Using the change in circumstance (CiC) form

Contents

What is a change in circumstance?

Reasons to complete a CIC

- If you wish to take leave

- Returning from leave

- Change in training site and/or adding an additional training site

- Removing a training site

- Change in supervisor or change of arrangement

- Change in working hours

It is important that you always keep FSP Admin *up to date – any of the above changes can impact your training. For this reason, it's important to speak to your training team first* **before** *completing and submitting your request for a change.*
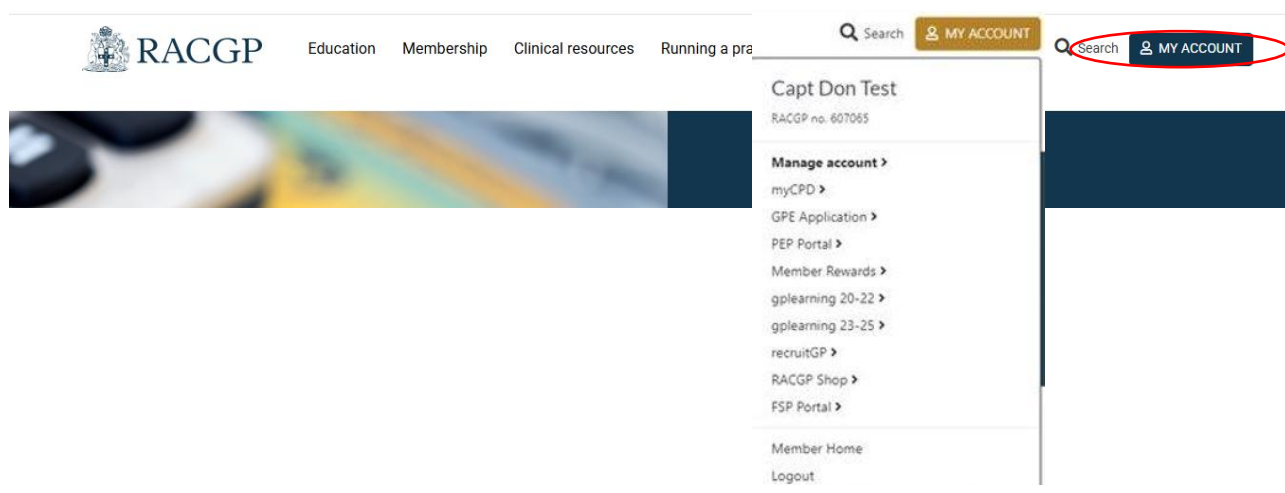
Where to locate the change in circumstance form on the FSP portal
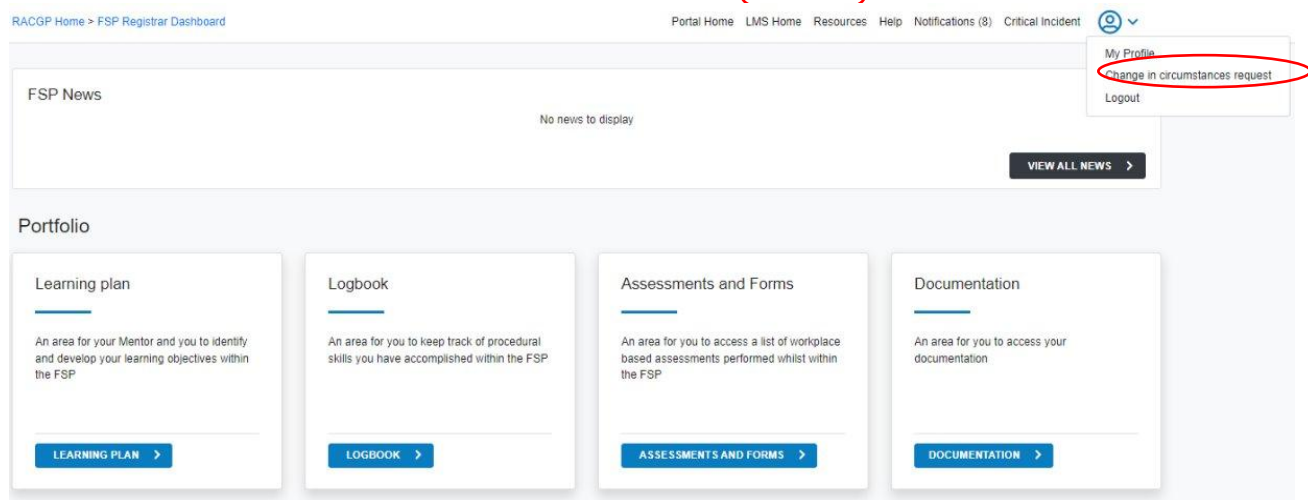
Log in to the RACGP website

To access the FSP portal, you need to log in to the RACGP website with your username and password.
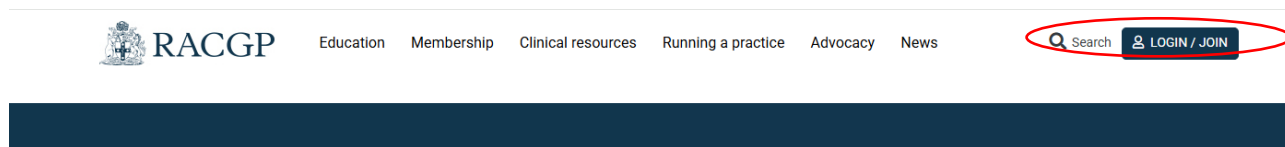
Once you are logged in, select My Account on the top right. Then select FSP Portal

Click on the profile button and select 'Change in circumstance request'

Completing the form

Before you complete the form

For all requests, please ensure you discuss your planned change with your program officer and/or your medical educator **BEFORE** submitting your request.

This will allow the team to provide you the support and information you need to submit your application based on your individual circumstances.

Without this, you may experience:

- Delays with your application
- Your request being declined due to:
    - o not meeting FSP program requirements, eg site and/or supervisor not accredited for training
    - o not meeting Ahpra requirements, eg site and supervisor not matching registration
    - o your supervisor is deemed unable or unsuitable to support your training, for reasons including (but not limited to):
        - ▪ onsite overlap
        - ▪ Ahpra addenda or reprimands
        - ▪ supervisor over capacity, ie already has three (3) GPs in training
        - ▪ unclear support plans for supervisor leave coverage (both planned and unplanned) to ensure continuity of training support.

Overview

The form is intuitive and includes numerous multiple-choice selections, dates and free text fields for requests that require it.

When you have finished a section, click **'next.'** If you need to go back to the previous section, click **'back.'**

If you need to upload documentation for a request, eg letter of support from the practice for a site change or evidence to support a Category 1 leave claim, you'll be given opportunity to do this at the end of the form.

When you have completed all sections, you'll see a **'submit'** button. If you do not press submit the form **will not** process.

On submission you'll receive a notification that it's been received, which will detail what you've applied for, the date it was submitted and an ID number for the form for your records. You don't need to reply to or action anything from this notification.

As your request is processed, you may receive requests for additional information. Please ensure you reply promptly to these requests to avoid delays in processing.

Ensuring all the information you enter is accurate is critical to ensure smooth processing. If you don't, you'll experience delays in processing your request.

Starting the form – your details

Here you'll need to enter your RACGP ID, your full name and your Ahpra medical registration number, and advise whether this is a future-dated request.
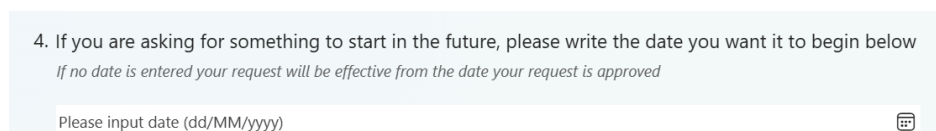
When entering your name, please ensure that you enter this as it appears on your **Ahpra registration.** If you aren't sure, you can refer to your certificate or search the Ahpra website.

It's critical that you enter both your name and your Ahpra registration number correctly. Failure to do so may cause delays in processing your application.

When you reach **question 4**, you need to advise us if this request is for a change as soon as practicable OR if you are anticipating a specific date in the future for the change to occur.

For example: if you're making a change to your training site, you should enter the date you are planning for this change to occur. You should allow sufficient time for your request to be processed when considering the date you'd like to commence. Allow a minimum of 20 business days for RACGP to provide an outcome and an additional 28 days for your Medicare Provider Number (MPN) to be issued.

Note: Remote supervision and extenuating and unforeseen circumstances (EUC) requests will require additional time to the above.

If you'd like your request to be considered in place at the time that it is approved, just put the date you're submitting the request.

Please note that no matter the request, it's not considered approved until you have your outcome – even if you put the date of submission, your approval will only be in place from when your outcome has been sent.

If you're changing sites, you can't commence at your new site until you have received your MPN.

What are you applying for?

This section is where you select your submission from the below options – you'll find an explanation of the options below the image.

○ **Leave** *(Registrar only)*

○ Advising of a **return from leave**

○ **New training site AND a new supervisor** *(use this option if your changing your nominated site/s, unless your supervisor is moving with you, you'll need a new supervisor)*

○ **New supervisor only** *(use this option for a permanent supervisory change)*

○ **Temporary change in supervision** *(to cover your nominated supervisors leave)*

○ **Adding a training site** *(use this option if you are staying at your main site but have work offers at additional location/s)*

○ **Removing a training site** *(use this option only if you wish to remove additional training sites where you currently work)*

○ **Update in working hours** *(use this option only if your training site is not changing and you are adjusting your work hours only)*

○ **Remote supervision**

Leave *(Registrar only)*
Use this option for a period of your leave as a registrar only. Don't use this option if you need to advise us of leave your supervisor is taking.

Advising of a return from leave
Use this option for confirmation that you're returning from leave at the previously advised date. You can find the date that was approved on your outcome notification.

New training site AND a new supervisor
Use this option if you're changing training sites. A change in training sites will mean a change in supervision unless your supervisor is moving with you, ie moving to your new training site with you – you'll need to advise us of what's occurring in the one form. A reminder that only sites accredited for training with the RACGP can be considered suitable to move to.

New supervisor only *(use this option for a permanent supervisory change)*
Use this option when you're remaining at your current site but your nominated supervisor is changing. You should use this option for permanent changes only – not to cover periods of your nominated supervisor's leave. A reminder that only supervisors accredited for training with the RACGP can be considered suitable to supervise.

Temporary change in supervision *(to cover your nominated supervisors leave)*
Use this option to notify us when your nominated supervisor is going on leave. This is considered a temporary arrangement. Dependent on the amount of leave being taken, you may receive a new training placement confirmation to reflect this change for the applicable period.

Adding a training site *(use this option if you are staying at your main training site but have work offers at additional location/s)*
Use this option if you are not changing your main site but wish to add an additional independent site or a branch practice.

Removing a training site *(use this option if you wish to remove any of the additional training sites where you currently work)*
Use this option only for removal of additional training sites (branch or independent). If you need to change your primary site, please complete a change in site and supervisor application.

Update in working hours *(use this option only if your training site is not changing and you are adjusting your working hours only)*
This option is for where your site and supervision are not changing but you're adjusting your working hours at your site/s. If you're working at multiple sites, please ensure you consider how changing hours at one site may impact the hours worked at additional sites.

Remote supervision
Use this option only if you've previously discussed remote supervision with your training team. This selection will allow you to submit a request for your site and supervisor to be considered in an initial desktop audit. If considered appropriate, you will be requested to complete additional paperwork regarding remote supervision.

For some requests you'll need to upload supporting documentation. Please ensure you name your files correctly when uploading. Details on this are available in the form.

At the end of the form, you must click **'submit'.** If you don't, your form won't be processed.