

Fellowship Support Program

Consolidation phase registrar checklist

If you're a Fellowship Support Program (FSP) registrar and have satisfactorily completed the education and training phase and now moved on to the consolidation phase, you can refer to the following checklist to ensure you continue to meet program expectations and requirements.

In my final training term

- I have submitted a [general practice experience \(GPE\) assessment application](#).
- I have checked my FSP Medicare Provider Number expiry and will renew accordingly, throughout consolidation.
- If I had commenced my exam candidacy prior to program entry, I've enrolled or plan to enrol in the next upcoming exam and understand I may lose exam candidacy if I don't enrol or apply for a standard suspension.
- I have completed all educational phase requirements including activities, assessments, and small group learning attendance of 80%.

Note: You may enrol but cannot sit exams during the education phase of your program.

Checkpoints to consider throughout consolidation

- I'm maintaining continuing professional development (CPD) compliance as a registrar by demonstrating progression in training during the consolidation phase and completing the activities in this checklist; I keep my own record in case of audit.
- I know when my Medicare provider number is due to expire. I will email ApprovedPlacement@racgp.org.au if I require an extension.
- I'll submit a "top-up" application for a GPE assessment if I had a prior invalid outcome and have not achieved the noted time needed.
- I continue to notify the FSP Training Programs team of any leave and/or submit change in circumstance requests as needed.
- I understand that completion of activities considered as progression towards Fellowship (see below under "I'm preparing for exams" and I'm ready to enrol in exams") may be audited and I'm required to maintain a record.
- I know that upon Fellowship, activities I've completed in the consolidation phase may count towards partial or [full credit to CPD](#).

I'm preparing for exams

- I have created an individualised study plan using the SMART goals approach.
- My plan includes dates to apply for the GPE assessment to ensure I have a valid outcome in time for exam enrolments opening.
- My study plan includes specific exam enrolment dates.
- I am regularly engaging in self-directed or group study.
- I aim for 1–2 hours of study per day, with more time on non-workdays.
- I have reviewed the [RACGP Exam Support page](#).
- I have accessed the Exam Support Online (ESO) module.
- I have accessed the Exam Support Program (ESP) for clinical reasoning and exam strategies.
- I have completed or scheduled the self-assessment progress test (SAPT).
- I acknowledge there is further information and resources available to me only after exam enrolment.

I'm ready to enrol in exams

- I have a valid GPE outcome, stating I am eligible to enrol in exams.
- I've met all exam eligibility requirements according to the [FSP registrar handbook](#) and [Fellowship Exams Policy](#).
- I've enrolled in the relevant exam semester and/or applied for a standard suspension.
- I'm aware of my remaining exam candidacy.

I'm ready to apply for Fellowship

- I have passed all RACGP exams; including Applied Knowledge Test (AKT), Key Feature Problem (KFP), and Clinical Competency Exam (CCE).
- I have met the General Practice Experience requirement assessed by the GPE assessment. A minimum of three years full-time equivalent (FTE) general practice experience in the past 10 years (including overseas experience), of which at least two years (FTE) must be in comprehensive Australian general practice.
- I have met all Fellowship eligibility requirements according to the [Requirements for Fellowship Policy](#) and [FSP Registrar handbook](#).

You can contact fspadmin@racgp.org.au if you have any questions regarding the program.