

# Special training environments accreditation application form and guide

## GP Training

### Section A: Introduction and instructions

Special training environments (STEs) are posts offering excellent training opportunities but with a limited case mix and different operational arrangements. STEs do not meet accreditation standards for comprehensive general practice training and must therefore be approved under specific conditions by the RACGP for GP training.

Examples of special training environments include:

- rural hospitals providing general practice services
- Australian Defence Force (ADF) bases and
- community practices that offer services targeted to specific population subgroups and where the full range of general practice is not experienced.

#### (RACGP Standards for General Practice Training 3rd Edition Criterion 2.3.2.1)

STEs must provide the core features of general practice including continuity of care, whole-person care, preventive health and appropriate medical records with health summaries, follow-up, supervision must be provided in accordance with the training standards.

Registrars can be placed at an RACGP approved STE for a maximum of 6 months. Registrars are expected to have completed GPT1 and GPT2 in a comprehensive general practice prior to placement in a special training environment.

In the first instance, prospective special training environment sites and health facilities should contact the RACGP [educationaccreditation@racgp.org.au](mailto:educationaccreditation@racgp.org.au) for more information. The Regional Accreditation Coordinator will liaise with the regional team regarding accreditation of the Special training environments and will contact the training site and supervisor to complete the application form as appropriate.

*For ADF bases, the regional teams or Regional Accreditation Coordinators may contact the National Lead Medical Educator – ADF at any time to clarify requirements.*

### Applications process

- Prospective STE sites, health facilities and/or supervisors complete and sign **Section B** of this application form and submit to the RACGP regional accreditation coordinator with all required documentation.
- The regional accreditation coordinator will review the application and associated documentation to ensure it meets requirements and will liaise with the prospective STE regarding any queries.
- The regional accreditation coordinator will liaise with the RACGP local team regarding accreditation of the environment to ensure it meets local training needs. The application will be discussed at the Regional Accreditation Panel prior to progression.
- A site visit will be arranged. This may be undertaken by the Training Coordinator, Medical Educator, Medical Educator with ADF portfolio or Regional Accreditation Coordinator as appropriate. A Supervisor interview is undertaken by the medical educator but may be by phone.
- If appropriate, the regional accreditation coordinator will then complete and sign Section C of this application form forward the application to the relevant State Censor with cc to [educationaccreditation@racgp.org.au](mailto:educationaccreditation@racgp.org.au) or [adf@racgp.org.au](mailto:adf@racgp.org.au)
- For ADF bases, the regional teams or state Censor may include the National Lead Medical Educator – ADF at any time to clarify requirements.
- The RACGP relevant State Censor will review the application and documentation and liaise with the regional accreditation coordinator for further information or clarification. The Censor then completes Section D.
- The regional accreditation coordinator advises the National Accreditation Unit of the outcome and sends a copy of the completed form to [educationaccreditation@racgp.org.au](mailto:educationaccreditation@racgp.org.au) or [adf@racgp.org.au](mailto:adf@racgp.org.au) to enable national oversight.
- The National Accreditation Officer will maintain a record of all STE accreditations nationally, liaise with the National Lead Medical Educator – ADF as appropriate and provide a quarterly update of STE accreditations to the Council of Censors.

- The regional accreditation coordinator will note the approval through the Regional Accreditation Panel meeting/minutes and will formally advise the site of the outcome (with CC to [educationaccreditation@racgp.org.au](mailto:educationaccreditation@racgp.org.au) or [adf@racgp.org.au](mailto:adf@racgp.org.au))

Post Accreditation Details:

- Accreditation is usually provided for a 3-year period.
- Reaccreditation of sites is undertaken following the same process on the same form.
- Applications for additional supervisors at an already accredited site, can be made on the same form completing only the relevant sections.

## Section B: STE site to complete

### Training site information

Australian Defence Force (ADF) training site     
  Non ADF training site  
 Training site name

Training site address Postcode

Email

Telephone ABN

Practice manager name

Practice manager email

What are you applying for

Initial accreditation     
  Reaccreditation     
  Additional supervisor

*If you wish to link additional sites as "branch" sites, please include below. Supervision must be provided across all sites. Any location where a site requires registrar work should be declared and may require a site visit or work at that location will not contribute to training time.*

Branch site name (if applicable)

Branch site address Postcode

Branch site email

Branch site telephone

Please indicate how much time the registrar would spend at the branch locations

**Training site information**

<b>Days</b>	<b>Hours</b>
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Please note - All approved supervisors will be required to adhere to the RACGP supervisor professional development requirements.

**Supervisor information and availability**

Supervisor name

APRHA number

RACGP – ACRRM membership no.

Mobile

Email

Supervisor rostered hours

<b>Days</b>	<b>Hours</b>
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Supervisor name

APRHA number

RACGP – ACRRM membership no.

Mobile

Email

Supervisor rostered hours

Days	Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Supervisor name

APRHA number

RACGP – ACRRM membership no.

Mobile

Email

Supervisor rostered hours

Days	Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

### Requirements relating to teaching and supervision

In a few words outline below your reasons around wanting to become an accredited supervisor and training site

The college standards recognise and support the concept of the supervision team, where teaching and supervision is team based, and utilises the expertise of other team members within the training site – such as peer GPs, specialists, nursing staff, allied health professionals, cultural mentors or educators to conduct aspects of the registrar teaching.

If your site has a teaching team, please outline the names and qualifications of staff who may undertake teaching with a registrar. If an ADF application please indicate whether they are civilian or military.

Staff full name

Qualification

AHPRA Number

Staff full name

Qualification

AHPRA Number

Staff full name

Qualification

AHPRA Number

Staff full name

Qualification

AHPRA Number

Please provide a list of the clinical services available within your facility

In a few words, please outline what training and skills opportunities your training site can provide

What number of rooms are available?

Room Type	Number available
Consulting / examination rooms	
Theatre / procedure rooms	
Other, please specify	

### Patient population / demographics

Please provide a brief overview detailing:

- Patient population demographics (Age range and percentages of presentations)
- Number of patients seen per day
- Type of health problems or encounters seen at the site
- Number of patients registrar would be expected to see per day

### Facility / supervisor acknowledgements

The following statements from the RACGP Standards for general practice training 3rd edition provide details regarding expectations of the supervisors where a Registrar is placed. Please indicate that the training site acknowledges each expectation.

RACGP Standards Criterion		Acknowledge and agree (Yes or No)	
1.1.1.1 - The registrar's competence is assessed prior to placement in a post and monitored throughout the training term	The supervisor conducts and records the assessment activities and other means of determining a registrar's competence during their time in the placement.	Y	N
1.1.1.2 - Appropriate supervision is matched to the registrar's competence and the context of the training post.	Appropriate supervision is provided utilising registrar skills where possible, always within available supervisory boundaries, as required by the registrar. The supervisor will develop a supervision plan for the training site and adapt to meet the needs of individual registrars.	Y	N
1.1.1.3 - Appropriate supervision and training is matched to the registrar's learning needs and rate of progression.	Training is planned in conjunction with the supervisor, medical educator and registrar to match the identified learning needs. Supervisor(s) will undertake the learning plan process with each registrar and address learning needs as identified.	Y	N
1.1.1.4 - Processes are in place to effectively address any problems that arise during the placement	When problems arise, there are processes available to both the supervisor and registrar, either individually or collectively to progress, address and, where possible, come to a resolution. Supervisor(s) will outline appropriate communication regarding any issues should they arise. Critical Incidents and unresolved disputed must be reported to the RACGP as soon as possible.	Y	N
1.1.2.1 - The registrar participates in timely, constructive feedback with the supervision team.	There is a process in place within the training site for monitoring the progress of the registrar, and identification and management of any problems. Feedback is delivered in a regular structured manner that enables registrars to gain an understanding of the level of their performance benchmarked against the standard expected for their stage of training.	Y	N
1.2.1.2 - The training post has an RACGP approved model of supervision that meets or exceeds all supervision requirements.	Supervisors are on site during the registrar's working hours as appropriate to the registrar's level of training and competence. Please attach a supervision plan - detailing percentages of onsite supervision and how supervision is provided when no supervisor is on site.	Y	N

1.2.2.1 - Supervision team members have an effective working relationship with clearly articulated roles and responsibilities	<p>The supervision team is informed of the function and training needs of the registrar and ensures that the registrar is exposed to all aspects of practice administration and management. The supervision team is aware of its roles and responsibilities in relation to registrar training.</p> <p>It is expected that the training site should be able to function adequately without the registrar present, for instance when they attend educational activities. There is adequate administrative staff to support all the clinical staff in the training site, including when the registrar is present.</p>	Y	N
1.2.2.2 - Supervisors and the supervision team are skilled and participate in regular quality improvement and professional development activities relevant to their supervisory role.	The designated supervisor and members of the supervision team have the knowledge, skills and attitudes to support and develop the registrar. The supervisor/supervision team attends professional development activities.	Y	N
1.3.1.2 - The training post provides training within a framework of safe and quality patient care.	<p>The site is accredited by the relevant authority. (Please attach practice accreditation certificate) The training site has an assured clinical risk management system to enhance the quality and safety of patient care.</p> <p>Patients are informed about the presence of the registrar as a GP in training in the practice. Patients should be made aware that they are able to see another doctor if they do not wish to see the registrar.</p>	Y	N
1.3.2.2 - When working independently, registrars only undertake procedures and management of high-risk situations that they are competent to perform	The supervisor conducts a risk assessment of the registrar's ability to manage these high-risk situations within the context of the training post, level of supervision and current stage of training. The supervisor can assess the registrar's ability through consideration of training and experience, or through direct observation. The results of this assessment should form part of the registrar's planned learning.	Y	N
1.3.2.3 - The registrar is able to ask for and receive timely assistance in all clinical situations.	<p>The registrar has supervision that is available and approachable for immediate advice and support as required.</p> <p>When off-site, a supervisor is available by phone or other reliable electronic means, including during the after-hours period. A method of onsite emergency support is in place.</p>	Y	N
2.2.1.1 - Registrar learning activities and the teaching strategies used are customised to the registrar's needs and training context.	<p>Training site-based learning activities reflect the learning needs of the registrar in the context of the site and are documented during the process of planned learning.</p> <p>Teaching methods may include -</p> <ul style="list-style-type: none"> <li>• Direct observation teaching sessions</li> <li>• Discussions on clinical problems and interesting cases</li> <li>• Joint consultations</li> <li>• Formal teaching on specific topics</li> <li>• Review of consultations – taped or observed</li> <li>• Demonstrations and participation in clinical procedures</li> <li>• Selected or random case analysis</li> <li>• Small group discussions with members of the supervision team</li> </ul>	Y	N
2.2.1.2 - The registrar has access to regular, structured and planned in-practice teaching time.	<p>In-practice teaching time is allocated, sufficient and appropriate to the needs of the registrar.</p> <p>The registrar must receive the appropriate amount of face-to-face teaching for their level of training.</p>	Y	N

<p>2.2.2.1 - The registrar is adequately prepared to participate fully in the operations and scope of practice in the training post.</p>	<p>The registrar has a structured induction to the training site that includes information about systems, resources, support and context. Please provide an orientation plan. The training site will provide adequate space for the registrar. This means (in the context of the practice) a suitably equipped room available for the registrar to conduct consultations with patients, and an area for discussion and reflection with the supervisor.</p>	<p>Y      N</p>
<p>2.2.2.2 - The registrar is provided with quality, safe and well supported learning opportunities.</p>	<p>The patient load is appropriate to the stage of training and competence of the registrar. Registrars should aim to see an average of 2 patients an hour, recognising that this may not be possible because of the nature of STE practice. The service demands of the training site will not be excessive, and the structuring of duty hours and on-call schedules will consider the needs of patients, continuity of care and educational needs of the registrar.</p>	<p>Y      N</p>

**Document checklist**

Please ensure the following documents are included in your application

- Proposed supervision plan
- Orientation plan
- Practice Accreditation certificate (AGPAL / QPA or equivalent)
- Current Aphra certificate for each supervisor applying
- Fellowship (RACGP or ACRRM) certificate for each supervisor applying (or in cases of non-fellows, attach professional references from 2 Fellows of the RACGP / ACRRM).
- Current CV for each supervisor applying

**Supervisors’ declarations**

Yes or No

Yes	No	I / We understand and agree to comply with all requirements of the RACGP Standards for General Practice Training (3rd edition) as they apply to training sites and supervisors.
Yes	No	I / We agree to comply with the RACGP Codes and Principles for training sites and supervisors (as applicable for Special Training Environments).
Yes	No	I / We understand and agree that supervisors must complete professional development as per RACGP requirements.
Yes	No	I / We agree to inform the RACGP of any changes in circumstances within the training site including changes to supervisor availability. Any change in the primary supervisor must also be reflected in the training site’s clinical supervision plan
Yes	No	I / We agree to provide a safe employment environment for the registrar and to promptly notify the RACGP of any event that is likely to adversely affect the standing of the practice, its supervisor(s), practice manager, the training program or the RACGP in any way.  See RACGP Critical Incidents and Adverse Events management and reporting guidelines for Training programs

By signing this document, you are acknowledging that you have read and understand the application process and requirements and accept and will comply with all requirements as stated above.

Nominated Supervisor

Signature

Date



Supervisor 1

Signature

Date

Supervisor 2

Signature

Date

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## Section C: Regional Accreditation Coordinator to complete and confirm

### Application and document review / additional RACGP regional and local comments

Name of regional accreditation coordinator

RACGP region

Date application received

Accreditation      Reaccreditation  
Attachments period

to

Attachments received

Proposed Supervision plan

Orientation plan

Practice Accreditation certificate (AGPAL / QPA or equivalent)

Supervisor AHPRA checks (full and restricted)

Supervisor Fellowship confirmation (or appropriate references if non fellow)

Supervisor CV (within the last 12 months – if applicable)

Comments following review of application and documents, consultation with the RACGP local team, Regional Accreditation Panel and Medical Educator with ADF portfolio as appropriate.

Additional comments following site visit and supervisor interview

Regional accreditation coordinator signature

Date

Please forward this completed report to the relevant RACGP Censor and cc [educationaccreditation@racgp.org.au](mailto:educationaccreditation@racgp.org.au) or [adf@racgp.org.au](mailto:adf@racgp.org.au)

## Section D: Censor Completion Checklist

### Assessment of application (RACGP Censor)

The Censor reviews the application form and Regional Accreditation Coordinator comments

Censor general comments / notes regarding the proposed training site, learning opportunities and anticipated supervision

### Further information to be requested

Application complete

Yes      No

If no, what additional information is required? What information requires clarification?

### Approval for STE post

RACGP supports accreditation / reaccreditation of the STE post noting the following areas has been satisfactory achieved:

The Censor has undertaken review of this application. This site is:      Not approved      Approved

Approved until date (usually 3 years from the approval date)

Please add further comments if required for the approval letter OR  
if not approved, what needs to happen to enable the site to be accredited?

Approved until date (usually 3 years from the approval date)

Date

Signature

Please forward this completed approval form to the relevant Regional Accreditation Coordinator

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**Office use only**

Regional Accreditation Coordinator to forward the completed form to [educationaccreditation@racgp.org.au](mailto:educationaccreditation@racgp.org.au) or [adf@racgp.org.au](mailto:adf@racgp.org.au) for national oversight.

Regional Accreditation Coordinator to notify the training site of their application outcome (with cc to [educationaccreditation@racgp.org.au](mailto:educationaccreditation@racgp.org.au) or [adf@racgp.org.au](mailto:adf@racgp.org.au))