested</li> <li>• Reviewing the content in your area of expertise, including related RACGP webpages.</li> </ul>
	August – November	The working group will collate information and assemble the accreditation report.

<b>2024</b>	December - February	The report will be reviewed by key stakeholders. Final check of data to ensure currency.
	February - April	Final endorsement by the RACGP Board before submission to the AMC.
	June	The AMC may request additional information. The working group will contact you if required.
	July	Depending on your area, you may be involved in meeting with the AMC Assessment Team.

### The RACGP AMC Team - please contact at any time!

The RACGP AMC Team will manage the AMC accreditation process and Mimi Naghoor will be the first point of contact for any AMC Accreditation requirements.

There is a dedicated RACGP AMC email address at e: [amc@racgp.org.au](mailto:amc@racgp.org.au)

The AMC Team will be providing support to all participants in the AMC re-accreditation of RACGP Fellowship Training and the RACGP CPD Home

Please contact at any time!!

RACGP AMC Team	
Project management	Mimi Naghoor (First point of contact)
Working group	Dr Ronald McCoy Dr Judith Culliver Nicole Quaife