

Introduction and instructions

This form outlines the requirements for GP Registrar training in Special Training Environments (STEs), in accordance with the RACGP Standards for general practice training.

Special training environments are posts offering excellent training opportunities but with a limited case mix and different operational arrangements. STEs therefore do not meet accreditation standards for comprehensive general practice training. RACGP Vocational Training standards allow for a maximum of 6 months of GP training in approved STE posts. For approval of STE posts, health facilities and/or supervisors can apply using this form for recognition of their facility as a STE for GP Registrar training.

All applying supervisors must review, complete and sign this form, to indicate that they agree to the mandatory requirements.

As part of the accreditation process supporting documentation is required - please see compliance checklist below. Once all documentation is received and reviewed by the RTO, a site visit will be arranged by the RTO.

Additional Supervisor applications, however, do not require a site visit.

All approved supervisors will be required to adhere to the RTO Supervisors Professional Development requirements.

If you wish to link additional sites as “branch” facilities, please indicate on this form. This will facilitate supervision across multiple sites and provide flexibility – subject to conditions according to the training region of the sites. Any location where a facility requires registrars do work should be declared and may require a site visit, or work at that location will not contribute to training time.

For all queries on the Special Training Post Accreditation, please contact on [<insert RTO details>](#)

Facility Information

Facility name:

Facility address:

Facility postcode:

Email address:

Phone number:

Fax number:

Mobile / after hours no.:

ABN:

Practice manager name:

Practice manager's email address:

What you are applying for: Initial accreditation Reaccreditation Additional supervisor

Standards applied: RACGP

Branch facility name (if applicable):

Branch facility address:

Branch facility postcode:

Branch facility phone no.:

Branch facility email address:

Will the registrar work offsite (not at a branch)?: Yes No

Provide details:

Supervisor information:

Nominated principal supervisor name:

RACGP / ACRRM membership no.:

Mobile:

Email address:

Military

Civilian

Additional supervisor 1 name:

RACGP / ACRRM membership no.:

Mobile:

Email address:

Military

Civilian

Additional supervisor 2 name:

RACGP / ACRRM membership no.:

Mobile:

Email address:

Military

Civilian

Additional supervisor 3 name:

RACGP / ACRRM membership no.:

Mobile:

Email address:

Military

Civilian

Facility / Supervisor availability:

Opening hours for facility		Principal Supervisor Rostered hours	
Days	Hours	Days	Hours
Monday		Monday	
Tuesday		Tuesday	
Wednesday		Wednesday	
Thursday		Thursday	
Friday		Friday	
Saturday / Sunday		Saturday / Sunday	

Additional supervisor 1 rostered hours		Additional supervisor 2 rostered hours	
Days	Hours	Days	Hours
Monday		Monday	
Tuesday		Tuesday	
Wednesday		Wednesday	
Thursday		Thursday	
Friday		Friday	
Saturday / Sunday		Saturday / Sunday	

Additional supervisor 3 rostered hours	
Days	Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday / Sunday	

How many consultation rooms are within the facility?

Do you have nursing staff to support doctors? Yes No

Do you have medics? Yes No

All applicants must declare and supply the following evidence:

(Please check tick box to ensure compliance, for ALL supervisors)

I have full and unrestricted registration as a specialist general practitioner under the Australian Health Practitioners Regulation Agency (AHPRA).

Please attach a copy of your most recent Medical Registration certificate

Be a Fellow of either the RACGP or ACRRM (or equivalent).

Please attach a copy (a jpg file is acceptable) of your Fellowship certificate OR a formal letter from the college stating fellowship status

OR

In cases of non-fellows, attach 2x statutory declaration forms from 2 Felloved GP peers. (This form can be requested through <insert RTO details> - note this form MUST be countersigned by a Justice of the Peace)

Participate in ongoing QICPD or PDP activities

Please attach a copy of your current CPD activity statement from RACGP or ACRRM.

I am an unsupervised, independent General Practitioner who holds Vocational Registration N/A

(NB: All supervisors seeking accreditation, should provide a copy of their current resume.

Please attach a copy of your current CV

Must hold current Medical defence / Medical indemnity insurance

Please attach a copy of your Medical indemnity certificate of currency

Requirements relating to teaching and supervision:

In a few words, outline below your reasons around wanting to become an accredited Supervisor and Training facility:

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 facility – such as peer GPs, Specialists, Nursing staff, Allied Health, Cultural mentors or educators to conduct aspects of the registrar teaching.

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

Staff full name:	Qualification:

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

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

What number of rooms are available?

Consulting rooms

Treatment rooms

Other

Patient population demographics?

- Age range and percentages
- Type of health problems or encounters seen at the facility and percentages?
- Number of patients GPRs would be expected to see per day

RACGP	CRITERION	INDICATORS
1.1.1.1	The registrar's competence is assessed prior to entry to the post and competence is monitored throughout the term and throughout training.	Supervisors must review registrars' previous term assessments and performance, to match supervision and teaching accordingly within the facility. These reports are available from the RTO. Supervisor(s) will assess each registrars' competency prior to entry into the training post Select: Yes No
1.1.1.2	Appropriate supervision is matched to the registrar's competence and the context of the training situation in accordance with the four levels of supervision	The level of supervision will vary depending on the clinical situation, even on a day to day basis. The supervisor(s) will develop a supervision plan for each registrar Select: Yes No
1.1.1.3	Appropriate supervision and training is matched to the registrar's learning needs.	Undertaking the learning planning process with a registrar, at the commencement and ongoing review during the term, to determine the registrars individualised learning needs Supervisor(s) will undertake the learning plan process with each registrar Select: 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 with each registrar how problems are dealt with in the facility and how they are reported to the RTO. Select: Yes No
1.1.2.1	The registrar receives timely constructive feedback from the supervision team	The supervisor will assess the competency of a registrar at regular intervals. RTO Guidance documents are available for Supervisors. The supervisor(s) will ensure completion of Competency Assessments for each registrar Select: Yes No

RACGP	CRITERION	INDICATORS
1.2.1.2	The training post has an RACGP approved model of supervision that meets all supervision requirements	Supervisors or their delegates to be on site during the registrar's office hours: <ul style="list-style-type: none"> 80% in months 1-6 (GPT1) 50% in months 7-12 (GPT2) 25% from month 13 (GPT 3 / 4) <p>In a few words, outline how the supervisor(s) will meet the above requirements, in conjunction with their working hours within the facility:</p>
1.2.2.2	Supervisors are skilled and participate in regular quality improvement and professional development activities relevant to their supervisory role.	Supervisor(s) agrees to participate in Continuing Supervisor Professional Development activities, aimed at improving performance as a General practice Supervisor. The supervisor agrees to participate in continuing professional development as required by the RTO. Select: Yes No
1.3.1.2	The training post provides training within a framework of safe and quality patient care.	The facility will have documented processes to monitor, identify, report and manage accidents, incidents, near misses, complaints, harassment and bullying. The training post has an appropriate Clinical Risk Management System, and will report all Critical Incidents relating to a registrar. Select: Yes No
1.3.2.3	The registrar is able to ask for and receive timely assistance in all clinical situations.	When off site, the supervisor is available by phone, other reliable electronic means, or has made arrangements for another recognised general practice supervisor to be available, including after hours. The supervisor(s) will ensure registrars will have the necessary support available during consultation hours Select: Yes No
2.2.1.1	Registrar learning activities and teaching strategies are customised to the registrar's needs and the training context.	Teaching within the training post should include a range of methods. These teaching methods may include (not an exhaustive list): <ul style="list-style-type: none"> Direct observation teaching sessions Discussions on clinical problems and interesting cases Joint consultations Formal teaching on specific topics Review of consultations – taped or observed Demonstrations and participation in clinical procedures Selected or random case analysis Small group discussions with members of the supervision team <p>The supervisor(s) will facilitate various methods of teaching, based on the registrar's learning plan and other perceived needs that may arise during training.</p> <p>Select: Yes No</p>
2.2.1.2	The Registrar has access to regular, structured and planned in-practice teaching time.	In-practice teaching will have sufficient and appropriate time allocated. The minimum requirement for in-practice teaching is: <ul style="list-style-type: none"> 3 hours per week for the registrar's first 6 months FTE of general practice training (GPT1) 1.5 hours per week for the second 6 FTE months (GPT2) 1 hour per week thereafter (GPT3 and above). <p>Where in GPT1 and GPT2 level registrars MUST receive a minimum of one hour, face to face non-clinical protected teaching time</p> <p>Select: Yes No</p>

RACGP	CRITERION	INDICATORS
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 supervisor (or their delegate) provides orientation to the facility ensuring that the registrar is:</p> <ul style="list-style-type: none"> introduced to all members of staff, who also need information about the stage of training and the responsibilities of the registrar, trained to use any facility-based systems, such as computer systems and recall systems, aware of all relevant procedures in the facility such as referral, admission to hospital, after hours arrangements, follow up of patients, sterilisation, S8 medications and disposal of waste, <p>The training post will provide a comprehensive orientation and induction support to the registrar at the commencement of term and provide an orientation schedule document with this application.</p> <p>Select: Yes No</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>The facility will provide adequate space for the registrar. This means (in the context of the facility) 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>Access to up-to-date educational reference and patient information material is an important adjunct to registrar learning and may be online or in hard copy.</p> <p>The training post will provide a suitable consultation space and reference materials to support the registrar's training experience.</p> <p>Select: Yes No</p>
2.2.2.2	The registrar is provided with quality, safe and well supported learning opportunities.	<p>An adequate patient load is required for the registrar. Consideration is to be given to the registrar's experience, the quality of patient care, time taken in teaching and the type of services rendered.</p> <p>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.</p> <p>Select: Yes No</p>
2.3.2.1	Special training environments, which offer excellent training opportunities but have a skewed case mix and different operational arrangements, will only be suitable for a maximum of 6 months general practice training time (GPT1-3) for registrars starting GP terms after 1 January 2019.	<p>For registrars starting GP terms (GPT1) from 1 January 2019, a maximum of 6 months FTE of the required minimum 18 months training in general practice (GPT1-3) can be undertaken in our facility or other Special Training Environment posts.</p> <p>For registrars starting GP terms (GPT1) before 1 January 2019, a maximum of 12 months FTE of the required minimum 18 months training in general practice (GPT1-3) can be undertaken in our facility or other Special Training Environment posts.</p> <p>Select: Agree Disagree</p>

Final declarations

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

These include mandatory requirements for GP 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.

I/We understand that I/We must complete the RTO's induction program and clinical teacher training workshop before participating in the supervision of GP Registrars. Training placements cannot be confirmed until these requirements are complete.

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

I/We agree to inform the RTO of any changes to the facility or to the supervision arrangements for GP registrars, including changes to General Practitioners involved in registrar training.

Final declarations

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 mandatory requirements as stated above. Please note that failure to comply with these requirements will result in immediate and permanent exclusion from the AGPT Program.

Nominated Principal Supervisor

Signature:

Date:

Additional Supervisor 1

Signature:

Date:

Additional Supervisor 2

Signature:

Date:

Additional Supervisor 3

Signature:

Date:

In order for us to proceed with your application, please ensure the required documents are returned by email to: <insert RTO details>

Thank you for your interest in general practice education and training.

Please note that the application process takes between 4–6 weeks from submission and will include a site visit and supervisor interview.