

RACGP
Royal Australian College
of General Practitioners

Your Fellowship Support Program (FSP)

Application handbook

Your Fellowship Support Program (FSP) application handbook

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We acknowledge the Traditional Custodians of the lands and seas on which we work and live, and pay our respects to Elders, past, present and future.

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Welcome from the President

Welcome to a rewarding general practice career with the RACGP.

When you choose a career in general practice, you choose to become a specialist in your patients' lives. General practice is unique in its person-centred approach to healthcare. The relationships you form with your community help you deliver effective healthcare for a huge variety of presentations, and across all stages of their life. In every consultation, you are helping someone take the next step to better health.

The Fellowship Support Program is an education and training program to support doctors working in community general practice towards reaching Fellowship. The program supports continuity of care for those communities that need it most, by ensuring GPs in rural and remote areas of Australia are supported and adequately trained to work in Australian general practice.

During your time on the program, you'll participate in self-directed learning, in-practice learning, optional workshops, and workplace-based assessments for feedback and progress monitoring. You'll also work in accredited training practices under supervision.

The RACGP will support you throughout your training journey towards Fellowship, equipping you with the knowledge, skills and experience you need to practise independently anywhere in Australia.

You are joining a supportive community of registrars, GPs and non-clinical RACGP staff. The RACGP will support you not only throughout the Fellowship Support Program, but also during the rest of your career, giving you access to like-minded individuals, ongoing training and education, up-to-date general practice news and research, and a support network.

We look forward to welcoming you onto the program.

Dr Nicole Higgins
RACGP President



Why choose to train towards Fellowship with the RACGP

When you choose to train with the RACGP, you'll join a collegiate community of lifelong learning. The RACGP will continue to support you after Fellowship with high-quality education recognised throughout the health sector.

RACGP Fellowships

Fellowship of the RACGP denotes you as a practitioner who provides safe, specialised and high-quality general practice care. It demonstrates to governments, the general practice profession and the community that you're competent to practise safely and unsupervised in any Australian general practice setting – metropolitan, rural, remote and very remote communities.

It allows you to access specialist medical registration and A1 Medicare rebates.

The RACGP offers two Fellowship endpoints:

- Fellowship of the RACGP (FRACGP)
- RACGP Rural Generalist Fellowship (FRACGP-RG) – awarded in addition to FRACGP to registrars who successfully complete rural generalist training.



Support

The RACGP supports 9 out of 10 Australian GPs, including 5400 GPs in training, annually working towards Fellowship.



Rural support

With more than 24,000 rural members, RACGP Rural GPs in training benefit from an established, well-supported program that meets their specific needs.



Flexibility

RACGP GPs in training have access to flexible training arrangements, as well as the option to complete further training towards the RACGP Rural Generalist Fellowship.



Advocacy

With more than 40,000 members, the RACGP has a powerful voice to advocate for GPs in training at all levels of government.



Aboriginal and Torres Strait Islander health

The RACGP provides dedicated support for Aboriginal and Torres Strait Islander doctors applying for the FSP and for GPs in training working towards Fellowship.

Rural Generalist (RG) Fellowship

As an FSP registrar, you can choose to undertake an additional, optional year of training to achieve RACGP RG Fellowship. This qualification is recognised as an appropriate end point for Rural Generalists training in state and territory Rural Generalist programs.

We're proud to have trained almost 850 doctors to achieve the RACGP Fellowship in Advanced Rural General Practice and over 250 to achieve the redeveloped RACGP Rural Generalist Fellowship.

What is a Rural Generalist?

A Rural Generalist is a rural GP who is working to an extended scope of practice with skill sets informed by the needs of the community they serve. Their skills encompass comprehensive general practice and emergency care and required components of other non-GP specialist care in hospital and community settings.

The extra skills gained as part of the Rural Generalist Fellowship helps give patients more local options for accessing safe and comprehensive care in Australia's rural, remote and very remote communities.

Disciplines

As an RACGP Rural Generalist trainee you'll have access to more than 400 RACGP accredited additional rural skills training sites where you can develop more advanced emergency medicine skills and additional non-GP specialist skills in the following areas:

- Aboriginal and Torres Strait Islander health
- adult internal medicine
- anaesthetics
- child health
- emergency medicine
- mental health
- obstetrics
- pain management
- palliative care
- public health
- remote medicine
- rural general practice
- skin cancer
- surgery.

Visit the [Rural Generalist Fellowship webpage](#) for more information.

Opportunities and supports in general practice

General practice offers flexibility, allowing you to focus on areas of interest and tailor your career to suit your desired work–life balance. The RACGP has a number of faculties that can support you to pursue your interests.



RACGP Rural

RACGP Rural is the college's faculty dedicated to rural and remote health.

Visit www.racgp.org.au/rural for more information.



RACGP Aboriginal and Torres Strait Islander Health

This faculty provides dedicated support and activities for Aboriginal and Torres Strait Islander candidates applying for and completing RACGP training programs.



RACGP Specific Interests

RACGP Specific Interests, a national faculty of the RACGP, recognises the additional interests and/or expertise held by GPs.

Visit www.racgp.org.au/specific-interests for more information.



RACGP Foundation

The RACGP Foundation raises funds for a diverse range of research grants, scholarships, Fellowships and awards that provide valuable research opportunities.

Visit [website](#) for more information.



General practice research

The RACGP supports any level of research undertaken by GPs.

Members have free access to the [John Murtagh Library](#) and guidance from the [National Research and Evaluation Ethics Committee \(NREEC\)](#)

Your FSP journey towards Fellowship

Applying for general practice training

If you decide that a career in general practice is for you, submit an application to begin your journey towards Fellowship.



General practice education and training (two years)

The FSP education component includes training in Comprehensive Australian general practice over two years.



Post-education (up to three years)

During the post-education period you'll commence or recommence Fellowship examinations. Your access to an RACGP-approved Medicare provider number will remain valid unless otherwise notified.

RACGP Fellowship examinations

The RACGP assessment includes the Applied Knowledge Test (AKT), the Key Feature Problem (KFP) exam and the Clinical Competency Exam (CCE).

Application for Fellowship

Successful completion of RACGP training, assessment and Fellowship requirements.



RACGP Fellowship

You're now a Specialist GP! As a Fellow of the RACGP you can work unsupervised anywhere in Australia.

About the FSP

The FSP is an education and training program, designed to support non-vocationally registered (non-VR) doctors on the General Practice Experience Pathway. Undertaken in a training-accredited practice, under supervision, you'll participate in workplace-based assessments (WBAs) for feedback and progress monitoring. The program has two components; education and training (four six-month terms, totaling 24 months), and post-education (up to 36 months). (see Figure 1):

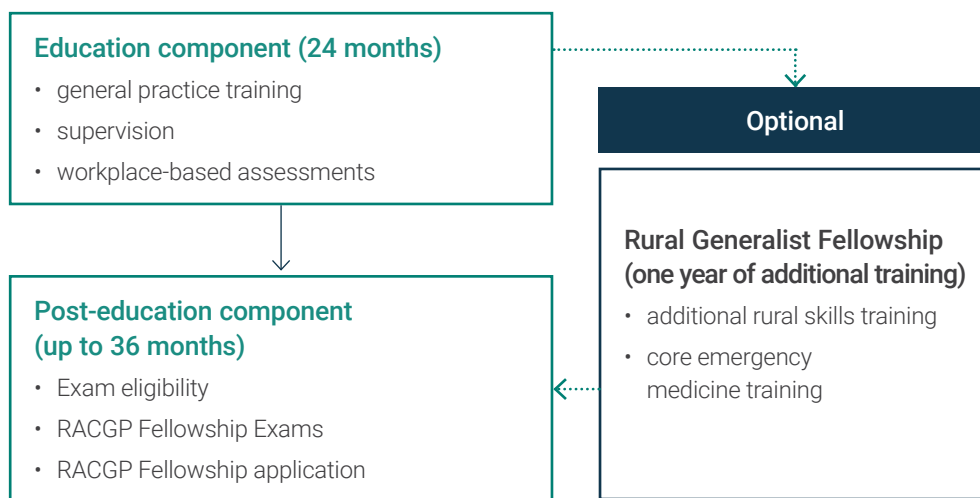


Figure 1. FSP components

While you can work part-time on the FSP, you need to complete all education and training requirements on a full-time basis, meaning your program time remains unchanged. If you choose to complete additional RG Fellowship training, you'll have at least an additional year to complete this training.

Note: Registrars from the cohort 2024.2 (commencing July 2024), and onwards, will generally not be eligible for Recognition of Prior Learning and Experience (RPLE).

If you have previously voluntarily withdrawn from Australian General Practice Training (AGPT), you may still be eligible to reduce your program time. You will need to discuss your individual circumstances with RACGP staff at becomeagp@racgp.org.au.

FSP education and training activities

When commencing the FSP, you'll receive education and supervision from general practice supervisors. Experienced medical educators will provide you with education and feedback through observation of your clinical practice. Alongside this support, you'll receive educational resources in the form of comprehensive curriculum-mapped online modules, small-group learning and optional workshops. These activities are designed to further develop your general practice knowledge and skills, and support your journey towards Fellowship.

Education program component

The FSP education and training plan has four core elements:

- Education activities
- Progressive assessment and WBA
- Supervision
- Medical educator and program officer support.

1. Education activities

As part of the program, you'll have access to over 40 learning units mapped to the RACGP curriculum and syllabus. These are not compulsory.

You must complete an Aboriginal and Torres Strait Islander cultural awareness module on program commencement which provides the essential building blocks to offering culturally safe healthcare.

The RACGP will offer two 2-day workshops in year 1 and year 2, focusing on skill development and fostering peer networking. These workshops are optional and self-funded.

Over the course of the program, you'll be asked to participate in a clinical audit (using the Registrar Clinical Encounters in Training [ReCEnT] tool), an event analysis and an evidence-based medicine discussion. Your supervisor and/or medical educator will provide you with feedback based on these activities to inform your learning.

Preparation for RACGP Fellowship assessments is an integral part of the program. Exam support is offered throughout the program, with an intensive exam preparation component in the final six months. The intensive component includes clinical reasoning approaches and exam techniques, practice AKT and KFP questions and monthly tutorials with medical educators.

2. Progressive assessment and workplace-based assessment

Within the first two weeks of the program, you'll participate in the Early Assessment for Safety and Learning (EASL). This assessment comprises of multiple choice and situational judgement questions, and a confidence scale. In conjunction with the early workplace-based assessment (WBA), it's used to help develop your learning plan and inform supervision requirements.

WBAs are distributed across the program and include:

- Mini-clinical examinations and direct observations of procedural skills
- Clinical case analysis – case-based discussion and random case analysis
- Multisource feedback from patients, colleagues and personal reflection
- Supervisor reports.

These assessments provide you with feedback to inform your learning and are reviewed every six months by a Progress Review Committee to ensure you're progressing satisfactorily towards the competencies required for Fellowship. If there are concerns about your progress, further assessments may be required and, in some cases, remediation will be mandated before you can continue with your program.

3. Supervision

In addition to any supervision requirements for your medical registration, you'll meet with your supervisor regularly throughout your program. These meetings will allow you to discuss education activities, clinical cases, and feedback on your progress.



Your supervisor will also be required to provide clinical supervision. Clinical supervision covers non-urgent and urgent advice relating to patient care. The level of clinical supervision required will be determined by your EASL and any AHPRA supervision requirements.

4. Training support

During training, you'll be allocated a medical educator and program officer. You'll meet with your medical educator for one hour, at least twice every six months, to discuss your progress, assessment preparation and any administrative or professional issues. Your program officer will be responsible for responding to any queries that you have.

5. Taking leave from the program

Various leave options are available while you're training in the FSP. These include statutory leave allowances required in each state or territory and further leave allowances in certain circumstances. Additional details regarding leave policies can be found in the [FSP Registrar handbook](#).

You can place your RACGP membership on hold during periods of approved leave that are three or more months in duration.

Post-education component

To progress into the post-education component of the program and sit your fellowship exams in accordance with the Fellowship Exams Policy, you'll need to:

- satisfactorily complete the education component of the FSP
- meet exam eligibility requirements.

Candidacy information

For FSP participants who've not previously sat RACGP Fellowship examinations:

- you must complete all exams within three calendar years of the commencement of your candidacy (six exam semesters), excluding suspensions of candidacy approved by the RACGP.
- any fellowship exam passed during the candidacy remains valid for the duration of your candidacy.

For FSP participants who have previously sat RACGP Fellowship examinations and have commenced their candidacy:

- RACGP will suspend your candidacy (remaining semesters) during the education component of the FSP.
- The remaining semesters in your candidacy become available for you to sit upon completion of the FSP educational component.
- Any Fellowship Exam passed during your candidacy remains valid during your candidacy period.
- If an exam pass that predates 1 January 2019 expires, you must re-sit and pass the expired exam in your remaining candidacy period.

If you do not pass all three Fellowship exams by the end of your candidacy, you will be ineligible for Fellowship.

Provider number access will continue in the post-education component until Fellowship is awarded or exam candidacy is expended.

Please read the [FSP Registrar Handbook](#) for more information.

We're here to help

Please contact us with any questions:



T: 1800 472 247

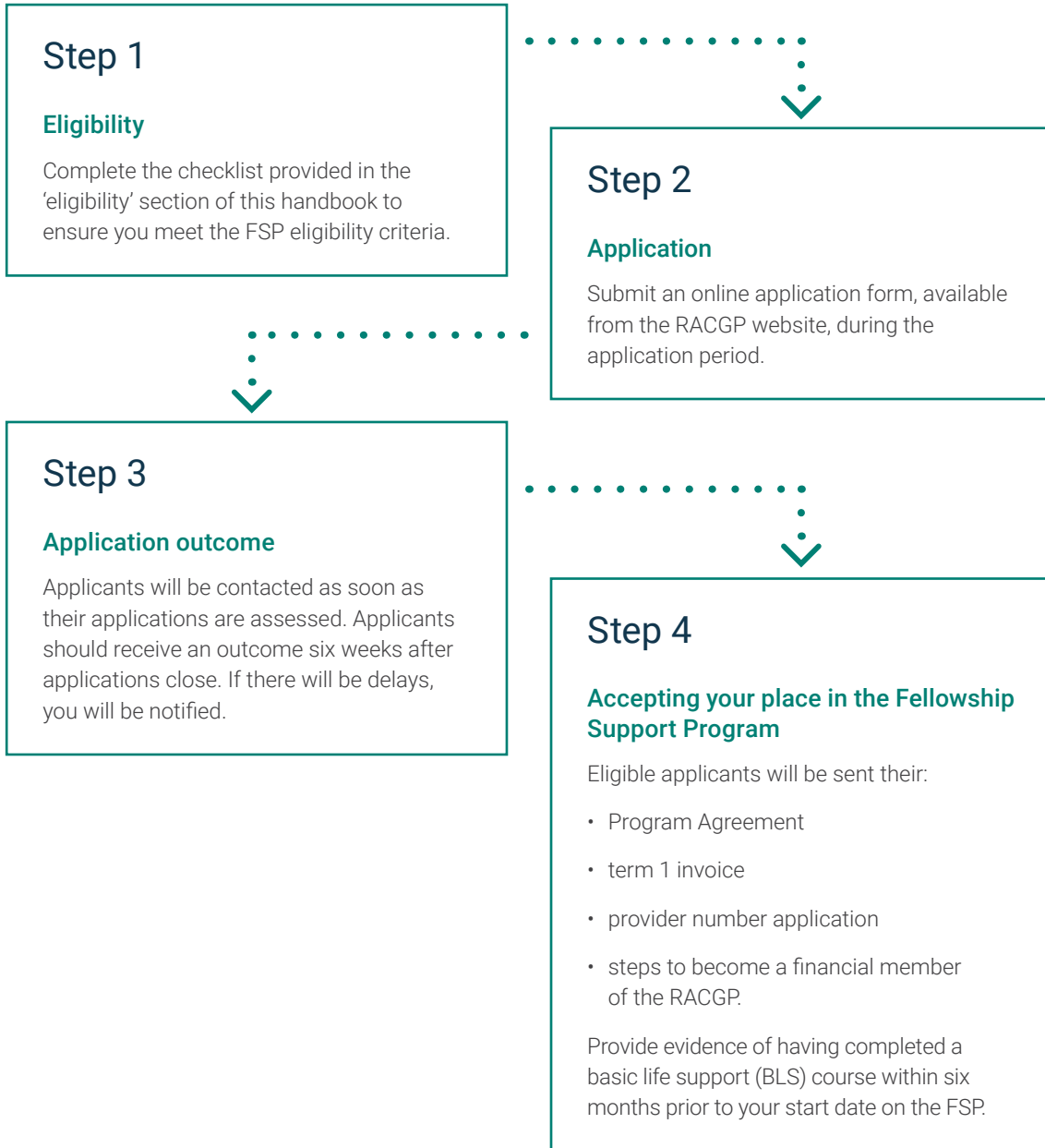


E: becomeagp@racgp.org.au



W: racgp.org.au

FSP application process



These steps are outlined in further detail on the following pages.

See our [website](#) for key application dates for your intake.

Step 1: Eligibility checklist

You need to meet certain eligibility criteria to apply for FSP. Before starting an application, check your eligibility using the checklist below.

Medical registration

I currently appear on the AHPRA register of practitioners with a status of 'registered' (without any restrictions, conditions, undertakings or suspensions that limit my scope of practice)

My medical registration category is either:

General

General and specialist

Provisional (level 2 supervision and above via the competent authority pathway or the standard pathway with AMC certificate)

Limited (level 2 supervision and above)

Applicants who hold Specialist Registration only, or whose registration requires Level 1 supervision will not be eligible.

Current practice or job offer

I currently have a job or job offer delivering general practice services in Australia that meets the [General Practice Program Placement Guidelines](#).

I'm working or plan to work in a Modified Monash (MM) Model 2–7 general practice that is recognised as a [Comprehensive Australian general practice](#).

- Please visit the [Health Workforce Locator](#) to check if you're currently working in an MM 2–7 location.
- Approved medical deputising services do not meet this requirement.
- Approval to practice in an MM1 location is uncommon. Requests are reviewed on a case by case basis following the [extenuating and unforeseen circumstances guidelines](#).

I work or plan to work a minimum of 14.5 hours over two days every week. 10.5 of these hours are face-to-face. Please note: As part of the eligibility requirements to sit Fellowship exams, you must have one year (FTE) of comprehensive Australian general practice experience in the last four years. See the [FSP Registrar Handbook](#) for more information.

I have a contractual arrangement to provide medical services for at least six months in the same practice from the commencement of the first term of the FSP.

If I have a training site specified by AHPRA on my registration, this is the training site that I have a job or job offer to work in during the FSP.

Right to work

I have the right to work in Australia.

If I'm in Australia on a visa, I can provide supporting evidence for my visa type.

Supervisor requirement

My nominated supervisor appears on the AHPRA register of practitioners with a status of 'registered' (without any restrictions, conditions, undertakings or suspensions that limit my scope of practice)

I can nominate a supervisor who can accommodate and supervise me on-site in the FSP.

The approval of offsite supervision is at the RACGP's discretion. Your supervisor will be asked to submit a supervision plan at the time of the application if you require offsite supervision.

My nominated supervisor is a Fellow of the RACGP and/or ACRRM

If I have an approved supervisor under my medical registration, I and they, understand they'll be required to supervise me while in the FSP program.

RACGP supervisors are limited to supervising a maximum of three GPs in training between the AGPT and the FSP. Please check this with your nominated supervisor.

Practice accreditation requirement

My nominated FSP practice is accredited against the [RACGP Standards for general practices](#) and accredited to train Australian General Practice Training (AGPT) registrars.

OR

My nominated FSP practice is not currently accredited to train AGPT registrars. However, it's accredited against the [RACGP Standards for General Practices](#) and agrees to be accredited as a training site within the first six months of my FSP commencement.

If you remain in the same practice for the entirety of your program, you will be required to complete additional activities to address diversity of practice.

Applications for a change in practice or to work in an additional practice will not be accepted until three months after the commencement of training. Requests will be reviewed on a case by case basis following the [extenuating and unforeseen circumstances guidelines](#).

If your chosen practice does not hold any form of accreditation, it will not be deemed eligible.

Curriculum Vitae (CV)

I can provide a current CV, including my entire work history from the completion of my primary medical degree (eg MBBS/MBChB), including any internships.

Exam candidacy

I have a minimum of one exam semester remaining to complete all Fellowship examinations, as per the [Fellowship Exams Policy](#).

Step 2: Application

If you're eligible for the FSP the next step is to apply.

There are several sections of the application form to complete, so we encourage you to make a start as soon as possible.

You'll need to complete each section of the application to progress to the next section.

Section A: Eligibility Quiz

The eligibility quiz is the first part of the FSP application process. You'll be asked questions to confirm you meet the eligibility criteria outlined in the previous section. Please note that progressing past the Eligibility Quiz does not guarantee your eligibility for the program.

Ineligible - Apply in the next round of applications or contact becomeagp@racgp.org.au

Section B: Introduction

Once you have passed the Eligibility Quiz, you'll have access to additional resources to support your application:

- Application FAQs
- RACGP 'Become a GP' contact details
- Eligibility criteria.

Section C: Consent and Third Party Declaration

Next, we'll ask you to confirm you've read and agreed to the RACGP FSP policies, specifically:

- [Training Program Entry Policy](#)
- [Training Program Requirement Policy](#)
- [Fellowship Exams Policy](#)
- [Requirements for Fellowship Policy](#)
- [Membership Code of Conduct](#)
- [Academic Misconduct Policy](#).

IMPORTANT:

You'll be asked to provide the details of a third party who can access your application. At a minimum, you'll need to enter the email of your practice manager at each practice you're considering for your application. It's important that you put the correct email address for the third party such as your practice manager, spouse, etc.

We can't provide access without your permission.

Providing third party access is optional.

Section D: Personal Details

We'll ask you to provide current personal details, this information will be used to contact you throughout the application process.

We'll ask for your:

- RACGP ID number
If you don't have a RACGP account, you'll need to sign up to receive a unique user ID.
- full name
You must provide your full name, as shown on your official documentation (eg passport)
- date of birth
- gender identity
- email
- preferred phone number
- Australian Residential Address
- country of birth
- identification as Aboriginal or Torres Strait Islander
- Australian citizenship, if applicable, date granted.

Section E: Professional Background

Next, you'll be asked for details and documentation relating to your professional background:

- The university you attained your primary medical degree.
- Participation in other specialist training programs such as AGPT, RVTS, or ACRRM IP.
- If you have, plan to, or are currently pursuing a medical specialty other than general practice
- Australian Defence Force (ADF) membership.
- Commitment to spending at least six months in a comprehensive general practice position.
- Commencement of work as a GP in Australia.
- Full-time equivalent experience in Australian general practice.
- Participation in 3GA programs.
- Remaining exam semesters to complete all Fellowship exams.
- A copy of your CV.

Section F: Medical Registration Details

In this section, we'll ask for details of your current Australian medical registration status, including any details of conditions and/or undertakings.

Have the following information available:

- AHPRA medical registration number.
- Date when you were granted Medical Registration in Australia.
- Medical Registration category.
- A copy of your AHPRA Medical registration (this can be a screenshot from the AHPRA website).
- Any conditions, restrictions, notation, supervision requirements or approved site/s placed on your medical registration (need to provide evidence of these).
- Your Medicare prescriber number.
- The number of active provider numbers you have + if they're attached to another 3GA program.
- The country you attained your medical degree.
- Details of your moratorium status.

We'll also need a clear, colour, original scan or photograph of one of the following:

- current AHPRA registration certificate
- current AHPRA registration card
- proof of listing on ahpra.gov.au in the Register of Practitioners.

In addition, if you hold provisional (supervision level 2 and above via competent authority pathway or via standard pathway with AMC certificate), limited (level 2 and above) or general registration with restrictions, conditions, suspensions and/or undertakings, you'll need to provide a clear, colour, original scan or photograph of one of the following:

- restrictions, conditions, suspensions and/or undertakings set by the Medical Board of Australia
- listing from ahpra.gov.au in the Register of Practitioners detailing public and non-public restrictions, conditions, suspensions and/or undertakings.

Section G: Practice Details

You need to work in a practice that is accredited against the [RACGP standards for general practices](#).

We'll ask the following questions to help us determine whether your working arrangements are suitable for the FSP.

Note that you can apply for up to two independent practices, and three branch practices.

- Are you currently working in general practice?
- How many practices do you plan to work at during the proposed FSP placement?
- What are the practice details, including the name, address, suburb, state and postcode?
- What is the Modified Monash (MM) Model location for the practice?
- Is the practice currently in a Distribution Priority Area (DPA)?

- Do you have a provider number for the practice?
- How many hours do you intend to work at the practice during your proposed FSP placement?
- What services does the practice offer?
- What patient groups (by age, frequency and ethnicity) are you likely to see in an average week?
- How many doctors are currently working at the practice?
- In section I, you'll be asked to request a letter of support from each practice that you intend to work at). See section I overleaf for more information.

Section H: Supervisor Details

During the FSP, you're required to be supported by a supervisor. The supervisor you nominate should already be working in your practice. If your nominated supervisor is accredited to train AGPT registrars they'll be considered as an 'approved supervisor' for the FSP.

If your nominated supervisor is an existing AHPRA supervisor with a FRACGP, but is not accredited to train AGPT registrars, the RACGP will consider them as 'provisionally approved' (considered on a case-by-case basis). The RACGP will then work with your nominated supervisor so that they achieve recognition as an accredited FSP supervisor within your first year in the program.

For us to determine whether your supervisor is suitable, we'll ask:

- Is your supervisor located at one of your nominated FSP practice/practices?
- What is your prospective supervisor's details such as full name, RACGP ID, practice information, medical registration number, Fellowship details, phone number and email address? (Seek permission before providing this information)
- Is your prospective supervisor accredited?

In some situations, an offsite supervisor may be approved. If you're unable to receive onsite supervision, you'll need to find an offsite supervisor who will be required to submit a supervision plan at the time of the application for entry into the FSP. The approval of offsite supervision is at the RACGP's discretion.

Section I: Request a Letter of Support

A letter of support is required from each practice where you intend to work during your FSP placement. The Letter of Support is requested, completed and submitted within the application form. A separately written letter cannot be uploaded in its place.

Your practice manager will include the following information in the letter:

- practice details
- confirmation of MM location / DPA
- practice ABN
- practice manager's contact number and email address
- information about you (the applicant) and your employment status

- scope of practice
- working hour arrangements
- practice accreditation details and documentation
- supervisor details
- declaration of information provided to RACGP.

To be able to provide the letter of support, you'll need to enter the name and email address of your Practice Manager for each practice into the application form. This will enable an automated email to be sent to them with a link to complete the "Letter of Support" form online by the application deadline.

Important! The Letter of Support form can only be completed using the same email that you entered in for your practice manager in Section G of the application.

You can't continue to Section J and submit your application until your Letter of Support has been received for each nominated practice.

Section J: Your Feedback

In this section, we'll ask for feedback to help improve and inform our activity. We will ask:

- How did you hear about the FSP?
- If you use social media and if so, which platforms?
- Your reason for applying to the FSP?
- If you foresee any concerns or challenges in undertaking the FSP?
- How satisfied are you with the application process?

Your anonymity will be protected, and all responses will be de-identified.

Section K: Review Application

Before submission, we encourage you to review each section of your FSP application.

In this section you can add additional information and/or documentation you'd like us to see.

We ask for your privacy consent, declaration and understanding in submitting true and accurate information.

Step 3: Eligibility outcome

Your application will be assessed against the [RACGP Training Program policies](#). You may be required to submit additional documentation if we have any concerns about validity, or if we find you've missed something.

After your supervisor's details have been confirmed, you'll be notified of your outcome via email. We aim to do this within six weeks after applications close. If there are delays, we'll be in touch.

If there's an oversubscription in applications, applicants who are working with underserved communities and Aboriginal and Torres Strait Islander applicants will be offered a place in the FSP as first priority. We may then [apply additional criteria](#) to determine the order of other placements offered.

Step 4: Accept your place in the Fellowship Support Program

Soon after receiving your eligibility outcome, you'll be sent an email with your FSP Program Agreement. To secure your place in the program, you'll be required to:

1. Accept your Program Agreement.
2. Pay your first term invoice.
3. Apply for a RACGP FSP provider number.
4. Become a financial member of the RACGP by the commencement of your program and retain this membership until you have either attained Fellowship or have exhausted your Fellowship candidacy as per the [Fellowship Exams Policy](#). Please refer to the [FSP Registrar Handbook](#) for further information.
5. Provide evidence of having completed a Basic Life Support (BLS) course within the six months prior to your start date on the FSP. The requirements and accepted BLS courses are detailed in the RACGP's [Basic Life Support and Advanced Life Support Guide](#).

Supporting documents

The supporting documents you're required to submit with your online application depend on your applicant category.

It's your responsibility to ensure you:

- provide only information that is true, complete and correct
- supply all supporting documents to the RACGP (as required)
- check your email regularly and respond to any requests in a timely manner
- provide information or further documents as requested by the RACGP.

An incomplete or incorrect application and/or the absence of required or relevant information will result in delays in processing and/or the application being deemed ineligible.

Submit clear, colour, original scans or photographs of your supporting documentation. Formal certification of a document may also be requested by the RACGP at any time. If the document is black and white, it must be correctly certified within 18 months of your application (see Certification requirements for mandatory supporting documents for further details).

Mandatory supporting documents

Documents to be uploaded, if applicable

Evidence of name change

If your name is stated differently across your mandatory documents, you must provide a clear, colour, original scan or photograph of one of the following:

- marriage certificate (if the original is not in English, both original and English translations are required)
- deed poll
- name-change certificate
- statutory declaration stating your known names are of the same person.

Enrolled in other training

If you're currently enrolled in another general practice training program such as in the Australian General Practice Training (AGPT) Program, Australian College of Rural and Remote Medicine (ACRRM) Independent Pathway, RACGP Practice Experience Program (PEP) or Remote Vocational Training Scheme (RVTS), you must provide a statutory declaration of your intention to resign if accepted into the FSP and acceptance of this from the current vocational training program.

The statutory declaration should be uploaded before applications close, to the supporting documentation section at the end of the application.

Uploading supporting documents

If a document has been marked as mandatory, you won't be able to submit your online application until that document has been uploaded.

Steps for preparing digital documents before applying

- Collect all the documents the RACGP requires.
- Scan or photograph original colour documents. Any documents that cannot be colour scanned or photographed must be correctly certified and then scanned. Each document/image must be under two megabytes. Documents can be uploaded in JPG, JPEG, GIF, PNG and PDF format.

Documents with more than one page

If you wish to upload a document that has more than one page, you have two options:

- Scan the document to a multi-page PDF and upload the single PDF file.
- Scan each page of the document to a separate PDF file and upload each file individually.

File formats

The online application system will only accept the following file formats: JPG, JPEG, GIF, PNG and PDF. All other file formats need to be converted to an acceptable file format before upload.

Delays with third-party organisations

The RACGP does not take responsibility for delays you experience in meeting application requirements.

If you experience delays in obtaining any of the mandatory supporting documents, contact us at eligibility@racgp.org.au as soon as possible to discuss. The RACGP will not contact other organisations on your behalf to request documentation.

Online application recommendations and correspondence

We recommend you submit your application and supporting documents well before the due date.

If we require extra documents or clarification regarding your online application, the RACGP will provide feedback via the application platform and by emailing you. As all correspondence is via email, make sure to monitor your nominated mailbox regularly. You won't receive special consideration for emails that are filtered by a junk filter.

Note: Late applications will not be accepted. The RACGP isn't responsible for:

- mail (electronic or posted) not delivered
- correspondence being sent to an incorrect email address when you have failed to formally notify the RACGP about any changes to your contact details
- emails not reaching you
- emails sent to a junk email folder.

Certification requirements for mandatory supporting documents (if required)

We may ask you to submit certified copies of your supporting documentation if we have any questions about the validity of the documents. If we request certified documents, you must submit correctly certified documents as detailed below.

Note: Documents certified by medical practitioners will not be accepted. Authorised certification officers include:

- Justices of the Peace
- Commissioners for affidavits or declarations or oaths
- bank managers or credit union branch managers
- pharmacists*
- clerks of the court
- barristers or solicitors
- judges of the court
- postal managers
- police officers (all ranks)
- dentists*
- physiotherapists*
- chiropractors*
- optometrists*
- Australian consular officers.

The authorised officer must certify each document by writing, 'I certify this is a true and full copy of the original document sighted by me'.

All certifying officers must also include their:

- signature (on the same page as the statement)
- full name
- contact phone number
- profession or occupation (including AHPRA Medical Registration number, if applicable)
- date certified.

*Certification must include registration number.

Note: Documents without all the mandatory details written by the certifying officer will not be accepted and you'll have to resubmit newly certified documents.

Certifying officers must be citizens of Australia or New Zealand and currently reside in Australia or New Zealand. Documents certified outside Australia or New Zealand will only be accepted if they are certified by an officer at an Australian consulate.

- Photocopies of certified copies will not be accepted.
- Double-sided documents must be certified on both sides.
- Certification must be on the correct side of the page (ie certification on the back of a single-sided document cannot be accepted).

If you're asked to produce certified copies of your supporting documents, your application will only be considered complete upon receipt of all necessary certified supporting documents.

Previously certified documents

Although we recognise that some birth certificates or university degrees have been certified by a births, deaths and marriages authorised certifier or a registrar at the university at the time of printing, for the purposes of the FSP Program, this doesn't constitute full certification.

Upon request, applicants who submit documents without certification from an authorised certifier will be required to resubmit newly certified supporting documents. Their application will not progress until the documents are received.

Confidentiality

All information within applications will be treated as confidential.

If any documents are poorly scanned, not in colour, have incorrect certification or are suspect, the RACGP reserves the right to request any document be certified by an authorised certifier for verification. Applicants who, upon request, do not produce correctly certified copies of their supporting documents may be deemed ineligible.

Acronyms & Glossary

Acronyms

- ACRRM** – Australian College of Rural and Remote Medicine
- AGPT** – Australian General Practice Training
- AHPRA** – Australian Health Practitioner Regulation Agency
- AKT** – Applied Knowledge Test
- CCE** – Clinical Competency Exam
- FRACGP** – Fellowship of the Royal Australian College of General Practitioners
- FSP** – Fellowship Support Program
- GP** – general practitioner
- KFP** – Key Feature Problem
- MM** – Modified Monash (Model)
- RACGP** – Royal Australian College of General Practitioners
- RG** – Rural Generalist
- WBA** – workplace-based assessment

You'll find further explanations of some of these terms below in the glossary.

Glossary

Accreditation requirements – The official regulatory requirements detailed within the [RACGP Accreditation Policy, Accreditation Standards for Training Sites and Supervisors](#) and applied through associated processes.

AHPRA Medical Registration – Registration with the Australian Health Practitioner Regulation Agency (AHPRA) which allows the registrant to practise medicine. See [AHPRA's website](#) for more information.

Applicant – The medical practitioner applying for entry into the Fellowship Support Program.

Commencement of training – The first day on which the GP in training begins their RACGP-approved program.

Comprehensive Australian general practice – As defined in the [comprehensive Australian general practice guidance document](#).

Cultural safety – Cultural safety is determined by Aboriginal and Torres Strait Islander individuals, families and communities. Culturally safe practice is the delivery of safe, accessible and responsive healthcare free of racism through ongoing critical reflection about knowledge and skills, attitudes, practising behaviours and power differentials.

Education and training requirements – The mandatory components of the GP in training's RACGP-approved program.

Fellowship – Admittance to either:

- Fellowship of the RACGP (FRACGP), or
- FRACGP and Fellowship of the RACGP – Rural Generalist.

Financial RACGP Member – An RACGP member who has:

- met the membership category requirements,
- had their complete membership application form accepted and paid their current membership fee in full.

Full-time equivalent (FTE) – The RACGP determines FTE to mean 38 hours per week and includes all practice time, education and training program activities – the composition of which will vary depending upon the GP in training's stage of training.

General practice college – Either the:

- Royal Australian College of General Practitioners (RACGP), or
- Australian College of Rural and Remote Medicine (ACRRM).

GP in training – The medical practitioner enrolled in any RACGP-approved program before being admitted to Fellowship, of which there are two types:

1. Registrars, who are currently enrolled in the
 - A. Australian General Practice Training Program, or
 - B. Remote Vocational Training Scheme
2. Participants, who are currently enrolled in the
 - A. Fellowship Support Program
 - B. Practice Experience Program – Standard Stream
 - C. Practice Experience Program – Specialist Stream Partially Comparable
 - D. Practice Experience Program – Specialist Stream Substantially Comparable.

Modified Monash (MM) Model – The MM Model (2019) is a classification system that categorises metropolitan, regional, rural and remote areas according to both geographical remoteness and town size. The MM classification for any given area can be found by using the [locator tool](#) on the Department of Health website.

Part-time training – The combined time spent in practice and undertaking out-of-practice education.

1. Time in practice is calculated pro rata against the definition of full-time general practice experience.
2. Part-time general practice must comprise:
 - A. a minimum of 14.5-hour working week, over a minimum of two days per week
 - B. a minimum of 10.5 hours in face-to-face, rostered, patient consultation time undertaking general practice activities.
3. Work periods of less than three consecutive hours, or of less than four calendar weeks in any one practice, will not be considered.
4. Out-of-practice education hours may be in addition to time in practice.

Supervisor – An accredited GP who is both a clinician and role model who takes responsibility for the educational and training needs of the GP in training while in the practice.

Training site – A health service accredited by the RACGP where the GP in training may undertake their general practice training.

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