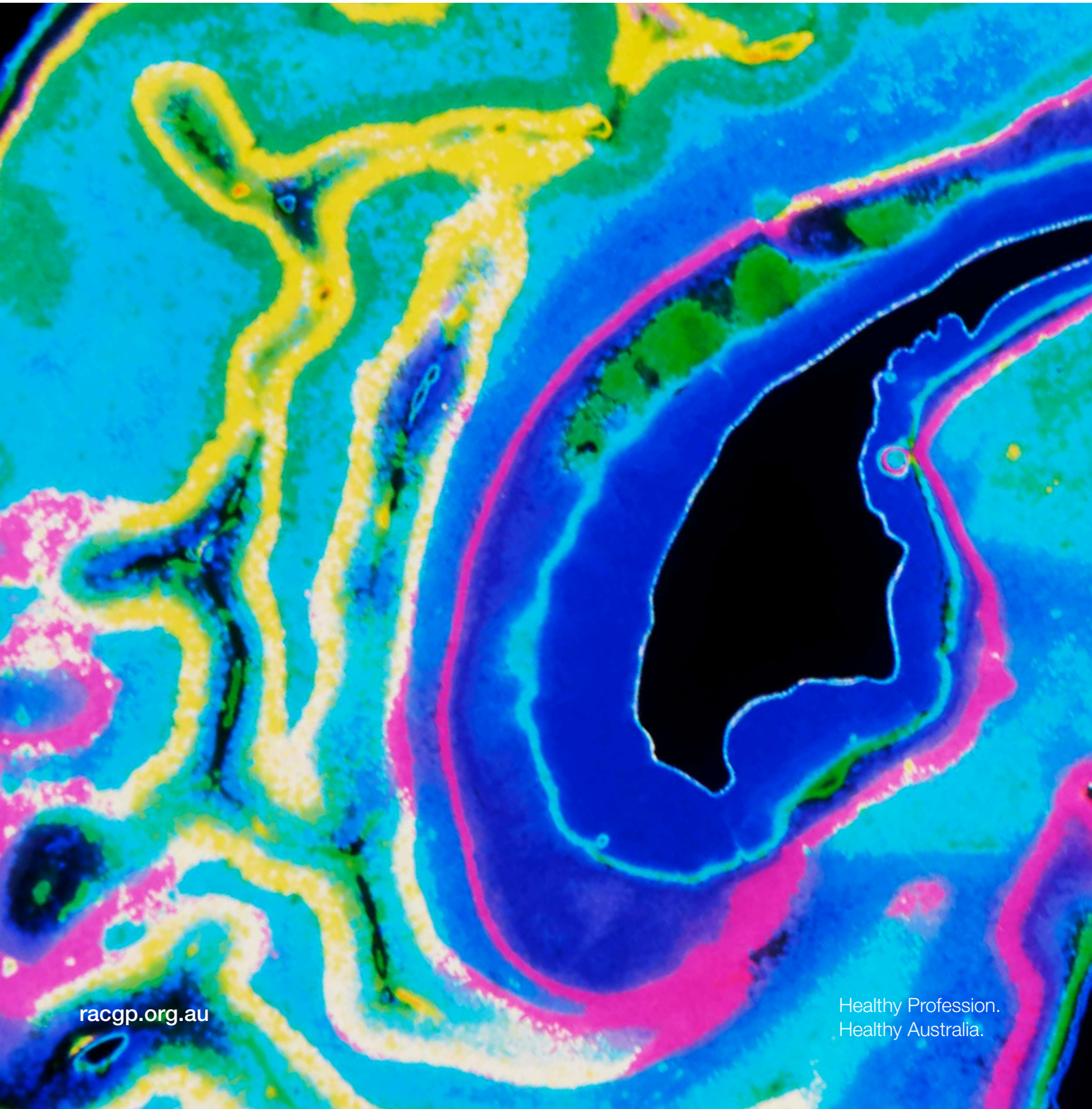




**RACGP**

Royal Australian College  
of General Practitioners

*Your Fellowship Support Program (FSP)  
application handbook*



## **Your Fellowship Support Program (FSP) application handbook**

### **Disclaimer**

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*We acknowledge the Traditional Custodians of the lands and seas on which we work and live, and pay our respects to Elders, past, present and future.*

# *Your Fellowship Support Program application handbook*

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This guide provides important information to help you apply for the Fellowship Support Program (FSP).

This publication is a guide only. Although we have made every effort to ensure the information it contains is correct at the time of printing, changes are possible. You should refer to the [FSP website](#) to ensure you are aware of any recent changes.

We look forward to receiving your online application for the FSP.

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# Why choose to train towards Fellowship with the RACGP?

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*The RACGP is a leader in the provision of general practice training, and we have supported more than 23,000 GPs to achieve Fellowship since 1958.*

*The RACGP is Australia's largest professional general practice organisation and represents GPs across Australia. We represent more than 40,000 members working in or towards a career in general practice.*

*From 2023, the Fellowship Support Program (FSP) will provide education and training to non-vocationally registered GPs on the GPE Pathway to support their journey to Fellowship with the RACGP.*

## About Fellowship of the RACGP

Attaining Fellowship of the RACGP (post-nominal FRACGP) demonstrates to governments, the general practice profession, and Australian and overseas communities that you have met the required level of competence to practise safely and unsupervised in any Australian general practice setting – metropolitan, rural, remote and very remote communities.

It also allows you to access specialist medical registration and, consequently, A1 rebate rates under Medicare legislation.

The route to admittance to Fellowship involves recognising differences in experience, formal and informal learning, required general practice experience, and assessment processes, including in-training assessments and Fellowship exams.

FRACGP is underpinned by the RACGP educational framework, including the RACGP Progressive Capability Profile, the RACGP [Curriculum for Australian general practice](#) and the [Standards for general practice training](#).

## Support

The RACGP supports nine out of every 10 Australian GPs, including 5500 GPs in training annually working towards Fellowship.

## Rural support

With more than 20,000 rural members, RACGP Rural GPs in training benefit from an established, well-supported program that meets their specific needs.

## Flexibility

RACGP GPs in training have access to flexible training arrangements, as well as the option to complete further training towards the RACGP Rural Generalist Fellowship.

## Advocacy

With more than 40,000 members, the RACGP has a powerful voice to advocate for GPs in training at all levels of government.

## Aboriginal and Torres Strait Islander workforce

The RACGP provides dedicated support for Aboriginal and Torres Strait Islander doctors applying for the FSP and for GPs in training working towards Fellowship.

## About the RACGP Rural Generalist (RG) Fellowship

GPs are an integral part of rural communities, and the skills they practise depend on the context in which they work and the specific needs of their community.

The term 'rural generalist' describes a rural GP who is working to the full scope of their practice with skill sets informed by the needs of the community they serve. Their skills encompass [Comprehensive Australian General Practice](#), emergency care and required components of other non-GP specialist care in hospital and community settings.

Rural generalist medicine is a well-established model of care practised by many GPs in rural and remote areas across Australia.

The RACGP RG Fellowship qualification is recognised as an appropriate end point for rural generalists training on state and territory rural generalist programs.

The RG Fellowship offers you the opportunity to develop additional emergency medicine skills and procedural or non-procedural skills in areas including:

- Aboriginal and Torres Strait Islander health
- adult internal medicine
- anaesthetics
- child health
- emergency medicine
- mental health care
- obstetrics
- palliative care
- surgery.

You can enrol concurrently in the RG Fellowship while you are undertaking the FSP or enrol after you have completed your FSP. If you are already working in a rural practice and have additional procedural or non-procedural skills, you may be eligible for Recognition of Prior Learning (RPL). Other Additional Rural Skills Training (ARST) will be considered on application to the RACGP Rural Censor as part of an individually designed program.

An ARST term will usually add one year onto your FSP program which can be done during the education component of your FSP or while you are sitting exams. Developing your additional rural skills with the RG Fellowship helps give patients more options for accessing safe and comprehensive care in Australia's rural, remote and very remote communities.

The RG Fellowship offers the greatest benefits when completed over the full period of the training program, well before you start preparing for your final Fellowship exams. Fees for the RG Fellowship are additional to your FSP fees.

To be admitted to RG Fellowship, you must have:

- 12 months in a rural general practice setting
- 12 months of ARST in an accredited procedural or non-procedural training post
- six months of core emergency medicine training.

The RG Fellowship is completed on an interactive learning platform, accessed via the RACGP's online learning platform, *gplearning*.

Visit [www.racgp.org.au/the-racgp/faculties/rural/education-and-training/rural-generalist-fellowship](http://www.racgp.org.au/the-racgp/faculties/rural/education-and-training/rural-generalist-fellowship) for more information.

# Your FSP journey towards Fellowship

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## Applying for general practice training

If you decide that a career in general practice is for you, submit an application and complete the entrance assessment to begin your journey towards Fellowship.



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## General practice education and training (two years)

The FSP education component includes education and training in [Comprehensive Australian General Practice](#) over two years.



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## Post-education (up to three years)

During the post-education period you will be expected to commence or recommence your Fellowship examinations. Your access to an RACGP-approved Medicare provider number will remain valid unless otherwise notified.



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## RACGP Fellowship examinations

The RACGP assessment includes the Applied Knowledge Test (AKT), the Key Feature Problem (KFP) exam and the Clinical Competency Exam (CCE).



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## Application for Fellowship

Successful completion of RACGP training and assessment and Fellowship requirements.



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## RACGP Fellowship

You can enrol in the RACGP Rural Generalist Fellowship during your FSP or after you have been admitted to Fellowship.

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# About the Fellowship Support Program

The FSP is an education and training program. This means that in addition to self-directed learning, in-practice learning and optional workshops, you will be undertaking workplace-based assessments (WBAs) for feedback and progress monitoring, in a training-accredited practice under supervision.

The program has two components (see [Figure 1](#)):

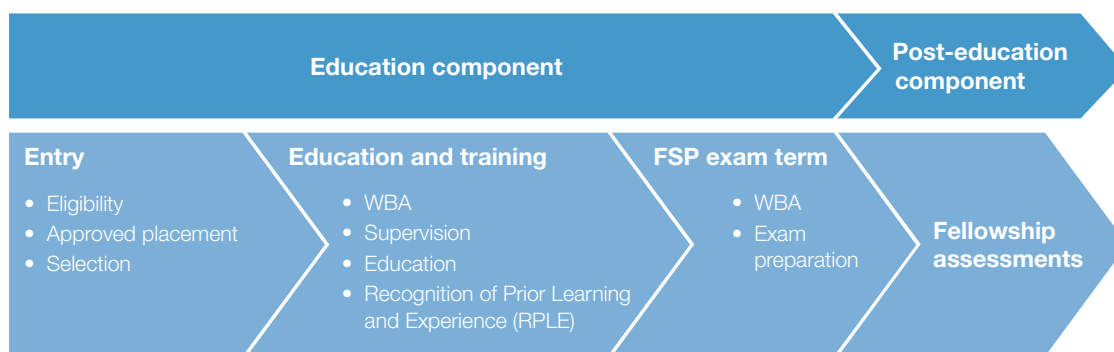
**Education and training component:** 24 months (ie four six-month semesters)

- Basic general practice training (one semester)
- Core general practice training (one semester)
- Advanced general practice training (usually two semesters)

**Post-education component:** 36 months

- Prefaced by determination of suitability to commence Fellowship assessments
- Candidacy cycle of six semesters with an additional six months for awarding of Fellowship (pending successful exam attempts)

The education and training component of the FSP is over two years after which you may start sitting exams (post-education component). While you can work part time while on the FSP, you will complete all education and training requirements on a full-time basis, meaning your program time remains unchanged. If you decide to complete the RG Fellowship training, you will have at least an additional year to complete that component of the program.



**Figure 1.** FSP components

When you commence the FSP, you will receive education and supervision from general practice supervisors. Experienced medical educators will provide you with education and feedback through observation of your clinical practice, arranged face to face or virtually. Alongside this support, you will receive educational resources in the form of comprehensive curriculum-mapped online modules and optional workshops. These resources are designed to further assist you to develop your general practice knowledge and skills and support you on your journey to Fellowship.

## Cultural awareness and safety

Culturally safe practice is determined by Aboriginal and Torres Strait Islander individuals, families and communities. It is defined as the delivery of safe, accessible and responsive healthcare free of racism through ongoing critical reflection about knowledge, skills and attitudes, practising behaviours, and power differentials. All participants in the FSP will undertake a cultural awareness module which provides the essential building blocks to offering culturally safe healthcare across Australia.

## Recognition of Prior Learning and Experience

In certain circumstances, you may be eligible to apply to have Recognition of Prior Learning and Experience (RPLE) assessed. The outcomes from this assessment may reduce your time in the program by six months (from 24 to 18 months). You can apply for RPL after the first six months of your program.

## Taking leave from the program

Various forms of leave are available while you are training in the FSP. These include statutory leave allowances required in each individual state or territory and further leave allowances in certain circumstances. Additional details regarding leave policies can be found on the [FSP webpage](#).

After providing appropriate supporting evidence for the category of leave you are applying for, you may place your RACGP membership on hold during periods of approved leave that are three or more months in duration.

Visit [www.racgp.org.au/gpit-membership-guidance](http://www.racgp.org.au/gpit-membership-guidance) for more information.

# FSP entry

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## Stage 1: Application and eligibility

The applicant must submit a complete online application which includes, but is not limited to, mandatory information regarding:

- personal details
- general practice experience
- medical registration
- training location
- letter of support (each practice applied for)
- supervisor details
- supporting documents.

The RACGP will assess applications and supporting documents to establish eligibility for the FSP.

The application is assessed against:

- *Training Programs Entry Policy*
- *General Practice Fellowship Program Placement Guidelines*
- *Fellowship Exam Attempts Policy*.

Candidates must complete an online application form via the [FSP webpage](#).

Applicants will receive an email notifying them on their eligibility outcome for the program.

## Stage 2: National Entry Assessment

The National Entry Assessment is the Candidate Assessment and Applied Knowledge Test (CAAKT–FSP). Eligible candidates are notified via email to enrol and sit the CAAKT–FSP, a computer-based test featuring Applied Knowledge Test (AKT) questions and Situational Judgement Test (SJT) questions.

The CAAKT–FSP is based on the RACGP Curriculum and focuses on knowledge, skills and attributes required of a GP to enter training.

## Stage 3: Training program offer and agreement

After the CAAKT–FSP, selected applicants will progress to the next stage of entry and will be notified of their training offer outcome via email. Subsequent correspondence will include a Training Program Agreement, application for RACGP Fellowship program provider number and an invoice for the first semester in the program. Applicants must follow the instructions in the offer email to secure their place in the program and must hold an RACGP membership at the commencement of training. In the event that the program is oversubscribed, participants will be offered a position on a waitlist.

# Eligibility

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## Medical registration requirements

Applicants must satisfy the following requirements:

- Hold registration under the general or limited (Level 2 and above) categories only, at the point of application.
  - If an applicant has approved sites under their medical registration, their FSP nominated practice/s must be included on their registration at least 30 days prior to the commencement of training.
- Hold registration without any restrictions, conditions, undertakings, or suspensions that limit scope of practice.
  - If an applicant holds or expects to hold any restrictions, conditions, undertakings, or suspensions on a general or limited medical registration that limit scope of practice, the applicant must disclose it in the application. The applicant may be contacted by the RACGP to provide additional information. The application is assessed by the FSP Eligibility Review Panel (comprised of FSP medical education and operation program staff).

Applicants who hold Specialist Registration only, or whose registration requires Level 1 supervision will not be eligible.

## Employment during the program and provider numbers

While in the program, you must satisfy the following criteria:

- Be working in a Modified Monash Model – 2019 (MMM – 2019) 2–7 general practice that is recognised as a [Comprehensive Australian General Practice](#). Visit the [Health Workforce Locator](#) to see if you are currently working in an MM 2–7 location location.
- Meet the minimum part-time training requirements of a 14.5 hour working week, over two sessions, 10.5 hours of which must be face to face.
- Demonstrate a contractual arrangement to provide medical services for at least six months in the same practice from the commencement of the first semester of the FSP.
- Work in an approved placement in Comprehensive Australian General Practice as determined by the RACGP. See [Comprehensive Australian General Practice Guidance Document](#). **Approved medical deputising services do not meet this requirement.**
- Work in an approved placement compliant with the [Department of Health's General Practice Fellowship Program Placement Guidelines](#) if a provider number is to be approved by the RACGP for placement locations classified MM 2–7 or MM 1 (under RACGP approved extenuating and unforeseen circumstances).

### Further information

- Provider numbers authorised under the RACGP Fellowship Program will attract 100% of the MBS rebates in adherence with 3GA legislation.
- If you remain in the same practice for the entirety of your program, you will be required to complete additional activities to address diversity of practice.
- Visit the [Department of Health website](#) for further information.

### Practice accreditation

It is required that FSP participants will work in a practice that is accredited against the RACGP [Standards for general practices](#). Practices will also be required to be accredited against the relevant RACGP [Standards for general practice training](#). If you are currently working in a practice that is accredited to train Australian General Practice Training (AGPT) registrars, then your practice will be considered as an 'accredited training site'. If you are working in a practice that is not currently accredited to train AGPT registrars but holds some level of accreditation, then the RACGP will support your practice to achieve accreditation within your first six months in the program against the relevant RACGP [Standards for general practice training](#). If your practice is unable to gain accreditation after this time, we will work with you to find an alternative placement. If your practice does not hold any form of accreditation, it will not be deemed eligible.

### Supervision

It is expected that while you are in the FSP, you are supported by an accredited supervisor. Your supervisor will provide you with educational supervision (ie teaching sessions) and clinical supervision (ie as required patient support). Supervisors (in addition to medical educators) will also be involved in assessment of progress through WBA.

You will be asked to nominate a supervisor at the point of application even if this is not a requirement of your medical registration. If you are unable to nominate a supervisor at your practice by the time you receive your National Entry Assessment outcome, then you will be required to use the RACGP's Remote Supervision Model for an additional fee.

It is the RACGP's preference that the supervisor you nominate is already working in your practice. Similar to the practice accreditation requirements, if your nominated supervisor is accredited to train AGPT registrars, then they will be considered as an 'approved supervisor' for the FSP. If your nominated supervisor is an existing Ahpra supervisor with an FRACGP, but is not accredited to train AGPT registrars, the RACGP will consider them as 'conditionally approved'. The RACGP will then work with your nominated supervisor so that they achieve recognition as an accredited FSP supervisor within your first year in the program.

# Selection

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## National Entry Assessment

If you are deemed eligible for the FSP, you will be invited to enrol in the CAAKT–FSP, unless deemed exempt.

The National Entry Assessment will be used as a ranking tool to manage program demand in addition to other criteria (to be advised).

To be exempt from the National Entry Assessment an applicant must have a valid (ie current) outcome in either:

- the Applied Knowledge Test (AKT), Key Feature Problem (KFP), or Clinical Competency Exam (CCE) with no further entry criteria (eg rurality) to be applied (an outcome is current if within the last three years), or
- the Practice Experience Program Entry Assessment (PEPEA) or CAAKT–FSP (an outcome is current if within the previous two semesters); further entry criteria (eg rurality) would be applied to this group in conjunction with those who have a successful outcome from the CAAKT–FSP.

AGPT participants transferring to the FSP will not be CAAKT–FSP exempt unless they have fulfilled either of the above criteria.

## About the CAAKT–FSP

The CAAKT–FSP features AKT questions and Situational Judgement Test (SJT) questions. AKT questions are multiple-choice questions that test your clinical knowledge. These questions do not focus on a broad range of medical knowledge, but specifically on acute emergency situations and potentially serious conditions. They are pitched at pre-vocational candidates seeking to enter general practice training.

SJT questions assess your judgement in a range of clinical scenarios with a focus on ethical, communication, organisational or legal issues, and professionalism. These questions seek to assess your reasoning in these areas and are matched to the domains of general practice, which you can review at [www.racgp.org.au/education/education-providers/curriculum/curriculum-and-syllabus/home](http://www.racgp.org.au/education/education-providers/curriculum/curriculum-and-syllabus/home). You will be provided with a number of possible answers in response to specific scenarios.

The SJTs are in a multiple-choice format that gives you a list of eight possible options from which you need to select the three most appropriate answers.

For the SJTs, the answer is not simply marked as 'correct' or 'incorrect'. A range of scores possible exists for each question. You will be awarded some marks for partially correct answers and full marks for completely correct answers. You can see some examples of questions at [racgp.org.au/sample-CAAKT](http://racgp.org.au/sample-CAAKT)

Please note, unless otherwise notified you are expected to complete the CAAKT–FSP as part of the RACGP FSP entry process.

### **Enrolling in the CAAKT–FSP**

Once the RACGP confirms your eligibility for the FSP, we will email you a link to pay the fee for the selection process and an invitation to enrol for the test, along with detailed instructions. As part of enrolment, we will ask you to select a test centre from the available locations. You can choose one session from a list of appointment times across the assessment days. The test centres are generally located in capital cities, as well as some other major cities.

As each testing location has limited capacity, we encourage you to enrol as soon as possible after receiving your invitation. If a test centre is fully booked, you may need to choose an alternative site, as numbers are strictly limited.

Once you have paid the selection fee and enrolled, you will receive a confirmation email containing more information, including what to expect on the day of your test.

### **Preparing for the CAAKT–FSP**

In the CAAKT–FSP, AKT questions relate to safety at a pre-vocational level and SJT questions relate to ethical, communication, organisational, legal and professional aspects of practice. To prepare for the CAAKT–FSP, we recommend you familiarise yourself with the five domains of general practice and with the format and type of questions. You can find some examples at [racgp.org.au/sample-CAAKT](http://racgp.org.au/sample-CAAKT). We also host webinars to help you prepare for the test.

### **The day of the CAAKT–FSP**

You must present an RACGP-approved identification document at the test centre upon arrival. You can find more information on identification requirements in the [Assessment candidate handbook](#).

We encourage you to arrive for the test at least one hour early to avoid delays due to traffic or any other unforeseen event. If you arrive 15 minutes or later after your scheduled start time, you will not be able to complete the test and will forfeit your selection fee.

### **The results of the CAAKT–FSP**

You will receive your CAAKT–FSP results as a ranking band from 1–10, with 1 applying to those who scored in the highest band and 10 to those scoring in the lowest. In the event that the programs is oversubscribed, additional criteria will be applied, including consideration of rurality and previous general practice experience. You will then be advised of your offer of a place in the FSP and the next steps. If you are not offered a place in the FSP you will be advised of your alternative training options moving forward.

CAAKT–FSP results are valid for two semesters.

## *Accepting a training position*

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### **Program agreement and semester fees**

Your CAAKT–FSP banding and additional criteria (to be advised) will determine whether you are offered a place in the FSP. You will be sent an email with your FSP offer and will be required to complete the following steps to secure your place in the program:

1. Accept your program agreement.
2. Pay your first semester invoice.
3. Become a financial member of the RACGP by the commencement of your program and retain this membership until you have either attained Fellowship or have exhausted your Fellowship candidacy as per the [Fellowship Exam Attempts Policy](#). Please refer to the [GP in Training Membership Guidance Document](#) for further information
4. Provide evidence of having completed a Basic Life Support (BLS) course within the six months prior to your start date on the FSP. The requirements and accepted BLS courses are detailed in the RACGP's [Basic Life Support and Advanced Life Support Guidance Document](#).



## *FSP education and training activities*

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The FSP education and training plan has four core components:

1. Education activities
2. Progressive assessment and WBA
3. Supervision
4. Medical educator and training program coordinator support.

### **Education activities**

As part of your FSP, you will have access to over 40 learning units mapped to the RACGP Curriculum and Syllabus. These are not compulsory but are accredited for CPD hours, which will help you meet the 50 CPD hours/year required by the Medical Board of Australia.

You will be required to complete an Aboriginal and Torres Strait Islander cultural awareness module on program commencement.

The RACGP will offer two two-day workshops in Year 1 focusing on skills development and fostering peer networking. These workshops are optional and self-funded.

Over the course of the program, you will be asked to participate in a clinical audit (using the Registrar Clinical Encounters in Training [ReCEnT] tool), an event analysis and an evidence-based medicine discussion. Your supervisor and/or medical educator will provide you with feedback based on these activities to inform your learning.

Preparation for RACGP Fellowship assessments is an integral part of the FSP. Exam support is offered longitudinally through the FSP, with an intensive exam preparation component in the final six months of the program. The intensive component includes clinical reasoning approaches and exam technique, practice AKT and KFP questions and weekly tutorials with medical educators.

### **Progressive assessment and workplace-based assessment**

Within the first two weeks of program entry, you will be required to participate in the Early Assessment for Safety and Learning (EASL). This assessment comprises multiple-choice and situational judgement questions and a confidence scale. In conjunction with early workplace-based assessment (WBA) it is used to help develop your plan for learning and inform supervision requirements.

WBAs are distributed across the program and include:

1. mini-clinical examinations and direct observations of procedural skills
2. Clinical Case Analysis – Case-Based Discussion and Random Case Analysis
3. multisource feedback from patients, colleagues and personal reflection
4. supervisor reports.

These assessments are to provide you with feedback to inform your learning and are reviewed six monthly by a Progress Review Committee to ensure that you are progressing satisfactorily towards the competencies required for Fellowship. If there are concerns about your progress, further assessments may be required and, in some cases, remediation will be mandated before you can continue with your program.

## Supervision

In addition to any supervision requirements for your medical registration, you will meet with your supervisor for one hour each day for the first two weeks of your program. This time will be used to orientate you to the FSP, develop a learning and supervision plan, and conduct early WBAs.

After the first two weeks, you will meet with your supervisor for one hour per fortnight (Year 1) and one hour per month (Year 2) for educational supervision. These meetings will provide you with the opportunity to discuss education activities and clinical cases, as well as to provide feedback on your progress.

Your supervisor will also be required to provide clinical supervision. Clinical supervision covers non-urgent and urgent advice relating to patient care. The level of clinical supervision required will be determined by your EASL and any Ahpra supervision requirements.

## Training support

During your FSP, you will be allocated a medical educator and program training coordinator (PTC). You will meet with your medical educator and PTC for one hour at least twice every six months to discuss your progress, assessment preparation and any administrative or professional issues. Your PTC will also be responsible for responding to any queries that you have and ensuring all documentation (eg for provider numbers) is submitted and monitored.

## FSP post-education component

Following satisfactory completion of the education component of the FSP and prefaced by determination of your readiness to commence assessments, you can commence Fellowship exams. To be eligible for the FSP, applicants must have a minimum of one exam semester remaining to complete all Fellowship examinations, as per the [Fellowship Exam Attempts Policy](#).

During the education component of the FSP, the RACGP will:

- pause a participant's examination candidacy upon entry to the FSP
- suspend the time frame for expiry of existing successful Fellowship examination attempts for the duration of participation in the educational component of the FSP. The time frame for expiry of Fellowship examination results will recommence once the educational component of the FSP is complete or when the candidate becomes eligible to recommence exam attempts (whichever is the sooner) as detailed in the [Fellowship Exam Attempts Policy](#). The maximum allowable time frame for extension of any successful previous exam attempts will be three years.

Provider number access will continue in the post-education component until Fellowship is awarded or exam candidacy is expended.

## *Opportunities and supports in general practice*

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General practice offers a wide array of options, allowing you to focus on your areas of interest or tailor your career to suit your desired work–life balance.

In this section, we outline some opportunities you may take advantage of during your general practice training and possibly expand on later in your career.

### **RACGP Rural**

RACGP Rural is the college's faculty dedicated to rural and remote health. It is Australia's largest representative body of rural GPs.

With more than 20,000 members, including almost 10,000 GPs living and working in rural and remote Australia, RACGP Rural recognises the challenges specific to rural and remote areas and supports rural GPs and their communities through advocacy, research, education and policy development.

RACGP Rural:

- champions the role of rural GPs and provides a strong voice to government and stakeholders to address the challenges of rural general practice
- maintains policy leadership to secure a sustainable rural health system
- delivers the Fellowship in Advanced Rural General Practice (FARGP) and RG training to broaden patient access to safe, comprehensive healthcare
- delivers education activities to develop clinical skills and support lifelong learning
- administers the Rural Procedural Grants Program to provide financial assistance for education for rural and remote GPs
- provides guidelines, policies and updates to assist medical students, interns, registrars and GPs
- offers opportunities for networking, mentoring and professional development.

Visit [www.racgp.org.au/rural](http://www.racgp.org.au/rural) for more information.

### **RACGP Aboriginal and Torres Strait Islander Health**

Improving the health of Aboriginal and Torres Strait Islander peoples is one of Australia's highest health priorities.

The RACGP is committed to raising awareness of Aboriginal and Torres Strait Islander health needs and founded the faculty of RACGP Aboriginal and Torres Strait Islander Health in 2010 to help 'close the gap' in health and wellbeing outcomes.

RACGP Aboriginal and Torres Strait Islander Health advocates for culturally appropriate health delivery systems that improve health outcomes for Aboriginal and Torres Strait Islander communities.

We are dedicated to growing the Aboriginal and Torres Strait Islander general practice workforce and building workforce equity. The faculty provides dedicated support and activities for Aboriginal and Torres Strait Islander candidates applying for and completing RACGP training programs.

The RACGP's Aboriginal and Torres Strait Islander doctors and GPs in training have access to:

- support to complete the selection process for the FSP, including workshops to help prepare for the RACGP National Entry Assessment
- tailored Fellowship exam support
- GP mentors
- Aboriginal and Torres Strait Islander registrars and peers
- the Yagila Wadamba Support Program
- the Growing Strong Award
- tailored webinars.

The RACGP also partners with key Aboriginal and Torres Strait Islander organisations, including the Indigenous General Practice Registrars Network, Australian Indigenous Doctors Association and National Aboriginal Community Controlled Health Organisation.

Visit [www.racgp.org.au/atsi-health](http://www.racgp.org.au/atsi-health) for more information.

### **Yagila Wadamba Support Program**

Co-named by the Wurundjeri Council, Yagila Wadamba (meaning 'learn to heal') is an annual support program for Aboriginal and Torres Strait Islander general practice GPs in training. The two-day workshop concentrates on exam performance and other key areas of general practice training. Participants are able to network with their peers in a friendly and welcoming environment while taking advantage of the opportunity to hear and learn from medical educators and Aboriginal and Torres Strait Islander Fellows. Attendees are supported to not only perform at their best in exams, but to thrive throughout their general practice training.

Visit [www.racgp.org.au/yagila-wadamba](http://www.racgp.org.au/yagila-wadamba) for more information.

### **Growing Strong Award**

Through the generous donation of RACGP member Dr Nathan Pinski and Mrs Susan Pinski, RACGP Aboriginal and Torres Strait Islander Health has established the Growing Strong Award. The award was established to support Aboriginal and/or Torres Strait Islander GPs in training during the early stages of their general practice career. The award is presented each year at the RACGP's annual conference, with the recipient receiving support to attend the conference (including airfares, accommodation and registration), with all remaining funding going towards the recipient's exam fees.

The Growing Strong Award supports Aboriginal and Torres Strait Islander GPs in training and complements the RACGP's existing Standing Strong Together Award, which is open to Fellows working to improve health outcomes for Aboriginal and Torres Strait Islander people.

Visit [www.racgp.org.au/atsi-awards](http://www.racgp.org.au/atsi-awards) for more information.

## RACGP Specific Interests

RACGP Specific Interests, a national faculty of the RACGP, recognises the additional interests and/or expertise held by GPs. Membership is not constrained by geographical location, clinical expertise or career stage.

It is never too early to start exploring your interest areas. Being a GP involves lifelong learning, and your clinical interests may change over time. Whether this is due to personal interests, clinical advancements or the changing requirements of your patient population, RACGP Specific Interests will help you engage with and learn from like-minded GPs.

GPs with subject matter expertise have established, and lead, the numerous RACGP Specific Interests groups. Group activities vary, with some involved in developing educational materials, policy and clinical guidelines. Others share their research and news through member communications and online meetings. All offer networking and learning opportunities to their members.

RACGP Specific Interests groups broadly fall into clinical, vocational and organisational areas of general practice. Membership is a benefit available to all RACGP members.

Visit [www.racgp.org.au/specific-interests](http://www.racgp.org.au/specific-interests) for more information.

## RACGP Foundation

Established in the 1950s, the RACGP Foundation supports GPs and GPs in training to do medical research into primary healthcare and develops research career pathways.

The Foundation raises funds to offer a diverse range of research grants, scholarships, Fellowships and awards that provide opportunities to complete valuable research.

The RACGP foundation is known for its support of early career researchers and has been credited with starting and supporting many general practice research careers.

The grants are designed specifically for early-career researchers and encourages GPs in training interested in general practice research to apply for funding and gain experience in the field.

Through funding and industry collaboration and by nurturing GPs in training and general practice researchers, we can build the body of evidence that can be implemented on the front line – from researcher to practitioner to patient.

Visit <https://foundation.racgp.org.au/grants> or email [foundation@racgp.org.au](mailto:foundation@racgp.org.au) for more information.

## General practice research

General practice research underpins clinical practice and is the foundation of the high-quality, innovative, efficient and effective general practice required to deliver positive patient outcomes for a healthier Australia. GPs must be able to critically appraise and interpret research evidence as part of their everyday general practice.

Opportunities for academic training support the development of a future workforce that has the necessary skills to complete and lead general practice research.

## PhD pathways

The RACGP supports GPs in training to complete a PhD alongside general practice training on a case-by-case basis. Those currently enrolled in or intending to enrol in a PhD should contact [gpedresearch@racgp.org.au](mailto:gpedresearch@racgp.org.au) for support and guidance.

# Appendix 1: Supporting documents

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The supporting documents you are required to submit with your online application depend on your applicant category.

It is your responsibility to ensure:

- you provide only information that is true, complete and correct
- you supply all supporting documents to the RACGP (as required)
- you check your email regularly and respond to any requests in a timely manner
- you provide information or further documents as requested by the RACGP.

An incomplete or incorrect application and/or the absence of required or relevant information will result in delays in processing and/or the application being deemed ineligible.

Submit clear, colour, original scans or photographs of your supporting documentation. Formal certification of a document may also be requested by the RACGP at any time. If the document is black and white, it must be correctly certified within 18 months of your application (see [Appendix 2](#) for further details).

## Mandatory supporting documents

### Medical registration

You must hold limited (level 2 or above) or general registration at the point of application. You must provide a clear, colour, original scan or photograph of one of the following:

- current Ahpra registration certificate
- current Ahpra registration card
- proof of listing on [ahpra.gov.au](http://ahpra.gov.au) in the Register of Practitioners.

### Documents to be uploaded, if applicable

#### Evidence of name change

If your name is stated differently across your mandatory documents, you must provide a clear, colour, original scan or photograph of one of the following:

- marriage certificate (if original is not in English, both original and English translation required)
- deed poll
- name-change certificate
- statutory declaration stating your known names are of the same person.

#### Medical registration with conditions and/or undertakings

If you hold limited or general registration with restrictions, conditions, suspensions and/or undertakings, you must provide a clear, colour, original scan or photograph of one of the following:

- restrictions, conditions, suspensions and/or undertakings set by the Medical Board of Australia
- listing from [ahpra.gov.au](http://ahpra.gov.au) in the Register of Practitioners detailing public and non-public restrictions, conditions, suspensions and/or undertakings.

### Section 19AB exemption

If you hold an exemption from Section 19AB, you must provide a clear, colour, original scan or photograph of the letter of exemption from the Department of Health detailing the exemption conditions.

### Enrolled in other training

If you are currently enrolled in another general practice training program, you must provide evidence of resignation and acceptance from the current vocational training program.

If you are currently enrolled in the Australian General Practice Training (AGPT) Program, Australian College of Rural and Remote Medicine (ACRRM) Independent Pathway, RACGP Practice Experience Program or Remote Vocational Training Scheme, you must provide a statutory declaration of your intention to resign from the current vocational training program if accepted into the FSP Program. You can find the statutory declaration form at [racgp.org.au/AGPT-other-training-program](http://racgp.org.au/AGPT-other-training-program)

You are responsible for ensuring your application is complete and accompanied by the correct supporting documents. An incomplete application form and/or the absence of required information may result in delays in processing or in the application being unsuccessful.

### Uploading supporting documents

If a document has been marked as mandatory, you will not be able to submit your online application until that document has been uploaded.

### Steps for preparing digital documents before applying

1. Collect all the documents the RACGP requires.
2. Scan or photograph original colour documents. Any documents that cannot be colour scanned or photographed must be correctly certified and then scanned. Each document/image must be under two megabytes. Documents can be uploaded in JPG, JPEG, GIF, PNG and PDF format.

### Documents with more than one page

If you wish to upload a document that has more than one page, you have two options:

1. Scan the document to a multi-page PDF and upload the single PDF file.
2. Scan each page of the document to a separate PDF file and upload each file individually.

### File formats

The online application system will only accept the following file formats: JPG, JPEG, GIF, PNG and PDF. All other file formats need to be converted to an acceptable file format before uploading.

## Delays in providing supporting documents

### Delays with third-party organisations

The RACGP does not take responsibility for delays you experience in meeting application requirements.

If you experience delays in obtaining any of the mandatory supporting documents, contact us at [eligibility@racgp.org.au](mailto:eligibility@racgp.org.au) as soon as possible to discuss. The RACGP will not contact other organisations on your behalf to request documentation.

## Online application recommendations and correspondence

We recommend you submit your application and supporting documents well before the due date.

If we require extra documents or clarification regarding your online application, the RACGP will provide feedback via the application platform and by emailing you. As all correspondence is via email, make sure to monitor your nominated email address regularly. You will not receive special consideration for emails that are filtered by a junk filter.

**Note:** Late applications will not be accepted.

The RACGP takes no responsibility for:

- mail (electronic or posted) not delivered
- correspondence being sent to an incorrect email address when you have failed to formally notify the RACGP about any changes to your contact details
- emails not reaching you
- emails sent to a junk email folder.



## *Appendix 2: Certification requirements for mandatory supporting documents (if required)*

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We may ask you to submit certified copies of your supporting documentation if we have any questions about the validity of the documents.

If we request certified documents, they must meet the following criteria:

- If mandatory supporting documents are in black and white, they must be certified by an authorised certification officer (see list below).
- The date of certification must be within 18 months of submitting your application.

**Note:** Documents certified by medical practitioners will not be accepted.

Authorised certification officers include:

- Justices of the Peace
- Commissioners for affidavits or declarations or oaths
- bank managers or credit union branch managers
- pharmacists\*
- clerks of the court
- barristers or solicitors
- judges of the court
- postal managers
- police officers (all ranks)
- dentists\*
- physiotherapists\*
- chiropractors\*
- optometrists\*
- Australian consular officers.

The authorised officer must certify each document by writing, 'I certify this is a true and full copy of the original document sighted by me'.

All certifying officers must also include their:

- signature (on same page as statement)
- full name
- contact phone number
- profession or occupation (including Ahpra Medical Registration number, if applicable)
- date certified.

\*Certification must include registration number.

**Note:** Documents without all the mandatory details written by the certifying officer will not be accepted and you will have to resubmit newly certified documents.

Certifying officers must be citizens of Australia or New Zealand and currently reside in Australia or New Zealand. Documents certified outside Australia or New Zealand will only be accepted if they are certified by an officer at an Australian consulate.

- Photocopies of certified copies will not be accepted.
- Double-sided documents must be certified on both sides.
- Certification must be on the correct side of the page (ie certification on the back of a single-sided document cannot be accepted).

If you are asked to produce certified copies of your supporting documents, your application will only be considered complete upon receipt of all necessary certified supporting documents.

### **Previously certified documents**

Although we recognise that some birth certificates or university degrees have been certified by a births, deaths and marriages registrar or an official at the university at the time of printing, for the purposes of the FSP Program, this doesn't constitute full certification.

Upon request, applicants who submit documents without certification from an authorised officer will be required to resubmit newly certified supporting documents. Their application will not progress until the documents are received.

### **Confidentiality**

All information within applications will be treated as confidential.

If any documents are poorly scanned, not in colour, have incorrect certification or are suspect, the RACGP reserves the right to request any document be certified by an authorised officer for verification. Applicants who, upon request, do not produce correctly certified copies of their supporting documents may be deemed ineligible.

# Acronyms and glossary

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## Acronyms

- ACRRM** – Australian College of Rural and Remote Medicine
- AGPT** – Australian General Practice Training
- Ahpra** – Australian Health Practitioner Regulation Agency
- AKT** – Applied Knowledge Test
- CAAKT** – Candidate Assessment and Applied Knowledge Test
- CCE** – Clinical Competency Exam
- FRACGP** – Fellowship of the Royal Australian College of General Practitioners
- FSP** – Fellowship Support Program
- GP** – general practitioner
- KFP** – Key Feature Problem
- MMM** – Modified Monash Model
- RACGP** – Royal Australian College of General Practitioners
- RG** – Rural Generalist
- RPL** – Recognition of Prior Learning
- RPLE** – Recognition of Prior Learning and Experience
- SJT** – Situational Judgement Test
- WBA** – workplace-based assessment

You will find further explanation of some of these terms below in the glossary.

## Glossary

**Accreditation requirements** – The official regulatory requirements detailed within the RACGP Accreditation Policy, Accreditation Standards for Training Sites and Supervisors and applied through associated processes.

**Ahpra Medical Registration** – Registration with the Australian Health Practitioner Regulation Agency (Ahpra) which allows the registrant to practise medicine. See [Ahpra's website](#) for more information.

**Applicant** – The medical practitioner applying for entry into the AGPT Program or Fellowship Support Program.

**Commencement of training** – The first day on which the GP in training begins their RACGP-approved program.

**Comprehensive Australian General Practice** – As defined in the [Comprehensive Australian General Practice Guidance Document](#).

**Cultural safety** – Cultural safety is determined by Aboriginal and Torres Strait Islander individuals, families, and communities. Culturally safe practice is the delivery of safe, accessible and responsive healthcare free of racism through ongoing critical reflection about knowledge and skills, and attitudes, practising behaviours and power differentials.

**Education and training requirements** – The mandatory components of the GP in training's RACGP-approved program as defined in the relevant GP in training handbook.

**Fellowship** – Admittance to either:

- Fellowship of the RACGP (FRACGP), or
- FRACGP and Fellowship of the RACGP – Rural Generalist.

**Financial RACGP Member** – An RACGP member who has:

- met the membership category requirements,
- had their complete membership application form accepted and paid their current membership fee in full.

**Full-time equivalent (FTE)** – The RACGP determines FTE to mean 38 hours per week and includes all practice time, education, and training program activities – the composition of which will vary depending upon the GP in training's stage of training.

**General practice college** – Either the:

- Royal Australian College of General Practitioners (RACGP), or
- Australian College of Rural and Remote Medicine (ACRRM).

**GP in training** – The medical practitioner enrolled in any RACGP-approved program before being admitted to Fellowship, of which there are two types:

1. Registrars, who are currently enrolled in the
  - a. Australian General Practice Training Program, or
  - b. Remote Vocational Training Scheme
2. Participants, who are currently enrolled in the
  - a. Fellowship Support Program
  - b. Practice Experience Program – Standard Stream
  - c. Practice Experience Program – Specialist Stream Partially Comparable
  - d. Practice Experience Program – Specialist Stream Substantially Comparable.

**Modified Monash Model (MMM)** – The MMM (2019) is a classification system that categorises metropolitan, regional, rural and remote areas according to both geographical remoteness and town size. The MMM classification for any given area can be found by using the [locator tool](#) on the Department of Health website.

**National Entry Assessment** – A component of the selection process to the AGPT Program and FSP.

**Part-time training** – The combined time spent in practice and undertaking Out-of-Practice Education.

1. Time in practice is calculated pro-rata against the definition of full-time general practice experience.
2. Part-time general practice must comprise:
  - a. a minimum of 14.5-hour working week, over a minimum of two days per week
  - b. a minimum of 10.5 hours in face-to-face, rostered, patient consultation time undertaking general practice activities.
3. Work periods of less than three consecutive hours, or of less than four calendar weeks in any one practice, will not be considered.
4. Out-of-Practice Education hours may be in addition to time in practice.

**Supervisor** – An accredited GP who is both a clinician and role model who takes responsibility for the educational and training needs of the GP in training while in the practice.

**Training site** – A health service accredited by the RACGP where the GP in training may undertake their general practice training.

## *Contact*

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Feel free to contact us with any questions:

T: 1800 472 247

E: [fspadmin@racgp.org.au](mailto:fspadmin@racgp.org.au)

W: [racgp.org.au](http://racgp.org.au)



**RACGP**

Royal Australian College  
of General Practitioners

Healthy Profession.  
Healthy Australia.