



## **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 don't meet accreditation standards for comprehensive general practice training and must therefore be approved prospectively by the RACGP for training.

Examples of STEs include:

- rural hospitals providing general practice services
- Australian Defence Force (ADF) posts
- community practices that offer services targeted to specific population subgroups and where the full range of general practice isn't 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 and follow-up. Supervision must be provided in accordance with the training standards.

General practitioners in training (GPs) can be placed at an RACGP-approved STE for a maximum of six months.

The RACGP recommends completing GPT1 and GPT2 (12 months) in comprehensive general practice.

In the first instance, prospective STE sites and health facilities should contact their relevant training organisation for more information or to address queries.

### **Application process**

1. Prospective STE sites, health facilities and/or supervisors complete and sign Section B of this form and submit to the relevant training organisation with all required documentation.
2. The training organisation will review the application and associated documentation to ensure it meets requirements and will liaise with the prospective STE regarding any queries.
3. The training organisation will undertake a site visit (as appropriate) and supervisor interview.
4. The training organisation will then complete and sign Section C of this application form and submit the application and associated documentation to the RACGP via [educationaccreditation@racgp.org.au](mailto:educationaccreditation@racgp.org.au) or [adf@racgp.org.au](mailto:adf@racgp.org.au) as applicable.
5. The relevant RACGP Censor will review the application and documentation and liaise with the training organisation for more information or clarification.
6. Once submitted to the RACGP, approval may take up to four weeks.
7. Reaccreditation of sites is done following the same process on the same form.
8. 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

### Facility information

Facility name:

ABN:

Address:

State:

Postcode:

Email address:

Phone:

Fax:

Mobile:

Practice manager name:

Practice manager email address:

What you're applying for:    Initial accreditation    Reaccreditation    Additional supervisor

*If you wish to link additional sites as 'branch' facilities, include below. Supervision must be provided across all sites. Any location where a facility requires a GPiT to work should be declared and may require a site visit or work at that location won't contribute to training time.*

Branch facility name (if applicable):

Address:

State:

Postcode:

Phone:

Email address:

Indicate how much time the GPiT would spend at the branch locations:

### Facility hours

#### Opening hours for facility

Days	Hours
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Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

**Note:** All approved supervisors will be required to adhere to the training organisation's Supervisors Professional Development requirements.

### Supervisor information and availability

Nominated lead supervisor name:

#### Supervisor rostered hours

Days Hours

RACGP/ACRRM membership no.:

Monday

Mobile:

Tuesday

Email address:

Wednesday

Thursday

Friday

Saturday

Sunday

Additional supervisor 1 name:

#### Supervisor rostered hours

Days Hours

RACGP/ACRRM membership no.:

Monday

Mobile:

Tuesday

Email address:

Wednesday

Thursday

Friday

Saturday

Sunday

Additional supervisor 2 name:

#### Supervisor rostered hours

Days Hours

RACGP/ACRRM membership no.:

Monday

Mobile:

Tuesday

Email address:

Wednesday

Thursday

Friday

Saturday

Sunday

## Requirements relating to teaching and supervision

In a few words, outline your reasons for wanting to become an accredited supervisor and training facility:

RACGP standards recognise and support the concept of the supervision team, where teaching and supervision is team-based and uses the expertise of other team members within the facility, such as peer GPs, specialists, nursing staff, allied health, cultural mentors or educators to conduct aspects of the GPiT teaching.

If your facility has a teaching team, outline the names and qualifications of staff who may teach a GPiT, indicating whether they are civilian or military.

Staff full name: Qualification:

Provide a list of the clinical services available within your facility:

In a few words, outline what training and skills opportunities your facility can provide:

How many rooms are available?

Consulting rooms: Treatment rooms: Other rooms:

## 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

**Facility/supervisor acknowledgements**

The following statements from the [RACGP Standards for general practice training \(3rd edition\)](#) provide details of expectations of the supervisors where a GPIT is placed. Indicate that the facility acknowledges each expectation.

<b>RACGP Standards Criterion</b>		
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.	Acknowledge and agree Yes No
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 each registrar.	Acknowledge and agree Yes No
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.	Acknowledge and agree Yes No
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 training organisation as soon as possible.	Acknowledge and agree Yes No
1.1.2.1. The registrar participates in timely, constructive feedback with the supervision team.	There is a process in place within the training post 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.	Acknowledge and agree Yes No
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. Attach a supervision plan detailing percentages of onsite supervision and how supervision is provided when no supervisor is on site.	Acknowledge and agree Yes No
1.2.2.1. Supervision team members have an effective working relationship with clearly articulated roles and responsibilities.	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. It's expected that the training post 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 post, including when the registrar is present	Acknowledge and agree Yes No
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 lead 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.	Acknowledge and agree Yes No

1.3.1.2. The training post provides training within a framework of safe and quality patient care.	<p>The facility is accredited by the relevant authority. The training post 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 don't wish to see the registrar.</p>	Acknowledge and agree Yes No
1.3.2.2. When working independently, registrars only undertake procedures and management of high-risk situations that they are competent to perform.	<p>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.</p>	Acknowledge and agree Yes No
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 offsite, 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>	Acknowledge and agree Yes No
2.2.1.1. Registrar learning activities and the teaching strategies used are customised to the registrar's needs and training context.	<p>Training post-based learning activities reflect the learning needs of the registrar in the context of the post 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>	Acknowledge and agree Yes No
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>	Acknowledge and agree Yes No
2.2.2.1. The registrar is adequately prepared to participate fully in the operations and scope of practice in the training post.	<p>The registrar has a structured induction to the practice that includes information about systems, resources, support and context.</p> <p>Provide an orientation plan.</p> <p>The facility 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>	Acknowledge and agree Yes No
2.2.2.2. The registrar is provided with quality, safe and well-supported learning opportunities.	<p>The patient load is appropriate to the stage of training and competence of the registrar. Registrars should aim to see an average of two patients an hour, recognising that this may not be possible because of the nature of STE practice.</p> <p>The service demands of the training post won't 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>	Acknowledge and agree Yes No

## Document checklist

Ensure the following documents are included in your application:

- Proposed supervision plan
- Orientation plan
- 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 two Fellows of the RACGP or ACRRM).
- Current CPD activity statement for each supervisor applying
- Current résumé for each supervisor applying

## Supervisors declarations

I/We understand and agree to comply with all requirements as specified within this application.

These include mandatory requirements for general practice training facilities and GP supervisors, and other quality standards as specified by the RACGP from time to time.

I/We understand that as a facility we will also need to comply with the training organisation policies and procedures.

Yes      No

I/We understand that I/we must complete the training organisation's induction program/workshop before participating in the supervision of GPs. Training placements cannot be confirmed until these requirements are complete.

Yes      No

I/We consent for the training organisation to provide the RACGP with information on our performance in relation to the Standards for Trainers and Training Posts.

Yes      No

I/We agree to inform the training organisation of any changes to the facility or to the supervision arrangements for GPs, including changes to GPs involved in registrar training.

Yes      No

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

Nominated lead supervisor name:

Signature:

Date:

Additional supervisor 1 name:

Signature:

Date:

Additional supervisor 2 name:

Signature:

Date:

## Section C: Application and document review/additional regional training organisation (RTO) comments

### Training organisation to complete and confirm

Name of training organisation:

Date application received: (DD/MM/YYYY)

Accreditation type: Accreditation      Reaccreditation

Accreditation period: (DD/MM/YYYY – DD/MM/YYYY)

Attachments received:

- Proposed Supervision plan
- Orientation plan
- Supervisor AHPRA certificate (full and unrestricted)
- Supervisor Fellowship confirmation (or appropriate references if non-Fellow)
- Supervisor résumé (within the last 12 months – If applicable)
- Participation in CPD activities (if applicable)

Training organisation comments following review of application and documents, site visit and supervisor interview:

The training organisation has reviewed this application and associated documentation and recommends this STE for accreditation.  
Training organisation's lead medical educator name:

Signature:

Date:

Return this completed report and all associated documentation to the RACGP.

## Section D: Censor completion checklist

### Assessment of applications (RACGP Censor – internal only)

The Censor reviews the application form, all associated documentation and RTO comments.

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

### More information to be requested

Application complete: Yes      No      If no, what additional information is required? What information requires clarification?

### Approval for STE post and other messages to the training organisation

The RACGP supports (insert training organisation)  
accreditation/reaccreditation of this STE post, noting the following areas has been satisfactorily achieved:

The Censor has reviewed this application and associated documentation.

This site is approved until (DD/MM/YYYY) (usually three years from the approval date)

Not approved

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

State Censor name:

Signature: Date:

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