

## Section A: Introduction and instructions

The aim of the extended skills term posts in an overseas setting is to allow general practitioners in training (GPITs) to further their knowledge and skills in an area of interest or in need of development. Extended skills applications for an overseas setting will only be considered for ADF registrars after completion of their first year of general-practice-based training in Australia and will be assessed on an individual basis.

This form outlines the requirements for training in an extended skills post in an overseas setting, in accordance with the [RACGP Standards for general practice training \(3rd edition\)](#).

### Requirements for an ADF overseas extended skills post

- The nominated post is able to take GPITs.
- There is appropriate onsite supervision.
- The supervisor's current résumé and declaration is required.
- The post has relevant opportunities for learning, appropriate patient demographics, a commitment to teaching and review of your learning plan.
- The post is safe for you. Your living arrangements and health service infrastructure will be assessed.

### Instructions

**Note:** Applications should be provided to the RACGP for approval prospectively. However, if you're deployed prior to the application being submitted by the training organisation, you'll need to provide a detailed explanation below to receive an exemption for a retrospective application.

1. The application form must be completed by the ADF GPIT wishing to complete an extended skills posts in an overseas setting.
2. The prospective post supervisor completes the relevant sections of the application form as requested by you.
3. Complete learning plan (Appendix A) in consultation with the supervisor.
4. Once complete, sign the application form to indicate you agree to the mandatory requirements and submit the form and all associated documentation to the training organisation.
5. The training organisation will liaise with you concerning the completion of the form and complete the training organisation section of the document.
6. The training organisation will submit the completed application form and associated documentation to the RACGP by emailing [adf@racgp.org.au](mailto:adf@racgp.org.au)
7. The RACGP relevant State Censor will review the application and associated documents and communicate with the training organisation on any queries. The RACGP will provide formal approval, or non-approval, based on the information provided.

### Learning plan and final approvals

You'll need to develop and submit a detailed learning plan with your application. See Appendix A.

Within three months of completing the post, you need to provide a **summary report** on the template provided. The same learning plan updated to reflect learning throughout the post must be submitted with the summary report. The report must be signed by the GPIT, the training supervisors and the representative of the regional training organisation.

For all queries on the overseas extended skills posts, contact your relevant training organisation.

## Section B: ADF GPiT and supervisor section

### GPiT details

GPiT name: \_\_\_\_\_ GPiT RACGP ID: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Regional training organisation: \_\_\_\_\_

### Training

You must have completed your first 12 months of general practice training before doing any training overseas.

*Please provide a copy of your GPiT (RIDE) profile report to confirm your current training status.*

Have you sat exams?	Attempted		Passed	
Applied Knowledge Test (AKT):	Yes	No	Yes	No
Key Feature Problem (KFP):	Yes	No	Yes	No
Clinical Competency Exam (CCE):	Yes	No	Yes	No

### Contact details of proposed post

Name of post: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Relevant contact name and title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Details of proposed post

The information provided under each question should be detailed.

Title of the post: \_\_\_\_\_

Dates of proposed training term: \_\_\_\_\_

Post description/background:

GPIT's role and responsibilities:

Facilities (including services)	Room type	Number available
What number of rooms are available?	Consulting/examination room:	
	Theatre/procedure room:	
	Other (please specify):	

Are the rooms adequate for the GPIT's needs? (Standard 1.3 applies: The practice environment is safe and supports training)

Yes      No

Comments:

**1. Supervisors**

Are GPs involved in this post? Yes      No

**2. Accommodation**

**3. Patient population/demographics – 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 facility
- Number of patients GPIT would be expected to see per day

**4. Teaching and learning opportunities**

### Onsite supervision details and availability

Nominated lead supervisor name:

RACGP/ACRRM membership no.:

Mobile:

Work phone:

Qualifications:

Email: Military / civilian

What are your special areas of interest?

**Onsite rostered hours** Days Hours

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

For what percentage of the GPiT's rostered time will onsite supervision be available?

At times, when the allocated onsite supervisor is not available, how will supervision be provided?

### Education and assessment (To be completed by the supervisor)

What education topics do you plan to guide the GPiT through?

What strategies are planned to guide training for the GPiT?

How will GPiT education be assessed?

### Supervisor declaration

I've been removed from the local medical jurisdiction for conduct, health or performance reasons under any jurisdiction at any time in my career.	Yes	No
I'm currently under investigation or the subject of disciplinary proceedings under any jurisdiction.	Yes	No
I'm currently subject to any conditions, limitations or restrictions from any jurisdiction.	Yes	No
I'll ensure that the GPiT has adequate insurance coverage and is registered with the local medical council for the clinical work to be undertaken.	Yes	No
I agree to meet all RACGP requirements for overseas extended skills posts (available at: <a href="http://www.racgp.org.au/education/education-providers/regional-training/standards-for-general-practice/standards-3rd-edition">www.racgp.org.au/education/education-providers/regional-training/standards-for-general-practice/standards-3rd-edition</a> ) and to help the GPiT meet their learning plan for this term (in the appendix).	Yes	No
I'll provide onsite supervision for the GPiT.	Yes	No
I've reviewed the GPiT learning plan and agree to provide the requisite educational activities to the GPiT in the post.	Yes	No

*Supervisors: please provide current copies of your APHRA certificate, résumé and Fellowship certificate (if available) with this application.*

Supervisor name:

Signature of supervisor: Date:

### Relevant site contact declaration

The hospital/post agrees to develop (as required) and implement policies and procedures that ensure service requirements are compatible with the training requirements of the GPiT.

Name and title of site contact:

Signature of site contact: Date:

### GPiT document checklist and signature

Ensure the following documents are included with the application:

- GPiT profile report
- Detailed learning plan (Appendix A)
- Copy of the supervisor's current APHRA certificate
- Copy of the supervisor's current résumé
- Copy of the supervisor's Fellowship certificate

GPiT name:

Signature of GPiT: Date:

## Section C: Application and document review/additional training organisation comments

### Training organisation to complete and confirm

Name of training organisation:

Date application received: (DD/MM/YYYY)

Placement dates (weeks): DD/MM/YYYY – DD/MM/YYYY

Number of weeks

If this rotation has already started, provide reason why application wasn't submitted prospectively:

#### Attachments received:

GPIT RIDE profile	Yes	No
GPIT learning plan (Appendix A)	Yes	No
Current supervisor résumé (within the last 12 months)	Yes	No
Current supervisor AHPRA certificate	Yes	No
Supervisor Fellowship certificate	Yes	No

Training organisation comments following review of application and documents, including learning plan:

#### The training organisation supports this application and recommends approval by the RACGP

Name of GPIT:

Overseas Extended Skills post:

Anticipated due date for summary report submission and learning plan review: DD/MM/YYYY

Training organisation lead medical educator (or delegate) name:

Signature:

Date:

Return this completed report and any attachments to [adf@racgp.org.au](mailto:adf@racgp.org.au)

## Section D: Censor completion checklist

**Assessment of applications (Censor only):** The Censor reviews the application form, all associated documentation, learning plan and training organisation comments.

**1. Time in general practice training:** (must be after completing 12 months of training)

12 months general practice training completed: Yes No

Civilian practice (time, commentary): Yes No

ADF health Facilities (time, commentary): Yes No

**2. Supervisor is appropriately qualified:** Yes No

Supervision arrangements are appropriate and include onsite supervision: Yes No

**3. Learning opportunities:**

Does the learning plan have the potential to extend the GPiT's skills? Yes No

**4. Comments and considerations:** (including GPiT safety and wellbeing, working environment, living arrangements, access to personal and professional support, supervisory arrangements)

Comments:

**More information to be requested**

Application complete: Yes No

If no, what information is required?

**Approval and messages to the GPiT/training organisation** (to be included in the formal outcome letter)

The Censor has reviewed this application and associated documentation.

This post is: Approved Not approved

Add further comments if required for the approval letter **or** if not approved, what needs to happen to enable the post to be approved?

State Censor name:

Signature:

Date:

Email this completed report and any attachments to [adf@racgp.org.au](mailto:adf@racgp.org.au)