

GPE Online application portal changes FAQ

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Why has the online application changed?

In 2014 RACGP launched an online application platform for general practitioners (GPs) to apply for the RACGP's Specialist Pathway Program (SPP) and the General Practice Experience (Practice Eligible) (GPE) Pathway.

Following feedback from users some changes have been made to the online system to streamline the GPE candidate experience assessment application process and reduce processing delays.

Has the Specialist Pathway Program (SPP) categorisation application changed?

The SPP categorisation application process has not changed.

What has changed?

The key changes to the GPE application include:

- The icon to indicate feedback in the application that must be addressed has changed
- Several pages have been removed including the Introduction, Reason for Assessment and Other Experience
- The CV format has changed
- Auto calculation of the duration of your employment based on the dates provided
- Minimum and maximum working hours limited based on policy
- Streamlined page layout for International and Australian experience
- Sections of your application which have been approved by the Assessors will not be editable if the application is returned to you to address feedback
- The indemnity and statutory declaration form has changed

The application looks shorter, what has been removed?

The Introduction, Reason for Assessment and Other Experience pages have been removed. These pages have been removed because the information on them is no longer relevant to assessing general practice experience.

What happens to information that I previously entered into the removed pages?

Previously entered information will be stored but not displayed. This information is no longer required and new information will not be gathered regarding reason for assessment and other experience.

What happens when I start a new application?

You will enter directly into the updated application portal.

What happens if I already have an application in progress?

If you have an application currently underway the information from your application will be displayed in the updated application portal. The reason for assessment and other experience



information will no longer be accessible. If you receive feedback on your application that requires an update to your CV or indemnity and statutory declaration you may be requested to submit these in the new format.

Have the upload restrictions changed?

No, all files must still be PDF and less than 4MB.

How long will applications take to be processed?

Application processing time has not changed, applications may take up to 10 weeks to be assessed from the time that you submit a completed application. If further information, documentation or clarification is required the processing of your application may be delayed.

Has the policy changed?

The [Assessment of General Practice Experience Policy](#) has not changed and was most recently updated in March 2016. You can view all pathway policies at www.racgp.org.au/education/fellowship/fellowship-of-the-racgp/policies/

What is the new icon?

The icon to indicate a feedback request is now an envelope icon instead of a speech bubble.

Why can't I enter work hours less than 10 or more than 38 hours per week in general practice?

The hours per week has been limited to no less than 10 hours and no more than 38 hours per week based on minimum part time and maximum full time as defined in the [Assessment of General Practice Experience Policy](#)

To ensure continuity of care from a post, the minimum hours per weeks for a post are 10.5 hours per week over three sessions and no less than two days. The maximum number of hours per week assessed is 38 hours per week and even if you work more hours than this it is capped at 38 hours per week.

Has the 100 points of documentation for International posts changed?

The evidence and verifiable documents required for International experience assessment has changed slightly.

For each position you must supply at least:

- 100 points of evidence and
- one piece of independently verifiable information.



Please provide current contact details for all referees if their position or contact details have changed. Referees may be contacted for verification.

INDEPENDENTLY VERIFIABLE DOCUMENTATION	POINTS
Letter of support from practice principal or practice manager. Letter must be on practice letterhead stating your name, position, hours worked per week, dates worked at that practice and specific duties performed	40
SUPPORTING DOCUMENTATION	POINTS
Letters from Medical Director or Superintendent from a local hospital stating the length of time and capacity with which they knew you (maximum of 3)	20
Letters from other medical professionals in the region on their letterhead, stating the length of time and capacity with which they knew you (maximum of 3)	10
Photocopies / scans of de-identified patient records x 20 (please upload as a single file)	10
Photos of the practice and facilities featuring yourself x 5 (please upload as a single file)	10
Referral letters you have provided to patients x 5 (please upload as a single file)	10
Case histories x 10 (please upload as a single file)	10
Reply letters from specialists regarding patient consultation following referral x 5 (please upload as a single file)	10
Evidence of practice audit participation from an accrediting body including practice details and your name conducted during dates worked at practice	10
Job roster	5

What if I've already submitted my 100 points of documentation?

If your documentation has already been checked and determined to be sufficient you will not be required to make any changes. If you receive feedback on your application that requires updated or additional documentation you may be requested to submit these in the new format.

Why is the International section shorter?

The 14 pages of information for International posts have been combined into four pages called: Position details, Description of patients, Description of role and Domains of General Practice. All four pages are mandatory.

Why can't I change things in my application when it's been sent back to me to address feedback?

The RACGP Assessors will now have the discretion to lock sections of your application once they have been assessed. When a section has been locked you will not be able to add new documents, delete existing documents or change information in that section. This has been included to streamline the assessment process.

If you need to make a change in a locked section of your application please email pathways@racgp.org.au with an explanation for why you require the section to be unlocked.



What has changed on the statutory declaration form?

The form looks different and no longer includes a separate indemnity section. This has been changed to make the form easier to use. You will still be required to have an Authorised Witness list your verified documents.

What has changed on the CV template?

The RACGP approved CV template is now an editable PDF and includes the same information required in the AHPRA CV. Hand written CVs will not be accepted. The CV must be comprehensive and list all work from graduation to current including an explanation for any gap in clinical practice greater than 3 months.

What if I have more questions or feedback?

For further information regarding the online GPE application platform please review the [Applying for a General Practice Experience Assessment Guidance Document](#), call 1800 626 901 or email racgpeducation@racgp.org.au.