

Summary report on an overseas extended skills training term

RACGP Education Services | Quality and Compliance

Section A: Introduction and instructions

This document is used to reflect on, and confirm, experiences and learning from an approved ADF overseas extended skills training post. The aim of the extended skills term posts in an overseas setting is to allow general practitioners in training (GPs) to further their knowledge and skills in an area of interest or in need of development. Completion of this summary report provides the final stage of approval for a placement and confirms inclusion of the placement as training time.

Summary report submission instructions

Within three months of completing the overseas extended skills post, you must provide an updated learning plan on the experience and learning opportunities undertaken with a completed summary report. To be accepted as part of training, you must submit all documentation to the RACGP State Censor for consideration and approval.

- You complete the summary report template below.
- You access your retained copy of learning plan (Appendix A) completed as part of the placement application and update to reflect learning outcomes.
- Your supervisor reviews and signs learning plan (Appendix A) to confirm the learning experiences.
- You submit learning plan (Appendix A) to the training organisation with this summary report.
- Once reviewed and signed by the training organisation representative, the training organisation emails the associated documentation to the RACGP via adf@racgp.org.au

Section B: GPiT summary report template

GPiT details

GPiT name:

GPiT RACGP ID:

Address:

State:

Postcode:

Mobile:

Email:

Training organisation:

Post and onsite supervisor details

Title of post:

Actual training term dates: (DD/MM/YYYY)

Nominated lead supervisor name:

RACGP/ACRRM membership no.:

Contact details:

Refer to the original application for the proposed post in relation to post description, role, responsibilities, working hours, patient population, accommodation etc.

Reflect and comment below on how the actual experience varied from the proposed post:

Signature:

Date:

Section C: Summary report and updated learning plan – Training organisation comments

Training organisation to complete and confirm

Name of training organisation:

Placement dates: (weeks DD/MM/YYYY)

Number of weeks:

Training organisation comments regarding placement:

Training organisation comments on updated learning plan/outcomes and experiences:

Training organisation lead medical educator (or delegate) name:

Signature:

Date:

Email this completed report and any attachments to adf@racgp.org.au

Section D: Censor completion checklist

The Censor reviews the summary report and updated learning plan (Appendix A).

Attachments received:

Yes No

Finalised term dates: DD/MM/YYYY

Comments regarding the placement and updated learning plan:

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